

High Speed Wired Internet Request Convention Services Service Order

Conference Name: IPMA-HR Southern Region Conference **Date:** May 17 – 19, 2015

All requests for internet service must be received at **least 10 days prior to need** and be accompanied by a check or a credit card to cover all charges. If a credit card is used we require a clear copy of the Front and Back of the card before any processing is attempted. If a copy of the card is not provided it could delay any services you might require. A credit card authorization form is attached.

Service for late requests cannot be guaranteed. **A charge of \$25.00 will be applied to all late requests in addition to normal charges.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

Please note only one Cat 5 connection cable will be provided by the hotel.

The hotel will ensure that ports in the specified meeting rooms are activated prior to the meeting.

- **What hardware will be used in the meeting?**

Basic PC connection to the Internet	Servers
VPN access to corporate networks	Web Conference
Router	Other (Please Specify): _____
	Is Public IP Required Yes NO

- How many notebook or desktop computers will need to connect using wired access? _____

- How many will require a simultaneous VPN _____
(Each Device connected to the hotel's wired network will need a standard Ethernet Card/Port)

- Has each computer you wish to connect been connected to the Internet before? YES NO
(If no, please be sure that each computer has an Internet browser such as Microsoft Internet Explorer or Netscape Navigator)

- Do you need an Ethernet switch to connect multiple computers? YES NO How Many? _____

We also have a **Meeting Room Kit** which consists of a 24 Port switch and cables. Each switch can support 23 PCs. Switches may be daisy chained together to support larger numbers of PCs.

Pricing

	Quantity	Cost (1 st Day)	Each Additional Day	Total	Location
High Speed Wired Internet (Per line/per user/per day)	_____	\$100.00	\$75.00	_____	_____
Router/Hub Setup – up to 7 users	_____	\$250.00	\$200.00	_____	_____
Meeting Room Kit	_____	\$750.00	\$500.00	_____	_____

Cancellation Policy:

If you wish to cancel, cancellation notice must be received by E-Mail, at least 48 hours in advance. If you cancel with less than 48 hours notice, you will be obliged to pay 50% of the fees. The cancellation policy shall not apply to any special or custom arrangements for conference room services that required Hilton to incur any expense or liability in advance. This will be billed at regular or quoted costs.

Payment: Total Charges _____ + \$25.00 Late Fee (If Applicable - See Above) _____
 + 6% Sales Tax _____ = **TOTAL AMOUNT DUE WITH TAX: \$** _____

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Credit Card Authorization Form

Conference Name: IPMA-HR Southern Region **Conference Date:** May 17 – 19, 2015

Date: _____

Dear Management:

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront Hotel, to charge the below amount to my credit card #: _____ Expiration Date: _____.

*****Your Credit Card will be processed at the time we receive the information.*****

TOTAL AMOUNT DUE WITH TAX: \$ _____

Company Name: _____

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

City, State & Zip _____

Daytime Telephone #: _____

E-Mail Address: _____

*******A COPY OF THE FRONT AND BACK OF THE CREDIT CARD IS REQUIRED*******

All blanks must be completed before hotel can process authorization.

Please Return To: Melissa Krick

Convention Services Assistant

Hilton Virginia Beach Oceanfront

3001 Atlantic Ave.

Virginia Beach, VA 23451

Phone (757) 213-3455

Fax: (757) 213-3430

Email: melissa_krick@hiltonvb.com