

- **Customer supplied wireless access points are not permitted unless by specific agreement.**
- Order forms and Booth layouts should be faxed to Gaylord Rockies Technology Services at (817) 778-3699.
- Rates quoted for connections cover only delivery of services to the booth in most convenient manner.
- Rates do not include connecting or routing of cables inside the booth area.
- **Cancellation Policy:** Cancellations must be received at least 48 hours prior to show to avoid charges
- Orders placed more than 14 days prior to show will be eligible to use advanced pricing

Event Name:

Booth/Company Name:

Contact Person:

Event Dates:

Booth Number:

Phone Number:

Email:

Telecommunication Services	Quantity	Advanced Price	Standard Price	Total
<b>Standard DID Telephone/Fax/Modem Line</b> <i>Customer responsible for any toll or long distance charges</i>		\$300	\$360	
<b>House Telephone</b> <i>5 Digit in house dialing only</i>		\$200	\$270	
<b>Polycom Conference Telephone</b> <i>Customer responsible for any toll or long distance charges</i>		\$500	\$600	
Wired – Shared Internet Access	Quantity	Advanced Price	Standard Price	Total
<b>High Speed Internet Access (1<sup>st</sup> Device)</b> <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$1,200	\$1,440	
<b>Additional Connection</b>		\$300	\$360	
<b>Additional Device (Customer Provided hub/switch/cabling)</b>		\$200	\$240	
Wired – Dedicated Internet Access – Private VLAN	Quantity	Advanced Price	Standard Price	Total
<b>3.0 Mbps Dedicated Network - Wired</b> <i>10 Private IP Address, Dedicated Private Network</i>		\$3,000	\$3,600	
<b>Additional Dedicated Bandwidth – 1Mb increments</b> <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
<b>Additional Dedicated Connection</b>		\$300	\$360	
<b>Additional IP Address</b>		\$50	\$60	
Wireless – Dedicated Internet Access – Private VLAN	Quantity	Advanced Price	Standard Price	Total
<b>3.0 Mbps Dedicated Network - Wireless</b> <i>10 Private IP Address, Dedicated Private Network, WPA2</i>		\$3,000	\$3,600	
<b>Additional Dedicated Bandwidth – 1Mb increments</b> <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
<b>Additional IP Address</b>		\$50	\$60	
<b>SSID:</b> _____ <i>If left blank Hotel will assign</i>	<b>Password:</b> _____ <i>Minimum 8 Characters</i>			
Wireless – Shared Internet Access	Quantity	Advanced Price	Standard Price	Total
<b>High Speed Internet Access (1<sup>st</sup> Device)</b> <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$750	\$900	
<b>Additional Wireless Connection</b>		\$225	\$270	
<b>Username:</b> _____ <i>If left blank Hotel will assign</i>	<b>Password:</b> _____ <i>Minimum 8 Characters</i>			

Notes for Hotel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subtotal:

Service Charge 25%:

Sales Tax 8.25%:

Total:

Signature:

By Signing Customer Agrees to all Terms and Conditions as listed in the Network & Telecommunications Terms and Conditions Document.

Phone: 720-574-1599

Fax: 720-574-1541 Email: [RockiesITSales@gaylordhotels.com](mailto:RockiesITSales@gaylordhotels.com)

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 at 817.778.3699**.

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

**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: \_\_\_\_\_

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

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

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

**EVENT INFORMATION - Required**

Event Name/Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Booth Name: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize the Gaylord Rockies 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: \_\_\_\_\_

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.

**Phone: 720-574-1599    Fax: 720-574-1541    Email: [RockiesITSales@gaylordhotels.com](mailto:RockiesITSales@gaylordhotels.com)**

## GENERAL TERMS AND CONDITIONS:

- **Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.**
- Installation of telephone, telecommunications, network and cabling services within Gaylord Rockies Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Rockies Resort & Convention Center for telecommunication services shall remain the property of Gaylord Rockies Resort & Convention Center's unless otherwise specified, and shall be returned to Gaylord Rockies Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Rockies Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Rockies Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Rockies Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Rockies Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Rockies Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour.
- **Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Rockies Resort & Convention Center will resolve disputes in a timely manner.**

## **NETWORK | INTERNET | WIRELESS:**

- The network connections provided by Gaylord Rockies Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies unless by specific contractual agreement. The services being provided by Gaylord Rockies Resort & Convention Center will facilitate communications between the Gaylord Rockies Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Rockies Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord Rockies Resort & Convention Center services shall not disrupt any of Gaylord Rockies Resort & Convention Center 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 Gaylord Rockies Resort & Convention Center or other associated networks. Gaylord Rockies Resort & Convention Center 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.
- Gaylord Rockies Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Rockies Resort & Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities are detected. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Rockies Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Rockies Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Rockies Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps 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: Gaylord Rockies Resort & Convention Center 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. Gaylord Rockies Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

**Internet Security Disclaimer: Gaylord Rockies Resort & Convention Center 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 exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Rockies Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**