



High Speed Internet Access Order Form

2201 Stemmons Freeway
Dallas, TX 75207

Company Information

Billing Information

Company/Group Name:		
Address:		
City/State/ZIP:		Please use the attached Credit Card Form
On Site Contact:		
Phone:		
Fax:		
E-mail:		Email or Fax Order To: Edward Castillo Director of IT , Communications Edward_Castillo@hilton.com Phone (214) 761-7267 Fax (214) 761-7691
Date:		
Conference Manager:		
Master Billing #		

Pricing (**Does not include taxes)

Type of Connection	Cost per day Bandwidth Usage to DS3 (45 meg)	Installation/Set up charge per each install or rental	Notes
Wireless Computer Connection	\$100.00 per day	No Charge	Requires Ethernet 802 11b or 802 11a/g card
Wired Computer Connections	\$100.00 per day	\$150.00 set up fee	Includes CAT 5 Cable
Hubs	NA	\$50.00 per hub rental	Required for multiple connections
Router Rental	NA	\$350.00 set up fee	Wireless and Wired Available
ISDN	\$100.00 per day	\$150.00 set up fee	Used for live Radio Broadcast
Static IP Address	\$1500.00 per day	\$150.00 set up fee	Used for guests to set up own network and guest to provide router.
Broadcast Network	Meeting Space NO Internet Access	\$275.00 flat fee	and can include guest room television
Special Requests for onsite network set up and configurations of Vlan's	Customized price available	Customized price available	Contact Communications Department

Check Type of Connection

Notes

Basic Internet Connection	<input type="checkbox"/> Yes <input type="checkbox"/> No	DHCP is the standard connection which is fully routable IP address
Customer to Provide Router/Switch	<input type="checkbox"/> Yes <input type="checkbox"/> No	**Hotel Recommends Cisco 100 meg and is required with Static IP
Static IP Address Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DNS #		
Subnet Mask		
Default Gateway		

Complete Order Below

Meeting Room/Booth Location	Type of PC Connection Wireless or Wired Available	Number of Connections	Requested Installation/Set Up Date/Time	Requested Removal Date/Time
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Wireless <input type="checkbox"/> Yes <input type="checkbox"/> No			



HITLON ANATOLE HOTEL

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 214-761-7691

ATTN: Edward Castillo

HOTEL USE ONLY:

Date: _____

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one)		
<input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> JCB <input type="checkbox"/> Diners Club		
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle)		
<input type="checkbox"/> All Charges <input type="checkbox"/> Room & Tax <input type="checkbox"/> Food & Beverage <input checked="" type="checkbox"/> Retail <input type="checkbox"/> Recreation		
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		
DIRECT BILL ACCOUNT PAYMENTS ONLY:		
Name on Invoice/Statement _____		Date on Invoice/Statement _____
Invoice/Statement Number _____		Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____

Electrical Service Order

Please provide the appropriate information below and turn form in to our Meeting Services Dept.

Convention Name _____	Room _____	Show Date _____
Exhibitor Name _____	Booth # _____	Date _____
On-Site Contact _____	Telephone _____	
Exhibitor's Address _____	City/State/Zip _____	

NOTICE:
The Deadline for ordering goods and services is 15 days prior to function.

RETURN TO:
Meeting Services Dept.
Hilton Anatole Hotel
2201 Stemmons Freeway
Dallas, Texas 75207
214-761-7836 Ph
214-761-7856 Fax

