



Internet and Phone Line Requests

*All internet and phone requests require installation. All requests must be submitted at least 2 weeks in advance. **Several services require additional notice to be provided – see below.*

**Live streaming will not be possible without proper set up.*

Phone Services	Standard Rates	Qty	Total
House Phone Extension # provided to receive incoming calls only	\$100.00 one time access fee		
Phone Line with Direct-in-Dial/Out Local & Long distance dialing/ faxing –	\$150.00 one time access fee \$200.00 set up fee – Floor price **Please note additional fees apply for all outgoing calls, charged per minute per call both local and long distance charges apply.		

Internet Services	Standard Rates	Qty	Total
Hardwire Connection/Basic IP ** 2 week reservation	\$300.00 daily access fee \$350.00 daily access fee – Floor price (if available)		
Hardwire Connection/Public IP ** 3 week reservation	\$350.00 daily access fee \$400.00 daily access fee–Floor price (if possible)		
Dedicated Internet – Individual bandwidth not shared ** 6 week planning & 3 week reservation	ADD \$200.00 per day to Hardwire (Private or Public) - Floor not available		
Basic Wireless Internet Service	Available for basic surfing through HOTAIR - WIFI will connect you to **HOTAIR setup & rate info. A Credit Card is required for Payment.		
Group– Wireless private network(WEP protected) ** 3 week reservation	\$200.00 daily access fee per room/area - Floor add \$150 (if available)		
Group – Wired private network ** 3 week reservation	\$200.00 daily access fee + \$10 per connection - Floor add \$100 (if available)		
Extreme Internet Service with Guaranteed Bandwidth – for Live Streaming (inbound or outbound) i.e. TV, Radio, live auction ** 6 week planning & 3 week minimum reservation required	Price will vary with needs – hotel will contact you upon receipt of your request to confirm pricing		

Total Charge for Services selected: \$_____ *7% Tax = \$_____

Doubletree by Hilton Miami Airport Convention Center

Attn: Catering Department

711 NW 72nd Avenue, Miami, FL 33126

Tel: 305-260-8906 Fax: 305~260~8954

Event Name: _____

Exhibitor _____ Booth _____

Address _____ City _____ State _____

Phone _____ Fax _____ Email _____ Contact _____

Credit Card for Payment: No. _____ Expire _____

Credit Card Holder (Print) _____ Signature* _____

Add Persons Authorized to Incur Charges on Credit Card _____

Please Note: The party signing for any data and /or telecommunications equipment (i.e. hubs, switches, phones, etc.) provided by the Doubletree by Hilton Miami Airport Convention is responsible for returning the equipment in working order upon the end of their event. If the equipment is not returned or is damaged, the signing party will be charged an amount based upon the retail value of the equipment provided. In addition, order forms must be received by the Doubletree by Hilton Miami Airport Convention Center Catering Department two minimum (2) week prior to setup date for the event. If not, clients have two options 1) services requested may not be provided or 2) a 40% service charge will be added to the order.

* Cardholder hereby authorizes Doubletree by Hilton Miami Airport Convention Center to charge credit card described herein for all charges incurred by Exhibitors and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with Doubletree by Hilton Miami Airport Convention Center, authorizing payment for modified and/or additional charges. All Charges must be paid prior to the commencement of the show.

**HOTAIR – is our Hotel Internet provider. To contact HOTAIR directly, please call: 1.877.464.4742.