



**HIGH SPEED INTERNET REQUEST**

We are pleased to announce that we are now able to offer high-speed Internet access. This service provides access that is 175 times faster than a standard dial-up connection. The high speed system is available to you, in all of our Meeting Rooms and Exhibit Hall. Note, the system does require you to have your own PC or laptop, with a browser, plus an Ethernet card.

<b>NAME OF SHOW:</b>		<b>DATE OF SHOW:</b>	
<b>Installation</b>	<b>Date:</b>	<b>Day:</b>	<b>Time:</b>
<b>Removal</b>	<b>Date:</b>	<b>Day:</b>	<b>Time:</b>
<b>Group/Convention:</b>			
Client Contact: _____			
Company Name: _____			
Address: _____			
City: _____	State: _____	Zip code: _____	
Phone number: _____			
<b>Master Account:</b> _____			
<b>Credit Card Holder:</b> _____		<b>Type:</b> _____	
<b>Card Number:</b> _____		<b>Exp:</b> _____	
<b>Room Charge / Guest Name:</b> _____		<b>Room #</b> _____	

Meeting room: \_\_\_\_\_ Location in room: \_\_\_\_\_

If in Exhibit Hall, Note Booth Number: \_\_\_\_\_

Services	#Days	#Lines	Cost
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**INTERNET LINES: 1.5 mpbs line**

<ul style="list-style-type: none"> <li>▪ <b><u>First Computer</u></b> Up to 2 days: \$ 375.00/per day</li> </ul>	_____	x 1	_____	
<ul style="list-style-type: none"> <li>▪ <b><u>Each Additional Computer</u></b> For the Same Group or Exhibitor: \$ 110.00/per day</li> </ul>	_____	x _____	_____	
<ul style="list-style-type: none"> <li>▪ <b><u>First Computer/"Hook up" Fee</u></b> 3 or more days: \$ 825.00</li> </ul>	_____	x 1	_____	(flat fee)
<ul style="list-style-type: none"> <li>▪ <b><u>Each Additional Computer</u></b> 3 or more days: For the Same Group or Exhibitor: \$ 125.00</li> </ul>	_____	x _____	_____	(flat fee, per computer)
<ul style="list-style-type: none"> <li>▪ <b><u>Ethernet Hub</u></b> Required for Multiple PCS \$100.00</li> </ul>	_____	_____	_____	
<b>Taxes (5.75%)</b>				_____
<b>Total Cost</b>				_____

**Special Notes:**

1. All orders must be pre-paid and received by the Hilton Washington two weeks prior to show opening. **Any order received within two weeks of show set-up or on-site will be charged a \$75.00 late fee.**
2. It is your responsibility to confirm receipt of order.
3. NO VERBAL ORDERS ACCEPTED!
4. In order to serve you better, please attach any information, diagrams, etc. that will assist our staff.
5. If you are tax exempt in Washington, D.C. please enclose your tax exempt certificate number.
6. For questions regarding Internet service please call The Engineering Department at (202) 797-5802.
7. Prices are subject to change without notice.
8. By providing billing information, above, and signing, below, all charges as indicated are valid and authorized.

**RETAIN ONE COPY AND RETURN ALL OTHER COPIES WITH PAYMENT TO THE HILTON WASHINGTON, 1919 CONNECTICUT AVE., N.W. WASHINGTON, D.C. 20009**  
**ATTENTION: CONTROLLER OR VIA FAX 202-328-2077**

\_\_\_\_\_  
 (Signature Authorization)

**COMMENTS:**

Customer Copy: White	Conventions Service Copy: Green
Accounting Copy: Canary	Engineering Copy: Gold
Telephone Copy: Pink	