

# AT&T Telephone & Internet Instructions



Telephone & Internet services must be ordered directly from AT&T Small Business Service.

Before calling AT&T, we suggest that you complete the below form, so that you are prepared with all the information AT&T will need.

**Order the service by calling AT&T Small Business at 1-855-262-1508 or 1-800-288-2020**  
**You can ask for Representative Pete, as he is familiar with the event, but you should be able to talk to any representative by following the below instructions.**

Service Address:

**Cal Expo**

**1600 Exposition Blvd**

**Sacramento CA 95815.**

**Event Reference: Sacramento Boat Show**

Install Date: Monday March 6<sup>th</sup>, 2023

Disconnect Date: Monday March 13<sup>th</sup>, 2023

Company Name: \_\_\_\_\_

Tax ID or SSE# \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Contact Email \_\_\_\_\_

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Please put the following information in the REMARKS section of the order:

Building: \_\_\_\_\_

Booth Number: \_\_\_\_\_

**Add "Jack Work – Reference Code RJ11C to my order"**

**Number of lines needed and type of service:**

# Phone lines \_\_\_\_\_ Long Distance Yes or No \_\_\_\_\_

# Internet lines \_\_\_\_\_

**VERY IMPORTANT!**

DO NOT include your building #, booth #, space # or lot # in the Service address given.

Ask the representative to place your building/booth # etc. in the REMARKS section of the order.

You will also need to ask the AT&T Representative to have jack work (reference code RJ11C) placed on the order so that your order will require a technician's visit. If this step is not taken your service will only work to the main telephone closet and no further. Cal Expo has their own cable to extend service to your requested location, but this work needs a technician's visit to complete.

When your show is concluded you MUST contact AT&T and place a disconnect of service order so that monthly charges will not continue. This step can also be taken when you place your initial service request, but you should still verify that it has been disconnected from the AT&T Business Office after the event.

If you can email me your confirmation number, I will stay on top of the installation. If at any time you have trouble at the time of the show, please contact me first.

Angel Rodriguez  
ATT Lead Tech – Cal Expo  
Ph: 916-213-7645, Email: AR9768@att.com

**IMPORTANT: Contact AT&T after the show to cancel your service to avoid additional monthly billing.**

**After completing your order, please email Show Manager Jorgen Bateman at [jorgen@norcalmgmt.com](mailto:jorgen@norcalmgmt.com) with the details of the order.**

**Order confirmation #**

**Event Phone #**

**Any specifics about where you want the line drop in your display (for larger bulk displays)**

This way I can assist the technicians and help ensure the requested lines get where they need to go.

Confirmation # \_\_\_\_\_

Phone # \_\_\_\_\_  
*for the line ordered*

Contact Name: \_\_\_\_\_

Contact Phone # \_\_\_\_\_