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



Request for Internet, Telephone, and Digital Signage Services

| | |
|----------------|--|
| 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) | Number of Connections | DAILY CHARGE (See pricing sheet) | # DAYS | INSTALL DATE | INSTALL TIME | DISCONNECT DATE | DISCONNECT TIME | ROOM/BOOTH LOCATION | Special Instructions | TOTAL \$ |
|-----------------------------------|-----------------------|----------------------------------|--------|--------------|--------------|-----------------|-----------------|---------------------|----------------------|----------|
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PLEASE RETURN VIA FACSIMILE TO 407-313-8484, ATTN: IT Department

All internet and telephone orders must be received at least three (3) business days prior to the installation date. Please allow at least five (5) 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 \$75.00 cancellation fee will apply for service cancelled after setup. For installation questions or special requests, please contact the IT dept. (407) 313-4300, hrs M-F, 9am-5pm

Print Client Name: _____ Date of request: _____

Client Signature: _____ Date of signature: _____

Internet Options

Option Code (1-14)

- | | |
|--|-----------------|
| (1) Standard Wired Meeting Room Connection..... 1.5Mbps, Pricing per connection | \$195 daily |
| (2) Daily Wireless Meeting Room Connection..... Pricing per connection includes access in guestroom and meeting space. Not recommended for presentations, video streaming, large file uploading or downloading. | \$14.95 daily |
| (3) 5 Mbps circuit (burstable to 10 Mbps) Recommended for webcast, media rich web applications, streaming, etc. (Larger circuits available) | \$750 daily |
| (4) VLAN configuration..... *(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. | \$1250 per day* |

Telephone Options

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

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| (5) House Phone Provides for the installation of a telephone for in-house calls only . Long distance, local or toll-free calls can not be placed or received from this telephone. | \$175 install fee Plus \$30 per day |
| (6) Direct Inward Dial Number (DID) Provides for the installation of a telephone for in-house, local, 800, and incoming calls (Must dial 9 for an outside line.) | \$225 install fee Plus \$50 per day |
| (7) Full Service Extension..... 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.) | \$275 install fee Plus \$75 per day and Cost of Calls |
| (8) Speaker Phone Rental (Polycom)..... | \$225 setup fee Plus Line and Cost of Calls |
| (9) Digital Phone..... 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. | \$100 Plus Line |

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!!

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|---|------------------------------|
| (10)Automated Posting for meetings/events on readerboards..... (Up to 21 Characters) | free of charge |
| (11)Posting with Graphic Association of a graphic with an automated posting..... | \$100.00/daily |
| (12)Video Half Page presentation on FourWinds readerboard..... | \$2500.00/daily/6am-Midnight |
| (13)Presentation on FourWinds readerboard outside of meeting room..... | \$300.00/event/6am-Midnight |

**All options subject to 6.5% sales tax.



Credit Card Authorization Form
Group Events

Please complete all information below. Any incomplete forms will not be processed. This form must be received by specified date in sales contract, or by hotel requested date.

Fax Completed (407) 313-8487
Form To:
Please Call With Any Questions: (407) 313-8420

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| Group Name: |
| Event Dates: |
| Authorization Form For: Prepayment/Payment |

CARDHOLDER TO FILL OUT:

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| Cardholder Name (as it appears on card): |
| Cardholder Billing Address: |
| City: State: Zip Code: |
| Phone: Email Address: |
| Credit Card Number: Expiration Date: |
| Credit Card Type (circle one): American Express Visa/MasterCard Diners Discover |
| Issuing Bank Name: Phone Number (from back of card): |

HOTEL USE ONLY:

| | | | | | |
|-------------------------|-------|---------------------|-------|-------|-------|
| Initial Billing Amount: | _____ | Authorization Code: | _____ | Date: | _____ |
| Final Billing Amount: | _____ | Authorization Code: | _____ | Date: | _____ |

If this form is being used for prepayment or deposits, the estimated amount will be billed upon receipt. The balance remaining, if any, will be billed upon event conclusion. If the card is being used for Payment Guarantee or Room Block Guarantee, then the card will be charged only if payment is not made as agreed to per sales contract. By signing below, you agree and acknowledge these terms.

Cardholder Signature: _____ Date: _____