



# Information Technology

Credit Card Authorization Form  
 Please Fax or Mail to:  
 Attn: Opryland IT  
 2800 Opryland Drive  
 Nashville, TN 37214  
 Phone: 615-458-0110  
 Fax: 615-458-0120

Please do not email Credit Card information

**Effective January 1, 2018 Supersedes ALL previous versions**

**Custom Dedicated Private Network - Choose the amount of bandwidth and a method of delivery (wired or wireless) - Event Rate**

	Rate***	Quantity	Facility Charge	TN Tax	Extended Total
1.5 Mbps	\$1,500				
3.0 Mbps	\$3,000				
5.0 Mbps	\$5,000				
6.0 Mbps	\$6,000				
10.0 Mbps	\$10,000				
Custom bandwidth selection	Mbps				
# of wireless devices for custom bandwidth requests					
# of wired lines for custom bandwidth requests	\$250				

\*\*\* If you send in your order prior to day of the event Opryland IT will extend a 50% discount only off of the custom bandwidth rates noted above.

\*\* Wireless is included in bandwidth rate on the custom dedicated networks

**Wi-Fi Simplified - Shared Network - No Bandwidth Guarantee - Per Device Per Day Rate**

	Rate***	# of Days	Quantity	Facility Charge	TN Tax	Extended Total
Basic Wireless per device per day	\$25					
Premium Wireless per device per day	\$55					
Wired per device/port/cable	\$250					

Wi-Fi Simplified Basic = up to 3 Mbps of bandwidth and Wi-Fi Simplified Premium = up to 12 Mbps of bandwidth

Bandwidth guidance: <http://www.conventionindustry.org/APEX/bwidthestimator.aspx>  
 streaming = 1.5 Mbps per device and High Definition video streaming = 3 Mbps per device

Standard definition video

\*\*\*Please ensure that your computer is set to receive DHCP IP addresses

Gaylord Opryland IT Department utilizes redundant internet connectivity through means of diverse carriers. We actively monitor the health of our ISP(s) networks and provide an automatic failover in the event of a service interruption.

### Telecommunication Services

	Rate*	Quantity	Facility Charge	TN Tax	Extended Total
Direct Inward Dial Telephone Line (DID line)	\$150				
Private Voice Line (AT&T Line) *** primarily used for Credit card processing***	\$150				
Conference Speaker Telephone	\$100				

We provide a Standard Desk telephone with each phone line.

\*There will be a separate bill for any potential long distance charges by AT&T.

Facility Charge Total (25%)	
Tennessee State Tax Total (9.25%)	
Grand Total	

### Special Instructions:

### IT Quick Reference

Expedite Fees may be incurred if Gaylord Opryland is required to move up the installation time or change physical drop; even if in the same room.

Please refer to the following recommendation if using a device that broadcasts in A,B,G or N; please turn radio power down to the lowest usable level, additionally please use channel 1 (A,B or G) and encrypt the wireless signal

Diagrams of booth or meeting room locations for the delivery of IT services is recommended.

The streaming of video or audio typically requires increased bandwidth to provide for desired quality of services. Recommend use of dedicated solution

Gaylord Opryland may provide the switch and cables necessary to support multiple devices upon request.

Telephone calls may be subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial local numbers, please dial 9 + number (except with a AT&T private line no need to dial 9)

To dial long distance numbers, please dial 9 + 1 + area code + number (except with an AT&T private line no need to dial 9)

To dial international numbers, please dial 9 + 011 + country code + number (except with an AT&T private line no need to dial 9)

Gaylord Opryland strongly recommends that all the latest updates and patches for your device, be installed prior to arrival.



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**Marriott Confidential & Proprietary Information**

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **Technology Solutions 615-458-0120**

**FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.**

**EVENT INFORMATION - Required**

Event Name/Title: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_  
Booth Number & Name: \_\_\_\_\_

**Please do not send a photocopy of the front or back of your credit card.**

**For security reasons, we cannot accept completed forms via email.**

**If you do not have access to a fax then please email. Fill everything out except for the credit card number. We will contact you for the number via phone.**

**CARDHOLDER INFORMATION - Required**

Name as it appears on the credit/debit card: \_\_\_\_\_

Card Type:  Visa  MC  AMEX  Diners/CB  Discover  JCB

Account Type:  Individual  Debit  Credit  Corporate - Company Name: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Company Address (statement): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize the Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.













Cardholder Name: (Printed) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## Gaylord Opryland Resort and Convention Center Information Technology Standard Terms and Conditions

-  Installation of Telephone, Telecommunications, Network and Cabling Services within the Gaylord Opryland Resort and Convention Center (GO) is an exclusive service of Gaylord Opryland IT (GOIT). IT services (voice and data) are to be ordered by each entity separately and are not to be shared with other entities. Routine audits are performed to ensure compliance.
-  All prices are for rental of services and equipment only. Equipment and collateral furnished by GOIT services shall remain the property of GOIT and shall be returned to the GOIT at the close of show. There will be a premium charge for lost or damaged equipment based on replacement cost and loss of use costs associated with the equipment. GOIT is not responsible for lost or damaged equipment while in possession of the entity
-  Under no circumstance shall anyone other than GOIT technicians install any special wiring within the property of GOIT. Only GOIT technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs and loss of use costs will be billed to the responsible entity.
-  Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed with special permission and coordination with GOIT. There will be fees associated with installation of circuits ordered from an outside vendor. Arrangements must be made at least 9 weeks out.
-  Rates quoted for all services include delivery of services to the desired location. All rooms and booth locations will require a diagram of the layout indicating the desired locations of services; otherwise default locations will be utilized. Once services are placed at requested locations or default locations any change in location may result in additional charges. GOIT will not be responsible for any cutting or altering of any floor coverings in order to bring Information Technology services to the location.
-  Notification of cancellation must be received in writing a minimum of 5 days prior to scheduled room rental. Credit will not be given for services cancelled less than 5 days prior to scheduled room rental or for connections installed and not used.
-  To receive credit concerning services rendered requires that GOIT be given an opportunity to troubleshoot any suspected issues at the moment the issue is first noticed or within a reasonable time period. GOIT will make every best effort to resolve issues in a timely manner.
-  The network connections provided by GOIT may be used only by the purchasing entities representing agents (employees) and cannot be resold or distributed to other entities; loss of revenue fees may apply if found in non-compliance.
-  Entities using GOIT services shall not disrupt any of the GOIT network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the GOIT or other associated networks. GOIT services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
-  Entities must provide the node equipment (personal computer, etc.) properly configured and updated, as well as a standard Ethernet adapter card (with all up to date drivers), rated for 10/100/1000 Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
-  **Internet Performance Disclaimer:** GOIT does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. GOIT is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.
-  **Internet Security Disclaimer:** GOIT does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the entities to provide all necessary security. With execution of this document the entity is agreeing to the Terms and Conditions of this document and will hold GOIT; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.