

TELEPHONE ORDER FORM



3050 Bristol Street, Costa Mesa CA 92626
 Tel: +1 714 540 7000 Fax: +1 714 540 0719

BEO # _____

_____ requires the following in _____
 (GROUP / COMPANY) (BANQUET ROOM OR BOOTH #)

_____ (NAME OF SHOW) _____ (SHOW DATES)

HOTEL TELEPHONE(S):	CHARGES	QTY	AMT
Existing House Phone(s) – Internal Use Only	No Charge	_____	_____
Existing House Phone(s) – Incoming Calls Only	No Charge	_____	_____
* Existing House Phone(s) – Dial 9 Outside Dialing Access	\$75.00	_____	_____
Special Location House Phone(s) – Incoming Calls Only	\$50.00	_____	_____
Special Location House Phone(s) – Dial 9 Outside Dialing Capability	\$100.00	_____	_____
Special Location House Phone(s) – Incoming Calls/Direct Dial outside Capability	\$150.00	_____	_____
Special Location Speaker Telephone(s) – Add request from above requirements	\$50.00+	_____	_____

OUTSIDE TELEPHONE(S): Independent of Hotel Switchboard
 Voice or Data Transmission \$250.00 for first line _____
 \$150.00 for each additional line _____

- Installation of outside lines requires a minimum of 10 working days notice. Above prices do not include connecting equipment or special wiring required. **Phone charges do not include calling charges and all outside dialing is billable.**

SPECIAL WIRING CHARGES:

Cost of Material Plus \$35.00/hour Labor – 1 hour minimum _____
 Hilton Costa Mesa phone system is not compatible for computer modem use. Attempts to do so will result in damage to the modem. The client is responsible for all damage to hotel phone system resulting from such attempts. Any additional requirements will require Engineering Department approval.

Location in Room: _____
 Set-up Time: _____ Removal Time: _____
 Additional Requirements: _____

PLEASE NOTE:

1. All charges are per day
2. Orders not received a minimum of ten (10) working days prior to the first day of the event is subject to a 50% surcharge.
3. A diagram should accompany large orders.
4. Charges listed are “per day” charges & are subject to CA State Sales Tax

TOTAL CHARGES: _____

I HAVE READ AND WILL COMPLY WITH ALL RULES AND REGULATIONS ON THIS FORM

 (SIGNATURE OF AUTHORIZED REPRESENTATIVE) (DATE)

FULL PAYMENT MUST ACCOMPANY THIS ORDER FORM

GROUP: _____
 ADDRESS: _____
 TELEPHONE NUMBER: _____ FAX: _____
 BILLING INFORMATION: _____
 HOTEL REPRESENTATIVE: _____ DATE: _____

POLICY & REGULATIONS

1. Client will furnish all equipment necessary for outside lines. (Independent of Hotel switchboard).
2. The Hilton Costa Mesa assumes no responsibility for damages to client's equipment.
3. All material and equipment furnished by the Hilton Costa Mesa for this service order shall remain the property of the Hilton Costa Mesa and shall be removed only by the House Technicians at the conclusion of the meeting/exhibit.
4. All equipment must be properly tagged and wired with complete information as to FCC number and ringer equivalent number.
5. Under no circumstances shall any one other than House Technicians make telephone connections. This includes plug-ins and under carpet wiring.
6. Wall, column and permanent building telephone outlets are not a part of booth space and are not to be used by exhibitors.
7. All equipment regardless of configuration must comply with all federal, state and local safety codes
8. Claims will not be considered unless filed in writing by meeting planners/exhibitors prior to the conclusion of meeting/exhibit. No refunds will be made at service desk.
9. Advance orders with payment must be received a minimum of ten (10) working days prior to first day of the meeting/exhibit to qualify for advance order rates.
10. Credit will not be given for telephone(s) installed and not used.
11. Unauthorized use of telephone outlets not paid for will result in a 50% surcharge.