

Return Order to:
eventtechnology@royalproductions.com
Electrical Service Order



A WALDORF ASTORIA HOTEL
 NAEPC Annual Advanced Estate Planning Strategies Conference

Effective Date: 4.1.16

Company Name	
Contact Name	
Address	
City, State, Zip	
Contact Cell	
Contact Fax	
Contact e-mail	

Confirmation #:	
Room or Booth	
Set Up Date/Time	
Removal Date/Time	

Accepted Credit Cards are VISA, Mastercard, American Express

Card Type	
Card Number	
Name on Card	

Amount	
Exp Date	
Signature	

The credit card listed above will be used for all charges, in advance and on-site. Orders must be received 10 days prior to receive the advance rate. Cancellations must be received 48 hours prior to set up, to receive refund. Charges to Group Master Account can be arranged through the Convention Services Department.

Dedicated Outlets	Advance Rate (by 11/3/17)	Quantity	Normal Rate	Quantity	Total
15a 120v outlet	\$120		\$156		\$ -
20a 120v outlet	\$180		\$234		\$ -
Rental Items					
Power Strip	\$24		\$32		\$ -
25' Extension Cord	\$30		\$40		\$ -
Electric Services					
** 30a 208v single phase	\$360		\$468		\$ -
** 60a 208v single phase	\$600		\$780		\$ -
** 60a 208v 3 phase	\$840		\$1,092		\$ -
** 100a 208v 3 phase	\$1,200		\$1,560		\$ -
** 200a 208v 3 phase	\$1,920		\$2,494		\$ -
** Aut 4 50' Camlock set	\$300		\$390		\$ -
** Bare wire disconnect	\$180		\$235		\$ -
Additional Electrical Labor			\$120		\$ -
					Subtotal \$ -
					Labor \$ -
					Convention Center Tax 2% \$ -
					State & CityTax 10% \$ -
					24% Service Charge \$ -
					Total \$ -

** 2 hrs Minimum Fee for Installation / Removal Labor on Electrical Services required at \$120/hr. Additional Labor charges may apply based upon service requirements.

Bare wire tie ins require a disconnect box. Standard tie in method is Camlock (100a - 400a) or Hubbel Twist Lock (30a - 60a). If equipment is located beyond 50' of an existing tie in point, additional Camlock sets will be charged. Services typically remain active throughout the duration of the event.

Please attach any Complex or Specific installation instructions, diagrams, and scheduling with your order. Our service representative will contact you to discuss your particular needs, and insure order accuracy.

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.



Return Order to:
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High Speed Internet Order

EFFECTIVE DATE 4.1.16			NAEPC Annual Advanced Estate Planning Strategies Conference
Company Name			Confirmation #:
Contact Name			
Address			Room or Booth
City, State, Zip			Set Up Date/Time
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Contact e-mail			
Accepted Credit Cards are VISA, Mastercard, American Express			
Card Type			Amount
Card Number			Exp Date
Name on Card			Signature

Bulk Rates start with 25 or more devices. All Charges are to Group Master Account and can be arranged through the Events 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.

Wired Internet	Rate	Quantity/Per Day	Total
Initial Connection (5Mbps of bandwidth) (per day)	\$ 205.00		\$ -
Additional Connections (per day, per device)	\$ 95.00		\$ -
Wireless Connections			
Initial Connection (2Mbps of bandwidth) (per day)	\$ 55.00		\$ -
Additional Connections (per day, per device)	\$ 50.00		\$ -
DID Phone Line			
Long Distance In/Out (per day)	\$ 150.00		\$ -
		Subtotal	\$ -
		30% late fee if ordering after November 3, 2017	\$ -
		24% Service Charge	\$ -
		10% Sale Tax	\$ -
		Total	\$ -

The Roosevelt has a 250Mbps Fiber circuit dedicated to the meeting space, managed and provided by Southern Light . Our switch infrastructure is Cisco, and our APs are Meraki (MR-14). Wireless codes are provided to the group's liaison for disbursement. Each wireless connection is authenticated through Roosevelt's splash page. A daily count is monitored and billed at per user / per room / per day rate (unless otherwise contracted). The group liaison is responsible for number of devices using the wireless code provided.

Internet connections are provisioned for workstations and laptops only. Printers can only be used with a direct connection to a workstation or laptop. Additional bandwidth requests are charged at \$1,200 per day per additional 2Mbps. No hubs, routers or switches are allowed (unless otherwise contracted). Switching, routing, and server equipment housed in any MDF or IDF will be at a daily charge of \$875. A standard 10 ft. cable is provided per wired port ordered.

Customer Signature	
Date	