



GAYLORD TEXAN®

RESORT & CONVENTION CENTER

*on Lake Grapevine*

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

- The network connections provided by Gaylord Texan 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 Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan 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 Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan 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 Texan Resort & Convention Center or other associated networks. Gaylord Texan 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 Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan 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 Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan 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 Texan 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 Texan 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 Texan 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 Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**



Network & Telecommunications Credit Card Authorization Form

GAYLORD TEXAN®
RESORT & CONVENTION CENTER
on Lake Grapevine

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 Texan 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.



- **Customer supplied wireless access points are not permitted unless by specific agreement.**
- Order forms and Booth layouts should be faxed to Gaylord Texan 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: 817-778-3600 Fax: 817-778-3699 Email: TexanITSales@gaylordhotels.com

# IT INSTALLATION BOOTH DIAGRAM

Fax or Mail to Gaylord Texan Resort & Convention Center

ATTN: IT Department

1501 Gaylord Trail, Grapevine, Texas 76051

P: 817-778-3600 F: 817-778-3699

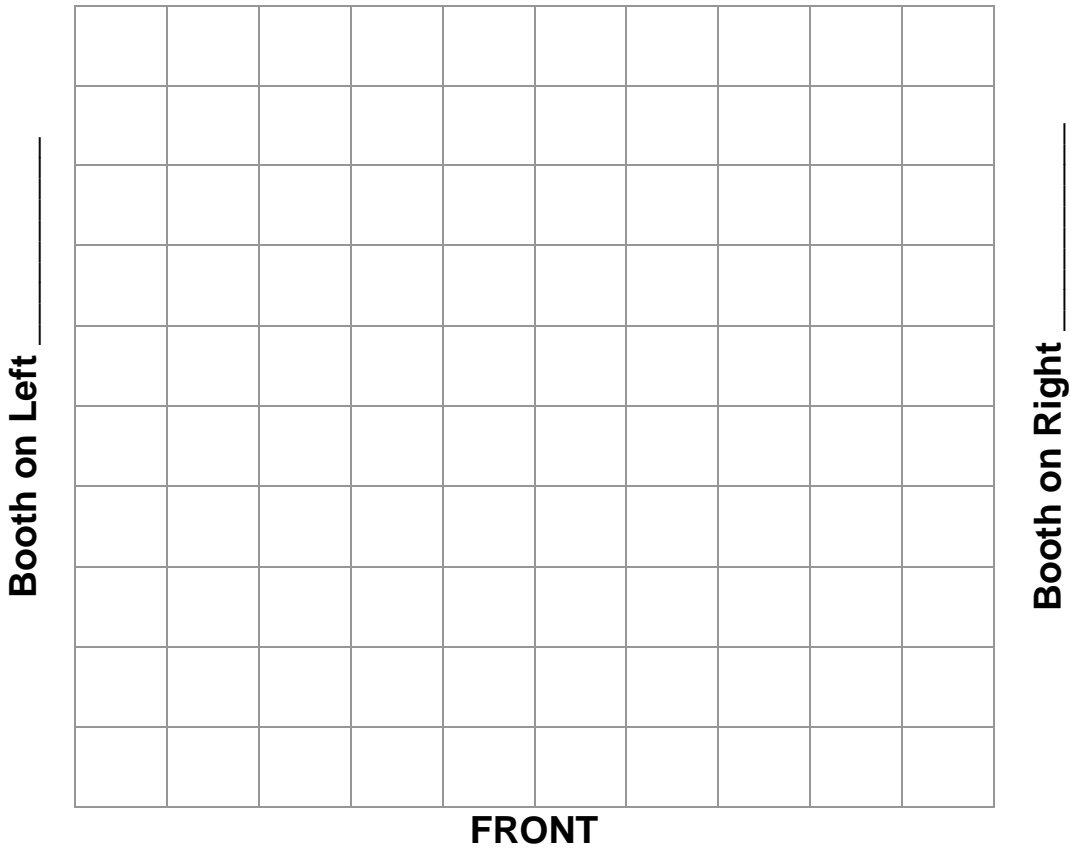


GAYLORD TEXAN®

RESORT & CONVENTION CENTER

*on Lake Grapevine*

## BACK OF BOOTH



Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

Specific instructions about your booth layout should be written on **this page** for the technicians to read. Mark the diagram with your booth dimensions and orientation (i.e., list the aisles and adjacent booth numbers), and indicate placement of **technology** services with an "X".

*Do not forget to label your diagram with the tradeshow name, booth name, and booth number.*

**\*\*IT hard line requests MUST be accompanied by the above diagram. Failure to mark this page with the location of hard line installations may result in delayed IT services.**

On-Site Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_