

# Hilton Atlanta

## INTERNET SERVICE PROVIDER ORDER FORM

Fax # (404) 589-7899 Phone # (404) 572-6468 Email ATLAH-ComTechs@hilton.com

NOTE: There is a \$75.00 charge for all orders placed or cancelled 72 hours prior to installation.  
 THE CONVENIENCE OF ACCESSING THE INTERNET IS MADE POSSIBLE WITH EQUIPMENT INSTALLED IN OUR HOTEL THAT WORKS IN CONJUNCTION WITH EQUIPMENT ON YOUR DEVICE. EACH DEVICE MUST BE EQUIPPED WITH AN ETHERNET NETWORK INTERFACE AND VPN SOFTWARE IF ACCESSING CORPORATE NETWORKS VIA THE INTERNET. PRICES MAY VARY ACCORDING TO THE NUMBER OF DEVICES VERSUS DAYS IN USE.

HOUSE ACCOUNT #: \_\_\_\_\_ ROOM/BOOTH #: \_\_\_\_\_

### COMPANY INFORMATION

Name of Show/Convention/Meeting: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PAYMENT INFORMATION

Credit Card Type: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
 Credit Card Holder: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Master Account: \_\_\_\_\_ Guest Room #: \_\_\_\_\_

### AT&T T-1 SHARED ACCESS

NO. OF DEVICES	1 DAY	2 - 4 DAYS	5 OR MORE DAYS
1-2 DEVICES	\$200 EACH PER DAY	\$180 EACH PER DAY	\$160 EACH PER DAY
3 - 5 DEVICES	\$190 EACH PER DAY	\$170 EACH PER DAY	\$150 EACH PER DAY
6 - 10 DEVICES	\$180 EACH PER DAY	\$160 EACH PER DAY	\$140 EACH PER DAY
11 - 20 DEVICES	\$170 EACH PER DAY	\$150 EACH PER DAY	\$130 EACH PER DAY
OVER 20 DEVICES	CALL FOR QUOTE	CALL FOR QUOTE	CALL FOR QUOTE

EACH DEVICE WILL BE GIVEN ITS OWN ACCESS CODE TO THE INTERNET. EACH DEVICE WILL REQUIRE ITS OWN CODE TO ACCESS THE INTERNET. EACH CODE IS A CONNECTION AND EACH CONNECTION IS CHARGED

INSTALL DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_\_  
 REMOVAL DATE: \_\_\_\_\_ REMOVAL TIME: \_\_\_\_\_

NUMBER DEVICES BEING USED:  PRICE PER DAY:  # OF DAYS:   
 TOTAL:

**ADVANCE PAYMENT IS REQUIRED TO PROCESS ORDER**

**NOTE: Wireless internet services are \$1000 per day per Wireless Access point (WAP).  
 The number of WAPs needed is based on room capacity. If you wish to use wireless services,  
 please complete above information and sign and date below.**

Will VPN be used in meeting areas / exhibit booths YES \_\_\_\_\_ NO \_\_\_\_\_

Signature

Date

Please Return To:  
 Hilton Atlanta  
 255 Courtland Street, NE  
 Atlanta, GA 30303

## ELECTRICAL REQUEST FORM

**PLEASE FAX TO 404-221-6815**

Attn: Banquet Operations  
 ph: 404 659-2000 ext 1571

Please complete all information below to ensure accuracy of electrical request.

120 Volt Service	QUANTITY	ADVANCE PRICE	ON SITE PRICE	COST
0-500 Watts (5amp)		\$50.00	\$70.00	
501-1000 Watts (10amp)		\$60.00	\$80.00	
1001-1500 Watts (15amp)		\$80.00	\$90.00	
1501-2000 Watts (20amp)		\$80.00	\$100.00	
2001-2500 Watts (25amp)		\$90.00	\$110.00	
2501-3000 Watts (30amp)		\$100.00	\$120.00	
Exclusive Circuit	QUANTITY	ADVANCE PRICE	ON SITE PRICE	COST
15 Amps		\$90.00	\$105.00	
20 Amps		\$105.00	\$120.00	
30 Amps		\$120.00	\$135.00	
208 Volt (Single Phase)	QUANTITY	ADVANCE PRICE	ON SITE PRICE	COST
15 Amps		\$120.00	\$135.00	
20 Amps		\$140.00	\$155.00	
30 Amps		\$160.00	\$175.00	
40 Amps		\$180.00	\$195.00	
50 Amps		\$200.00	\$215.00	
60 Amps		\$225.00	\$240.00	
100 Amps		\$350.00	\$365.00	
200 Amps		\$680.00	\$695.00	
300 Amps		\$980.00	\$995.00	
400 Amps		\$1,280.00	\$1,295.00	
208Volt (Three Phase)	QUANTITY	ADVANCE PRICE	ON SITE PRICE	COST
15 Amps		\$150.00	\$165.00	
20 Amps		\$170.00	\$185.00	
30 Amps		\$190.00	\$205.00	
40 Amps		\$200.00	\$215.00	
50 Amps		\$220.00	\$235.00	
60 Amps		\$250.00	\$265.00	
100 Amps		\$375.00	\$390.00	
200 Amps		\$725.00	\$740.00	
300 Amps		\$1,080.00	\$1,095.00	
400 Amps		\$1,380.00	\$1,395.00	
Lighting Equipment	QUANTITY	ADVANCE PRICE	ON SITE PRICE	COST
150 Watt Flood Light		\$45.00	\$65.00	
MISCELLANEOUS	QUANTITY	ADVANCE PRICE	ON SITE PRICE	COST
Outlet/Quad Box/Power Strip		\$25.00	\$30.00	

