

Vendor Data & Telecommunications Service Order

**PORTOLA PLAZA HOTEL
MONTEREY BAY
TWO PORTOLA PLAZA
MONTEREY, CA 93940
PHONE: (831) 649-4511 X-167
FAX: (831) 649-4115**

Bill To:
Billing Address:
City:
State / Zip:
Phone:
Fax:
End Time:

Show Name:
Booth #:
On-Site Contact:
Start Date:
Start Time:
End Date:
End Time:

All Telecommunications services for meetings & events in the Portola Plaza Hotel must be ordered through the office of the IT Manager. A limited number of analog telephone lines exist, and are available on a first come, first served basis. In order to receive the **Advance Order** price, your order must be received a minimum of two weeks prior to the Start Date of your event. If all of the available analog lines have been assigned, you may be able to arrange for installation of lines through SBC. Please note however, that there will be a \$50 (per day) patch fee charged by the Hotel for any phone lines arranged through an outside service provider such as SBC. Telephone handsets are available for rent, or the user may provide their own.

Dial 9 Telephone Lines go through the Hotel PBX, which seriously degrades Internet connection speed. All local and toll-free outgoing calls on these lines are billed at the rate of \$0.75 for the first 30 minutes, and \$0.10 per minute thereafter. Long Distance calls are billed at the prevailing Hotel rates.

The prices for Direct Dial Telephone Lines include local and toll-free calls. Long Distance charges will be billed at a later date.

Please call if you have any additional questions. After you have completed the form, please FAX to the number above.

Qty	Description	Advance Order	Regular Price	Total
	Dial 9 Analog Phone Lines (not recommended for Internet Access)	\$50 per day + calls	\$75 per day + calls	
	Direct Dial Analog Telephone Line	\$100 per day + LD	\$150 per day + LD	
	High-Speed Internet Connection (DHCP Access)	\$250 per day	\$300 per day	
	Private, Secure VLAN for High-Speed Internet Access	\$500 per day	\$600 per day	
			Balance Due	

The indicated prices include labor. There is no Sales Tax.

Card Type (circle one): VISA - Master Card - AMEX
Credit Card #:
Exp. Date:
Cardholder:
Signature:

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Two Portola Plaza, Monterey, CA 93940