

HOTEL USE ONLY
SERVICE MGR _____
MASTER ACCOUNT CODE _____
GROUP DATES _____



Request for Internet, Telephone, and Digital Signage Services

Today's Date	
Group Name	
Event Name	
Requester Name	
Onsite Contact	

Company Name					
Address					
City		State		Zip	
Phone Number		Fax Number			
Email address					

PAYMENT OPTIONS - Please check one.

- Direct billing** for accounts with prearranged credit through the credit office. Master Account Code: _____
- Charged to guest room.** May only be charged to guest room if the room has been checked in with an approved credit card, or approved for master account billing of room, tax and incidental charges.
- Credit Card (please fill out attached credit card payment authorization form)**

**** Please refer to attached Internet and Telecom pricing sheet for current pricing.**

Option Code see other page (1-18)	Number of Connections	DAILY CHARGE (See pricing sheet)	# DAYS	INSTALL DATE	INSTALL TIME	DISCONNECT DATE	DISCONNECT TIME	ROOM/BOOTH LOCATION	Special Instructions	TOTAL \$

PLEASE RETURN VIA FACSIMILE TO 407-313-8484, ATTN: Events Department/Jackie Martinez

All telephone orders must be received at least five (5) business days prior to the installation date. All internet and digital signage orders must be received at least ten (10) business days prior to the installation date. All requests received with less lead time will be assessed a 20% surcharge per order and are subject to availability due to lead time. Hilton Orlando is not responsible for any support of OR damages to groups own equipment brought in. Equipment rental is based on availability. All options subject to 6.5% sales tax. A \$75.00 cancellation fee will apply for service cancelled after setup. For installation questions or special requests, please contact the IT dept. (407) 313-4300, hrs M-F, 9am-5pm.

Print Client Name: _____ Date of request: _____

Client Signature: _____ Date of signature: _____

Internet Options

Option Code (1-10)

(1)	Standard Wired Connection with 1 Public IP Address..... 1.5Mbps, <u>Half Day Rate</u> (up to 12 hours)	\$595.00
(2)	Standard Wired Connection with 1 Public IP Address..... 1.5Mbps, <u>Full Day Rate</u> (up to 24 hours)	\$995.00
(3)	Standard Wired Connection with 1 Public IP Address..... 1.5Mbps, <u>Multi-Day Rate/Same Room</u>	\$1,195.00
(4)	Additional IP Address..... Private IP Address (each) Public IP Address (each)	\$100.00 \$125.00
(5)	Dedicated T1 Bandwidth Service..... 1.54 Megs	\$3,500.00
(6)	Dedicated 5 Megs Bandwidth Services 5 Megs	\$5,000.00
(7)	Dedicated 10 Megs Bandwidth Services 10 Megs	\$7,500.00
(8)	VLAN Configuration 5 Ports Max	\$2,500.00
(9)	Wireless Access Points 15 Users MAX	\$995.00
(10)	SwitchRentals..... 12 Port Switch Rental 24 Port Switch Rental	\$350.00 each \$495.00 each

Telephone Options

Option Code (11-15)

(11)	House Phone..... Provides for the installation of a telephone for in-house calls only. Long distance, local or toll-free calls cannot be placed or received from this telephone.	\$175 install fee Plus \$30 per additional day
(12)	Direct Inward Dial Number Provides for the installation of a telephone for in-house, local, 800, and incoming calls. Must dial "9" for an outside line.	\$225 install fee Plus \$50 per additional day
(13)	Full Service Extension with Single Line Phone..... Provides for the installation of a single-line telephone for in-house, local, long distance, international and incoming calls. This service is suitable for all voice, fax and credit card machines, etc.	\$275 install fee Plus \$75 per additional day and cost of calls
(14)	Speaker Phone Rental (Polycom).....	\$225 install fee Plus \$75 per additional day and cost of calls
(15)	Digital Phone..... Provides an additional phone number that, when dialed, will hunt for an open station among other designated phones (lines rollover).	\$100 install fee

Digital Signage Options:

Option Code (16-18)

****Digital Signage is an option only if requested by sponsoring organization or if an affiliate receives approval of the sponsor.
Great for Weddings, Birthdays, Advertisements!!**

(16)	Posting with Graphic..... Association of a graphic with an automated posting	\$100 daily
(17)	Video Half Page Presentation on FourWinds reader board	\$2500.00 daily 6am - Midnight
(18)	Presentation..... Featured on FourWinds reader board outside of meeting room	\$300 per event 6am - Midnight



Credit Card Authorization Form
Group Events

Please complete all information below. Any incomplete forms will not be processed. This form must be received by specified date in sales contract, or by hotel requested date.

Fax Completed (407) 313-8487
Form To:
Please Call With Any Questions: (407) 313-8420

Group Name:
Event Dates:
Authorization Form For: Prepayment/Payment

CARDHOLDER TO FILL OUT:

Cardholder Name (as it appears on card):
Cardholder Billing Address:
City: State: Zip Code:
Phone: Email Address:
Credit Card Number: Expiration Date:
Credit Card Type (circle one): American Express Visa/MasterCard Diners Discover
Issuing Bank Name: Phone Number (from back of card):

HOTEL USE ONLY:

Initial Billing Amount:	_____	Authorization Code:	_____	Date:	_____
Final Billing Amount:	_____	Authorization Code:	_____	Date:	_____

If this form is being used for prepayment or deposits, the estimated amount will be billed upon receipt. The balance remaining, if any, will be billed upon event conclusion. If the card is being used for Payment Guarantee or Room Block Guarantee, then the card will be charged only if payment is not made as agreed to per sales contract. By signing below, you agree and acknowledge these terms.

Cardholder Signature: _____ Date: _____