



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	

***3.00% 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.**

Once your order is confirmed, a payment link will be sent via email along with a quote. Once the order is paid in full, all work and equipment will be scheduled accordingly.

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 14 days of the start of the event may incur a 30% late fee (based on services request). Orders placed within 24 hrs (or after the start of the event) will incur a 30% late fee. Please inquire with your IT Sales Representative should you have any questions on this matter.

**** 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)	\$ 294.00			\$ -
Additional Bandwidth - 5 mbps	\$ 60.00			\$ -
CVENT / Internet Hardline with no Splash page (5 mbps Total Bandwidth)	\$ 294.00			\$ -
Wireless Connections				
Basic WIFI Connection (1-2 Mbps of bandwidth)	\$ 65.00			\$ -
Advance WIFI Connection (3-5 Mbps of bandwidth)	\$ 116.00			\$ -
DID Phone Line				
Long Distance - Dial Out Only (per day)	\$ 174.00			\$ -
		Subtotal		\$ -
		30% late fee		\$ -
		25% Service Charge		\$ -
		10% 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 504-427-7514 if you do not receive your confirmation or if you have any questions.

Customer Signature and Date

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Comments and items not listed.

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