HILTON NEW ORLEANS RIVERSIDE
Request for Internet Service

Convention Name:_____ Company Name:_____ Client Contact:_____

Business Address:_____ City:_____ State:_____ Zip Code:_____

Phone Number:_____ Fax Number:_____ Email:_____

Payment Options- Please check one.

☐ Direct billing for accounts with prearranged credit through the credit office. Master Account number_____

☐ Credit Card – Please complete ***Credit Card Payment Authorization Form*** and submit with request

Your Computer requires an installed ETHERNET CARD w/ RJ45 FEMALE ADAPTER. **All orders must be received at least five (5) business days prior to the installation date**. Orders received with less lead will be assessed a $25.00 late charge per line. A $50.00 cancellation fee will apply for service cancelled after setup. A setup Fee is applied based on the number of computers setting up, please ask for details. Per day charges are for full calendar dates only. No partial day adjustments will be made. By your signature you authorize installation and accept responsibility. Prices are subject to change. Please contact hotel directly for current rates**. For installation questions or special requests, please contact Marie McCrery at (504) 584-3915 or email Marie.McCrery@hilton.com**

***** *A USERNAME/PASSWORD WILL BE ISSUED FOR EACH COMPUTER. PLEASE NOTE THIS* ****** *USERNAME/PASSWORD IS NOT TRANSFERABLE TO ANY OTHER COMPUTER.*

PLEASE RETURN VIA FACSIMILE TO 504-556-3788, ATTN: Marie McCrery

LOCATION / ROOM	# OF COMPUTERS	DAILY CHARGE	# DAYS	INSTALL DATE / TIME	DISCONNECT DATE / TIME	SUB-TOTAL
Setup Fee one time charge	**1-4 $75 5-20 $150 21-39 $200 40-100 $500**				**Total setup**	
					Total Charges:	

Client Signature: _____ Date: _____

Meetings & Conventions Manager: _____

Please refer to attached High-Speed Internet Pricing sheet for current pricing.

03/09