

**PTC'07: Beyond Telecom
TELECOMMUNICATIONS ORDER FORM
INFORMATION SHEET**

* REQUEST DEADLINE IS THURSDAY, NOVEMBER 30, 2006 *

INSTRUCTIONS:

- 1) Fill out the top section of the PTC'07 Telecommunications Order Form (Page 2).
- 2) In the Telecommunications Services section of the Order Form, select the requested service(s) from the attached Telecommunications Services / Rates list (Page 3).
- 3) Add late charges for requests after Thursday, November 30, 2006.
 - Late Charges are applied as follows:

TYPE OF SERVICE	LATE CHARGE (PER ITEM)
B1 or B1-X Lines	\$100.00
ISDN Lines	\$150.00
Housephone	\$50.00
Multi-Line Phone	\$175.00
Voice Mail	\$50.00
Convention / Group Info Line	\$100.00
Voice Mail Broadcast	\$50.00 (If minimum of 2 hours notice is not provided)
Teleconference Speaker Phone	\$100.00

- Orders received within 72 hours of required installation date / time, will be accessed a \$100.00 rush charge and will be handled on a first come, first served basis (upon availability).
- 4) Add overtime charges for requests after Tuesday, December 26, 2006.
 - Overtime charges are calculated at 100% of the item charge.

Example of a B-1 Line:

\$265.00	B-1 Line
\$100.00	Late Charge
\$265.00	Overtime Charge
\$630.00	Subtotal
\$26.25	Tax
\$656.25	Total charge

- 5) Cancellation for services orders is January 8, 2006. Any services cancelled after this date will be charged one day service.
- 6) Return completed and signed form to:

Hilton Hawaiian Village Beach Resort & Spa
Attn: Telecommunications
2005 Kalia Road
Honolulu, HI 96815-1999 USA

Or Fax to: 808 947-7970
- 7) All orders will be processed by our Telecommunications Office. Telecommunications will fax back a confirmation that your orders have been received. Please call the hotel at 808 949-4321 (or fax 808 947-7970) and ask for Telecommunications if you have further questions.
- 8) For High Speed Internet access, please see the PTC'07 High Speed Internet Order form.

**PTC'07
TELECOMMUNICATIONS
ORDER FORM**

Service Order #: _____

NEW
 REVISION
 CANCELLATION
 Date: _____

Function: PTC 2007 ES Manager: _____
 Group/Company: _____ Company Contact: _____
 Address: _____ Telephone: _____ FAX: _____
 City: _____ E-Mail: _____
 State / Province: _____ On-Site Contact: _____
 Postal Code: _____ Country: _____
 Cardholder: _____ Credit Card #: _____ Exp: _____
 Cardholder Signature: _____

Billing Payment Master On-Site Guest Credit Card
 : Enclosed Account _____ Room _____

TELEPHONE SERVICES (list individually) (ATTACH FLOOR PLAN INDICATING LOCATION)							
Type of Service	Telephone Number	Location Room/Booth	Area Quad/Port	Installation Date/Time	Disconnect Date/Time	Cost	LD / B1 Charges
			/				
			/				
			/				
			/				
			/				
** LOST/DAMAGED TELEPHONES ARE CHARGED A REPLACEMENT FEE ** ** Guest rates apply to all outgoing calls and are billed separately. ** CANCELLATION POLICY: SEE INFORMATION SHEET LATE / RUSH FEE: SEE INFORMATION SHEET CUSTOMER SIGNATURE: _____						Over-Time Late Fee LD / B-1 Sub-Total Tax GRAND TOTAL	

(SEE ATTACHED FOR DESCRIPTION OF TYPE OF SERVICE & COST)

TELECOMMUNICATIONS USE ONLY

Connected: _____ **Fax to Finance:** Yes _____ **MAC Ticket #:** _____
Tested: _____ **Fax to P.S.:** Yes _____
Disconnected: _____ **Setup:** _____ **Removal:** _____

Copies to: Finance Banquets (2) MIS XBS P.S. Returned to ES MGR _____

Telecommunications Services / Rates

Type of Service	Cost	Description
B1 (Utilized in HHV designated meeting and function room areas only)	\$265.00 Each	Private business line for computer, facsimile, etc. One time charge for each B1 Line (instrument included). Delayed billing for long distance charges (usually billed within 60 days). Provide unrestricted direct inward and outward calls.
B1-X (Guest/Sleep Rooms)	\$500.00 Each	Guest Rooms and Non-Wire Management System Areas
ISDN – BRI (ISDN) (See High Speed Internet for Internet access)	\$525.00 Each	Requires 30 days notification. High speed data line for multiple computer set-up. Radio broadcasting, etc. One time charge for installation and disconnect. Long distance charges are NOT included and are billed separately, usually within 60 days. User is responsible for providing their own ISDN equipment (Terminal Adapter)
HOUSEPHONE (HSE) (Utilized in HHV designated meeting and function room areas only)	\$60.00 Per Day	A restricted line allows only intra resort dialing using a 5-digit extension and local calls (Dial 9 + number). Charges are accessed daily (instrument included).
MULTILINE DIGITAL TELEPHONE INSTRUMENT (MLDT)	\$400.00 per phone	To be used in conjunction with DID and/or House lines and charged at the appropriate Rates. This allows for multiple telephone lines to appear on a single telephone. This charge includes Voicemail.
VOICE MAIL (VM)	\$100.00 Flat Rate	Allow incoming calls to be recorded when lines is in use, or not answered within five (5) rings. To be used with House phones/lines only.
CONVENTION/GROUP INFORMATION LINE (INFO)	\$250.00 per Line	Allows attendees to dial in at their convention to listen to updated information on a pre-recorded message. One time charge for connection. The group coordinator is responsible for updating the message at their own convenience.
VOICE MAIL BROADCAST (VMBR)	\$1.00 per room, per message	Convenience of sending a voice message with a personal touch to all your attendees. All message recipients must be HHV guest and have check-in status. Please allow up to two (2) hours processing time.
SPEAKER PHONE (SPKR)	\$50.00 for the 1st day. \$10.00 for each additional day.	Allows for hand-free speaking and to be used with single analog line only. * To be used with a B1, B1-X, or Housephone line.
TELECONFERENCE SPEAKER PHONE (CONFSPKR)	\$250.00 Flat Rate	This unit is intended for non-guest room setting. Allows for hand-free speaking in a meeting room setting and to be used with single analog line only. *Requires the purchase of a B-1 or B1-X line.
HIGH SPEED INTERNET		SEE HIGH SPEED INTERNET ORDER FORM