Please return order to: eventtechnology@royalproductions.com

Company Name			
Contact Name		Confirmation #	
Address		Room or Booth	
City, State, Zip		Set Up Date/Time	
Contact Cell		Removal Date/Time	
Contact Fax			
Contact E-Mail			

Accepted Credit Cards: VISA MasterCard American Express

Card Type		**Amount**	
Card Number		**Exp Date**	
Name on Card		**Signature**	

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 Liaison for disbursement. The wireless connections (2Mbps of bandwidth) are monitored and will be billed at a per device / per room / per day rate. The group liaison is responsible for number of connections using the wireless code provided.

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

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

Wired Internet	Rate / Per Day	Quantity	Days	Total
Initial Connection (10 Mbps of bandwidth)	$ 205.00			$ -
Additional Connection	$ 95.00			$ -
Wireless Connections				
Initial Connection (2 Mbps of bandwidth)	$ 55.00			$ -
Additional Connection	$ 50.00			$ -
DID Phone Line				
Long Distance In/Out (per day)	$ 150.00			$ -

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.	

IT Services Order Form - Roosevelt Hotel New Orleans, LA - 4.1.2021