



**HILTON NEW ORLEANS RIVERSIDE
Request for Internet Service**

Convention Name: _____ Company Name: Conference Direct Client Contact: _____
 Business Address: _____ City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Fax Number: _____ Email: _____

Payment Options- Please check one.

- Direct billing for accounts with prearranged credit through the credit office. Master Account number _____
- Credit Card – Please complete *Credit Card Payment Authorization Form* and submit with request

Your Computer requires an installed ETHERNET CARD w/ RJ45 FEMALE ADAPTER **AND/OR** WIRELESS ADAPTER. **All orders must be received at least five (5) business days prior to the installation date.** Orders received with less lead will be assessed a \$25.00 late charge per line. A \$50.00 cancellation fee will apply for service cancelled after setup. A setup Fee is applied based on the number of computers setting up, please ask for details. Per day charges are for full calendar dates only. No partial day adjustments will be made. By your signature you authorize installation and accept responsibility. Prices are subject to change. Please contact hotel directly for current rates.
For installation questions or special requests, please contact Marie McCrery at (504) 584-3915 or email Marie.McCrery@hilton.com

***** **A USERNAME/PASSWORD WILL BE ISSUED FOR EACH COMPUTER. PLEASE NOTE THIS USERNAME/PASSWORD IS NOT TRANSFERABLE TO ANY OTHER COMPUTER.** *****

PLEASE RETURN VIA FACSIMILE TO 504-556-3788, ATTN: Marie McCrery

LOCATION / ROOM	# OF COMPUTERS	WIRED	WIRELESS	DAILY CHARGE	# DAYS	INSTALL DATE / TIME	DISCONNECT DATE / TIME	SUB-TOTAL
Setup Fee one time charge	1-4 \$75 5-20 \$150 21-39 \$200 40-100 \$500							
							Total setup	NA
							Total Charges:	

Client Signature: _____ Date: _____

Meetings & Conventions Manager: _____ Date: _____

Please refer to attached High-Speed Internet pricing sheet for current pricing.