



Telecom Order Form

Phone 504.592.8000 Fax 504.592.8001

Show Name: _____
 Organization Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

Fax: _____
 On Site Contact: _____
 Show Dates: _____
 Email: _____
 Master Account: _____

1. All lines must be filled out to process order
2. If a master account has not been established, advance payment for all charges is required
3. Attached payment consent form (Sheet 2) must be filled out to process all credit card billing
4. Billing of calls to your account will occur after service has been disconnected and will originate directly from the Hilton New Orleans Riverside

5. Separate billing of service and usage should be expected
6. All orders must be received 5 business days prior to the date of installation
7. Orders received with less lead time will be assessed a \$25.00 rush charge per line

Service Option	Location / Room	Installation Date / Time	Disconnect Date / Time	Days	Quantity	Number Needed in Advance	Office Use Only		
							Price	Subtotal	Assigned Number

Telecom Usage Pricing through Hilton New Orleans Riverside
 Local Calls \$1.00 (Additional \$0.10 per minute after 60 minutes) 800,888,877 calls \$0.10 per minute after 60 minutes. Directory Assistance \$1.00 Applicable taxes will be added - rates are subject to change without notice.

Office Use Only	
Subtotal	_____
Service Charge (22%)	_____
Sales Tax (11%)	_____
Total	_____

Complimentary access is provided for 911, AT&T Operator, Open access to other Long Distance Carriers, Credit Card Calls, Collect Calls, and Third Party Calls. You may obtain free AT&T rate information at any time by dialing 8+0+Area Code+Number+0. Ask the AT&T Operator for the rate of an Operator Dialed Day plus 25%. Hilton subscribes to AT&T Long Distance and Network PTS Operator Services. USLEC is our local carrier. You have the right to reach other long distance carriers from this telephone by dialing 8+the access code provided by the carrier.

Authorized Signature: _____ Date: _____



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Telecom Options

Popular Packages

(Bundled options reflect single day usage of Service and Equipment) (Additional daily equipment charges apply for multiple day events)

1	\$150.00	Standard Telephone with Direct Dial-in, Dial out Local & Long Distance Service
2	\$300.00	Standard Telephone bypassing hotel operator Direct Dial-in, Dial out Local & Long Distance Service (There are a limited number of these lines available)
3	\$300.00	Standard Speakerphone with Direct Dial-in, Dial out Local & Long Distance Service - Polycom speakerphone for use with up to 15 people
4	\$350.00	Deluxe Speakerphone with Direct Dial-in, Dial out Local & Long Distance Service - Polycom speakerphone and 2 extension microphones for use with up to 30 people
5	\$400.00	Gentner Telecom Interface with Direct Dial-in, Dial out Local & Long Distance Service - Telecom interface for use with up to 2000 people (Sound system and microphones additional)

Services (One time charge)

A	No Charge	House Extension - In House wall telephone available in all meeting rooms. Cannot be removed from wall and runs through hotel operators (PBX). Incoming calls are directed through PBX to the local extension. Calls may be placed to any extension including guest rooms throughout the hotel. No Local or Long Distance access with this option.
B	\$60.00	House Extension L/LD - In House wall telephone available in all meeting rooms. Cannot be removed from wall and runs through hotel operators (PBX). Incoming calls are directed through PBX to the local extension. Calls may be placed to any extension including guest rooms throughout the hotel. Local and Long Distance access is provided with this option, 9 must be dialed to access numbers outside the hotel.
C	\$125.00	Telecom Connection Fee DID L/LD - This is a service associated with running the phone line, taping it down and activating the phone. This is a one time fee, must be included with all options below, and does not included equipment. D.I.D. (Direct Inward Dial) standard telephone installed anywhere in the hotel and runs through hotel switch. Incoming calls go directly to the local extension bypassing the hotel operators (PBX). Calls may be placed to any extension including guest rooms throughout the hotel. Local and Long Distance access is provided with this option, 9 must be dialed to access numbers outside the hotel. Additional phone usage charges will be applied by the hotel.
D	\$150.00	Direct Line Bypassing PBX - Must be used in conjunction with option C above. Direct Line standard telephone installed anywhere in the hotel and runs outside the hotel's switching system. Incoming calls go directly to the local extension bypassing the hotel operators (PBX). (There are a limited number of these lines available for rental)
E	\$40.00	Voicemail - Voicemail option available only in conjunction with options C & D above. This is a private voicemail box set up within the hotel switch accessible through installed phone.
F	Call for Quote	Digital Telephone L/LD Package - Must be used in conjunction with option C above. Digital Telephone installed anywhere in the hotel and runs through hotel operators (PBX). Incoming calls are directed through PBX to the local extension. Calls may be placed to any extension including guest rooms throughout the hotel. Local and Long Distance access is provided with this option, 9 must be dialed to access numbers outside the hotel. Transfer, Conference, Call Forwarding, and Hold provided with package. Intercom group and additional lines extra.
G	Call for Quote	Conference Call - Must be used in conjunction with option C above. Consists of a Toll Free number for up to 75 participants to attend a teleconference. Charges are \$0.10 cents a minute per participant.

Equipment (Daily charge)

H	\$25.00	Standard Telephone - Standard telephone needed for most installations and supplied at a daily rental rate. Must be used in conjunction with options C through G above.
I	\$175.00	Standard Speakerphone - Polycom speakerphone for use with up to 15 people and supplied at a daily rental rate. Must be used in conjunction with options C through G above.
J	\$225.00	Deluxe Speakerphone - Polycom speakerphone and 2 extension microphones for use with up to 30 people and supplied at a daily rental rate. Must be used in conjunction with options C through G
K	\$250.00	Gentner Telecom Interface - Telecom interface for use with up to 2000 people and supplied at a daily rental rate. Must be used in conjunction with options C through G above and also must include option H.
L	\$45.00	Digital 2 Way Walkie Talkie - 2 Way Digital Radio available with a 10 day lead time, shorter lead times are available with varying rush charges. 2 Way Digital Radio rate is available with a 3 day minimum.
M	\$75.00	Cellular Telephone - Cellular phone available with a 10 day lead time, shorter lead times are available with varying rush charges. Includes nationwide walkie talkie. Cellular rate is available with a 3 day minimum. Additional usage rates do apply.



PRESENTATION SERVICES

Phone 504.592.8000 Fax 504.592.8001

Credit Card Consent Form

Show Name:
Organization Name:
Address:
City/State/Zip:
Phone:

Fax:
On Site Contact:
Show Dates:
Email:

I authorize Presentation Services to charge my card in the amount of:

Type of card:

Credit Card Number:

Expiration Date:

Security Code:

Customer PO (If required or Purchase Card # used):

Cardholder's Name (If Different from above):

Cardholder's Phone Number (If Different from above):

Cardholder's Email Address (If Different from above):

Cardholder's Billing Address (If Different from above):

Cardholder's State & Zip Code (If Different from above):

Customer Name to be Invoiced:

Invoice / Order Number:

I, (please print) certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Cancellation Policy
A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.
B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full rate applicable to equipment and tax only.

Authorized Signature:

Date: