Hilton Minneapolis

TELECOMMUNICATIONS FORM

Today's Date: _____
Function Name: _____
Contact Person: _____
Company: _____
Address: _____
_____
Telephone/Fax #: _____

Installation Date: _____
Installation Time: _____
Disconnect Date: _____
Disconnect Time: _____
Meeting Room: _____
and/or Booth #: _____
Hilton Contact: _____

SERVICES	Charge		Quantity	Days	Total
House Phone Installation	$ 85.00	/Day			
DID (Direct inward dial)	$ 150.00	/Day			
Speaker Phone(Poly-Com)	$ 200.00	/Day			
Voice Mailbox	$ 75.00	/Day			
Adds, Moves, Changes and Digital Lines	$ 150.00	/Hr			
HIGH SPEED INTERNET ACCESS - WIRELESS					
1-2 Users/IPS - 512k up x 1024k down ☐ **WiFi** *	$ 100.00	/Day			
1-2 Users/IPS - 2mb up x 2mb down ☐ **WiFi** *	$ 500.00	/Day			
1-2 Users/IPS - 5mb up x 5mb down ☐ **WiFi** *	$ 1,000.00	/Day			
1-2 Users/IPS - 10mb up x 10mb down ☐ **WiFi** *	$ 2,000.00	/Day			
1-5 Users/IPS - 512k up x 1024k down ☐ **WiFi** *	$ 250.00	/Day			
1-10 Users/IPS - 512k up x 1024k down ☐ **WiFi** *	$ 400.00	/Day			
1-25 Users/IPS - 512k up x 1024k down ☐ **WiFi** *	$ 1,000.00	/Day			
1-50 Users/IPS - 512k up x 512k down ☐ **WiFi** *	$ 1,500.00	/Day			
1-50 Users/IPS - 512k up x 1024k down ☐ **WiFi** *	$ 2,000.00	/Day			
1-100 Users/IPS - 512k up x 512k down ☐ **WiFi** *	$ 5,000.00	/Day			
1-100+ Users/IPS - 512k up x 512k down ☐ **WiFi** *	Quote	/Day			
Patch Panel - Access (for outside provider connection)	$ 1,200.00	/Day			
Recess of Authorization Page (Splash Page)	$ 1,000.00	/Day			

***Wired connections are available. Additional charges may apply.**

Subtotal: _____
Tax (7.775%) _____
Total: _____

All charges are one time charge for installation; local and long distance calls billed separately.
Local and long distance charges are for telephone lines only, not internet access.

Special Instructions:

Labor charge for changes to the original agreement on day of function will be billed at $55 per hour, 1 hour minimum, plus time and a half for overtime if necessary.
For special telephone needs, contact the Events department at (612) 376-1000, ext. 3101. Additional charges may be incurred for complicated installations.
Less than 24 hours notice, additional charge of $25.00 will apply. Rates are subject to change without prior notice. All long distance charges are billed at the AT&T operator assisted rate less 50% of the surcharge. Rates subject to change.

_____ Customer Signature

_____ Date

To request a receipt
E-Mail Address _____ or
Fax: _____ and
Phone: _____

OFFICE USE ONLY		
SET		
STRIKE		
POST		
CODE		

Method of Payment

_____ Check _____
_____ Credit Card _____ Expiration _____
_____ Master Account _____
_____ Guest Room _____ Dates: _____

Credit cards will be charged 7-10 days prior to function to verify approval for services requested.
Please mail checks to: Hilton Minneapolis- 1001 Marquette Ave, Minneapolis Mn 55403. **ATTN**: FINANCE- Fax form to: 612 397 4871

Routing to: Telecommunications Events