SUBTOTAL	
8% GA SALES TAX	
TOTAL DUE	

SHOW NAME \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 SHOW CONTACT \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

SHOW DATES \_\_\_\_\_  
 ROOM/BOOTH# \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_  
 FAX# \_\_\_\_\_  
 TELEPHONE# \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_

\*Orders must be received a minimum of 48 hours prior to scheduled event opening for Advance Price  
 \*Rates for higher wattages,voltage or special lighting on request.  
 \*Special hanging or installation done on time and material basis  
 \*Rental rates quoted cover any portion of a 7 day consecutive period  
 \*Dedicated circuit or 24 hour service will double the electrical outlet or electrical service connection charge  
 \*Do not send request without form of payment. If paying by credit card, attached authorization form must be filled out and faxed  
 KINDLY RETURN TO HILTON ATLANTA BANQUET DEPARTMENT, 255 COURTLAND STREET, ATLANTA GA 30303 FAX #(404) 221-6815



HOUSE ACCT #: \_\_\_\_\_

**Telephone Service Order Form**

Fax # (404) 222-2790 Phone # (404) 221-6380

Note: There is a \$75.00 charge for all orders placed or cancelled 72 hours prior to installation.

**LOCATION:** \_\_\_\_\_

**EXT #'s:** \_\_\_\_\_

**COMPANY INFORMATION**

Name of Show/Convention/Meeting: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Room Name: \_\_\_\_\_  
 Install Date/Time: \_\_\_\_\_ Removal Date/Time: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PAYMENT INFORMATION**

Credit Card Type: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
 Credit Card Holder: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Master Account: \_\_\_\_\_ Guest Room #: \_\_\_\_\_

**HILTON PROVIDED PHONE LINES**

(MUST FIRST DIAL "9" WHEN DIALING OUTSIDE THE HOTEL)

<u>TYPE:</u>	<u>COST PER LINE:</u> *Plus cost of calls	<u># OF LINES:</u>	<u># OF DAYS:</u>	<u>TOTAL:</u>
T-1 Access Line	Call for Quote	_____	_____	_____
DID Line In-House	\$100.00 + \$30.00 per day	_____	_____	_____
DID Line In-House/Local/800	\$175.00 + \$40.00 per day	_____	_____	_____
DID Line Full Service: (Direct Inward dial (DID) lines are analog.)	\$225.00 + \$50.00 per day	_____	_____	_____
			<b>TOTAL</b>	_____

**BELL SOUTH PROVIDED PHONE LINES**

(NOT NECESSARY TO FIRST DIAL "9" WHEN DIALING OUTSIDE THE HOTEL.)  
 (MINIMUM OF 30 DAYS NOTICE IS REQUIRED FOR ALL BELL SOUTH PROVIDED LINES.)

<u>TYPE:</u>	<u>COST PER LINE:</u> *Plus cost of calls	<u># OF LINES:</u>	<u># OF DAYS:</u>	<u>TOTAL:</u>
ISDN Line	\$600.00 + \$50.00 per day	_____	_____	_____
Bell South Business Line	\$300.00 + \$50.00 per day	_____	_____	_____
			<b>TOTAL</b>	_____

Note: Rates listed above are for line service only and do not include the cost of the telephone instrument. Bell South lines are analog.

**EQUIPMENT RENTAL**

<u>TYPE:</u>	<u>COST PER ITEM:</u>	<u># OF ITEMS:</u>	<u>TOTAL:</u>
Single Line Telephone Rental	\$30.00 per set	_____	_____
Multi-line Eight (8) Button Set Rental	\$90.00 per set	_____	_____
Voice Mailbox Rental	\$50.00 per set	_____	_____
Speakerphone Rental	\$150.00 per set	_____	_____
Conference Speakerphone Set Rental	\$415.00 per set	_____	_____
			<b>TOTAL</b>

**ADVANCE PAYMENT IS REQUIRED TO PROCESS ORDER**

**TOTAL ORDER COST:** \_\_\_\_\_