

HOTEL USE ONLY
 SERVICE MGR _____
 MASTER CODE _____
 GROUP DATES _____



Request for Internet, Telephone, and Digital Signage Services

**** NO OUTSIDE NETWORK EQUIPMENT ALLOWED UNLESS APPROVED BY THE HILTON AUSTIN IT DEPARTMENT. THIS INCLUDES SWITCHES, HUBS, ROUTERS, AND WIRELESS ACCESS POINTS**

Today's Date	
Group Name	
Event Name	
Requester Name	
Onsite Contact	

Company Name					
Address					
City		State		Zip	
Phone Number				Fax Number	
Email address					

PAYMENT OPTIONS - Please check one.

- Direct billing** for accounts with prearranged credit through the credit office Master Account Code:
- Charged to guest room.** May only be charged to guest room if the room has been checked in with an approved credit card, or approved for master account billing of room, tax and incidental charges.
- Credit Card** (please fill out attached credit card payment authorization form)

**** Please refer to attached Internet and Telecom pricing sheet for current pricing. ****

Option Code see other page (1-15)	Qty of Connections	DAILY CHARGE (See pricing sheet)	# DAYS	INSTALL DATE	INSTALL TIME	DISCON- NECT DATE	DISCONNECT TIME	ROOM LOCATION	Special Instructions	TOTAL \$

PLEASE RETURN VIA FACSIMILE TO 512 682-2789, ATTN: Events Departments

All internet and telephone orders must be received at least five (5) business days prior to the installation date. Please allow at least ten (10) business days for digital signage and VLAN configurations. Requests received with less lead time will be assessed a \$25.00 late charge per order. A \$50.00 cancellation fee will apply for service cancelled after setup. For installation questions or special requests, please contact the IT dept. (512)-682-2774, hrs M-F, 9am-5pm

Print Client Name: _____ Date of request: _____

Client Signature: _____ Date of signature: _____

Internet and Telecom Services Pricing

**All options subject to 8.25% sales tax



****NO OUTSIDE NETWORK EQUIPMENT ALLOWED UNLESS APPROVED BY THE HILTON AUSTIN IT DEPARTMENT, THIS INCLUDES WIRELESS ACCESS POINTS, SWITCHES, HUBS, ROUTERS**

Internet Options

Option Code (1-14)

- (1) Standard Wired Connection.....\$225 daily
1.5Mbps, Pricing per computer
- (2) Standard Wireless Meeting Room Connection.....\$90 daily
Pricing per computer includes access in guestroom and meeting space. Not recommended for presentations, video streaming, webex sessions, and large file uploading or downloading.
- (3) 5 Mbps circuit (burstable to 10 Mbps)\$500 daily
Recommended for webcast, media rich web applications, streaming, etc. (Larger circuits available)
- (4) Custom Wireless Access Point Configuration (802.11 b/g)\$575 daily (per Access Point)
SSID named to your specifications (can be broadcasted or hidden), encrypted (WEP, WPA) or unencrypted, this includes standard internet uplink and will connect up to 75 users wirelessly.
- (5) VLAN configuration.....\$200 per jack
.....plus daily uplink fee of standard or 5Mbps circuit
Each meeting and guest room is segmented by default. VLAN configuration includes multiple meeting/guest rooms onto the same VLAN to enable the sharing of resources.
- **The Hilton Austin supports nearly all VPN clients (PTPP, L2TP, IPSec) and can provide meeting and guest rooms with private or public IP addresses. We are also connected to the Austin Convention Center via fiber and can provide a dry patch or create a VLAN between the two properties.....Call for Pricing

Telephone Options

**Phone numbers will be provided upon arrival unless instructed otherwise.

- (7) In-house Extension - Existing Telephone.....free of charge
Provides for the use of the existing meeting room's single-line telephone for in-house calls only.
Long distance, local or toll-free calls can not be placed or received from this telephone.
- (8) Direct Inward Dial Number (DID)\$200 flat fee
Provides for the installation of a telephone for in-house, local, long distance, international and incoming calls
(Must dial 9 for an outside line. Not recommended for devices that will not dial 9 first)
- (9) Plain Old Telephone System Line (POTS) - Full Service Extension..... \$350 flat fee
Provides for the installation of a single-line telephone for in-house, local, long distance, international and incoming calls (This service is suitable for all voice, fax, and credit card machines, etc.)
- (10) Speaker Phone Rental\$300 setup fee
(Includes DID) Suitable for larger rooms/groups of 2 - 30 people..... \$100 each additional day
- (11) Hunt Group\$100 plus \$10 per line
Provides an additional phone number that, when dialed, will hunt for an open station among other designated phones (lines rollover) We must have advance notice.

Digital Signage Options:

**Digital Signage is an option only if requested by sponsoring organization or if an affiliate receives approval of the sponsor.

Great for Weddings, Birthdays, Advertisements!!

Signage is displayed digitally on 46" LCD monitors in the lobby, 4th floor, and 6th floor public areas

- (12) Automated Posting for event booked in Hilton Austin Meeting Room on floors 4 and/or 6.....free of charge
(15" LCD outside of room and 46" LCD readerboards)
- (13) Posting with Graphic Association of a graphic with an automated posting.....\$75.00/daily
- (14) Video Half Page presentation for 46" LCD readerboard.....\$300.00/daily/per readerboard
- (15) Presentation for 15" LCD readerboard outside of meeting room.....\$150.00/event/per room



Hilton Austin

500 East 4th Street • Austin TX 78701

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: _____

ATTN: _____

PHONE: _____

HOTEL USE ONLY:

Date: _____

Authorized Amount:	Approval Code:	Date:
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CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name:				
Check-In / Event Date:				
Name of Person/Group Making Reservation:			Phone:	
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)				
Visa/MasterCard	American Express		Discover	JCB
				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) All				
Charges	Room & Tax	Food & Beverage	IT/Electrical/AV	Retail
				Recreation
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				
DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card)				
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: _____