



High Speed Wireless Internet Request Convention Services/Catering Service Order

Virginia Government Finance Officers

May 23 - 26, 2007

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.

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

How many notebook or desktop computers will need to connect using wireless access? _____
Wireless access? _____ How many will require a simultaneous VPN _____

- Each device connected to the hotel's network wirelessly will need an IEEE 802.11 b (Wi-Fi) standard 11Mbps wireless Ethernet card or adapter. The SSID Golden Tree must be selected.

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)

Pricing												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Quantity</th> <th style="width: 15%; text-align: center;">Cost (1st Day)</th> <th style="width: 15%; text-align: center;">Each Additional Day</th> <th style="width: 10%; text-align: center;">Total</th> <th style="width: 10%; text-align: center;">Location</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">High Speed Wireless Internet (Per line/per user/per day)</td> <td style="text-align: center; border-bottom: 1px solid black;">_____</td> <td style="text-align: center; border-bottom: 1px solid black;">\$9.95</td> <td style="text-align: center; border-bottom: 1px solid black;">\$9.95</td> <td style="text-align: center; border-bottom: 1px solid black;">_____</td> <td style="text-align: center; border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>		Quantity	Cost (1 st Day)	Each Additional Day	Total	Location	High Speed Wireless Internet (Per line/per user/per day)	_____	\$9.95	\$9.95	_____	_____
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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 (See Above) = \$ _____

Note: There will be a 5% tax on the total amount Plus Tax (5%)
TOTAL AMOUNT DUE WITH TAX: \$ _____



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Credit Card Authorization Form

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May 23 - 26, 2007

Date: _____

Dear Management:

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront Hotel, to charge the below amount to my credit card #

_____ Expiration Date _____.

TOTAL AMOUNT DUE WITH TAX: \$ _____

Company Name: _____

*****Please return this form along with a photocopy of the front and back of your credit card. *****

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

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

Please Return To: Laura Gehm
Catering and Convention Services Assistant
Hilton Virginia Beach Oceanfront
3001 Atlantic Ave.
Virginia Beach, VA 23451
Phone (757) 213-3454
Fax: (757) 213-3430