



Royal Productions

ENGAGE ♦ EDUCATE ♦ ENTERTAIN



A WALDORF ASTORIA HOTEL

Please return order to: eventtechnology@royalproductions.com

Company Name	
Contact Name	
Address	
City, State, Zip	
Contact Cell	
Contact Fax	
Contact E-Mail	

Confirmation #	
Room or Booth	
Set Up Date/Time	
Removal Date/Time	

Accepted Credit Cards:



Card Type	
Card Number	
Name on Card	

Amount	
Exp Date	
Signature	

***3.75% Processing Fee will apply to Credit Card Payments. Alternative payments include mailed check or bank transfer. Please let us know if you would like more information in regards to payment options**

The credit card listed above will be used for all charges. Cancellations must be received 48 hours prior to set up, or no refund will be allowed. Charges to Group Master Account can be arranged through the Convention Services Department.

Wireless Codes are provided to the Group's Contact for disbursement. The wireless connections (1-2 Mbps of bandwidth) are monitored and will be billed at a per device / per room / per day rate. The group's contact is responsible for number of connections using the wireless code provided.

Bulk rate options start with 25 or more connections. Your Royal Productions IT Representative will be able to provide you with a detailed quote.

Orders placed within 24 hrs of the start of the event or after the start of the event will incur a 30% late fee

**** All services below are a per day / per room charge ****

Wired Internet	Rate / Per Day	Quantity	Days	Total
Internet Connection (5mbps Up/ 5mbps Down of bandwidth)	\$ 280.00			\$ -
Additional Bandwidth - 5 mbps	\$ 55.00			\$ -
CVENT / Internet Hardline with no Splash page (5 mbps Total Bandwidth)	\$ 280.00			\$ -
Wireless Connections				
Basic WIFI Connection (1-2 Mbps of bandwidth)	\$ 60.00			\$ -
Advance WIFI Connection (3-5 Mbps of bandwidth)	\$ 110.00			\$ -
DID Phone Line				
Long Distance - Dial Out Only (per day)	\$ 165.00			\$ -

Subtotal	\$ -
30% late fee	\$ -
25% Service Charge	\$ -
9.45% Sales Tax	\$ -
Total	\$ -

The Roosevelt has a Fiber circuit dedicated to the meeting space, managed and provided by Uniti Fiber. Our switch infrastructure is Cisco, and our APs are Cisco Aironet 2800i Access Points. Segmented Circuit from Uniti Fiber (UF is Verizon's main fiber wholesaler) - the circuit provider has the newest secured Cisco routing equipment - which is monitored at their NOC 24/7. A distinct fiber run is solely used for meeting space internet usage.

The Roosevelt meeting infrastructure boasts the Cisco Aironet 2800i Access Points (Layer 7 switch - PCI 2.0 compliant) - with the highest security settings in place along with Intelligent Capture, Streaming Telemetry, and Real-time Analytics and Advanced Troubleshooting.

Internet connections are provisioned for workstations and laptops only. Additional bandwidth can be purchased. Printers can only be used with a direct connection to a workstation or laptop. No hubs, routers or switches are allowed (unless otherwise contracted). Switching, routing, and server equipment housed in any MDF or IDF will be a daily charge. Please contact your Royal Productions IT representative for more information.

Please contact us at eventtechnology@royalproductions.com or 504-335-3118 if you have any questions.

Customer Signature and Date

Comments and items not listed.