



# Hilton Minneapolis

## TELECOMMUNICATIONS FORM

Today's Date: \_\_\_\_\_  
 Function Name: 2008 AGO National Convention  
 Contact Person: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone/Fax #: \_\_\_\_\_

Installation Date: \_\_\_\_\_  
 Installation Time: \_\_\_\_\_  
 Disconnect Date: \_\_\_\_\_  
 Disconnect Time: \_\_\_\_\_  
 Meeting Room: \_\_\_\_\_  
 and/or Booth #: \_\_\_\_\_  
 Hilton Contact: Jessica Metcalf

<u>SERVICES</u>	<u>Charge</u>	<u>Quantity</u>	<u>Total</u>
House Phone Installation	\$85.00	_____	_____
DID (Direct inward dial)	\$150.00	_____	_____
Speaker Phone(Poly-Com)	\$200.00	_____	_____
Voice Mailbox	\$75.00	_____	_____
Adds, Moves, Changes and Digital Lines	\$150.00/hour	_____	_____
<b><u>HIGH SPEED INTERNET ACCESS</u></b>			
First Computer	\$500.00/day	_____	_____
Ea. Additional Computer	\$150.00 ea./day	_____	_____
ISDN Line (for video Teleconference only)	\$350.00	_____	_____

**Hotel does not provide video equipment**

**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.**

Total \_\_\_\_\_  
 7.15% Tax \_\_\_\_\_ Phone lines only  
 Grand Total \_\_\_\_\_

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: \_\_\_\_\_

**Please return by fax or mail to:**

Fax: 612-397-4937  
 Attn: Event Services  
 Address: 1001 Marquette Avenue  
 Minneapolis, MN 55403

Method of Payment

\_\_\_\_\_ Check \_\_\_\_\_  
 \_\_\_\_\_ Credit Card \_\_\_\_\_

Expiration \_\_\_\_\_  
 Dates: \_\_\_\_\_

Credit cards will be charged 7-10 days prior to function to verify approval for services requested.  
 Please mail checks to address provided above.

Routing to: Telecommunications Events