RATE SCHEDULE

LIGHTING	PRICE	QTY	AMOUNT
(1) 150 watt Flood Light (on one pole)	\$75.00		
(1) Track Light	75.00		
(1) Remote Dimmer Control (Chantilly, Grand, Khmer only)	75.00		
POWER	PRICE	QTY	AMOUNT
120-volt Circuit (500 watt max.)	\$100.00		
120-volt Circuit (1000 watt max.)	110.00		
120-volt Circuit (1500 watt max.)	120.00		
120-volt Circuit (2000 watt max.)	150.00		
120-volt Circuit (3000 watt max.)	180.00		
208-volt Circuit (Single Phase 20 Amp)	225.00		
208-volt Circuit (Single Phase 30 Amp)	275.00		
Add'l 208-volt Power (Single Phase) per Amp	6.00		
208-volt Circuit (Three Phase 20 Amp)	300.00		
208-volt Circuit (Three Phase 30 Amp)	450.00		
Add'l 208-volt Power (Three Phase) per Amp	7.00		
Extension Cord - 4-Gang Box (requires power)	30.00		
Extension Cord - One Outlet (requires power)	30.00		
Water (in Trinity I only - priced per request)			
Other (specify)			
Sub-Total:			
25% Late Charge (if applicable)			
20% Service Charge			
Dallas Sales Tax (@ 8.25%)			
Total:			
LABOR (2-hour minimum charge)	RATE	QTY	AMOUNT
Straight Time Labor - 7am to 4pm	\$75/hr		
Overtime Labor (before 6am, after 4pm, & Saturday)	\$125/hr		
Sunday & Holiday Labor	\$150/hr		
Hanging Banner (in meeting space - up to 4ft L x 4ft W)	\$50 flat		
Hanging Banner (in meeting space - L or W > 4ft)	\$10/l.f.		
Hanging Banner* (in public space - up to 4ft L x 4ft W)	\$100 flat		
Hanging Banner* (in public space - L or W > 4ft)	\$20/l.f.		
Hanging Banner* (Atrium II Light Pole)	\$50 flat		
<small>*Requires hotel approval and placement</small>			
Sub-Total:			
25% Late Charge (if applicable)			
Grand Total:			

All material and equipment furnished remains the property of the Hilton Anatole Hotel.

I understand the terms, conditions, and rates stated above and agree to pay all charges incurred to my exhibit(s) and on my behalf.

Exhibitor Signature _____	Printed Name _____	Date _____
Credit Card Type/Brand _____	Credit Card # _____	Exp. Date _____
Card Member Signature _____	Printed Name _____	Date _____

Prices are effective for events that occur on or before December 31, 2006 and are subject to change without notice.

WAH ESO 0501003

GENERAL CONDITIONS OF RENTAL & SALES Placement & Confirmation of Service Order

To place your order, please fax this Service Order (completed) to 214-761-7856. To confirm orders, you may call 214-761-7836 from outside the hotel, or dial ext. 2727 from any house phone while on property.

Changes or Additions to Your Order

Any changes or additions to your order must be made in person at the Service Desk. Note: The workmen are not permitted to take orders or make changes to the orders.

Adjustments to Orders/Invoices

All adjustments to orders and invoices must be made in person at the Service Desk. No adjustments to your order/invoice will be made unless reported prior to close of show.

Inventory of Services

Exhibit booths will be inventoried at the show site. Any additional materials or wattage used will be added to the final invoice and priced as "floor order" (subject to applicable rates).

Lighting Fixtures

Lighting fixture rentals include fixture, pole, and base.

Receptacles/Outlets

Wall or post receptacles are not a part of the booth space. For a booth to have electricity, a separate outlet & electrical service must be ordered.

Electric Motors

All electric motors of one (1) horsepower (HP) or larger must be equipped with a fusible switch.

Electrical Power and Service

Normal Usage: 120-volt single-phase, four- or five-wire.
120/208-volt three-phase, four- or five-wire.
Heavy Loads: Heavy loads are limited to certain locations within the building, and require advanced arrangements. Please contact our office for information.
High Voltage: 277/480-volt three-phase, four-wire power is available. Advanced arrangements are required.
Other Service: Any special requirements for electrical service not listed must be arranged prior to the agreed deadline (listed on the reverse).

"Special Work/Special Setup" Rates

All special work is charged on a Materials and Labor basis, on the following rate schedule:

Materials: Retail cost (as published in the "Trade Service" pricing book)
Labor: Priced under "Miscellaneous Services"
Late Charge: All special work required and requested after the deadline (less than 15 days prior to the function) is subject to an additional 25% late charge, regardless of when the work is done.

PAYMENT

- Payment for exhibit goods and services must be made in advance, by checks, money orders, or credit cards, and must accompany this Electrical Services Order Form.
- Purchase Orders are not accepted as a form of payment.
- A 25% Late Charge must be added for services required and requested after the deadline (less than 15 days prior to the function), regardless of when the work is done.
- Make checks or money orders payable to Hilton Anatole Hotel.
- Payment for labor and services, whether ordered by the exhibitor, display builder or other parties, shall be the responsibility of the exhibitor.

