

Name of Exhibitor/Organization: _____

Exhibitor/Organization Address: _____

Date(s) of Event: _____

Name of Show/Convention: _____

Name of On Site Contact: _____

Telephone: _____ Fax/E-mail: _____

Function Room: _____

ELECTRICAL SERVICES

Qty	Item	Daily Rate	Labor/Tax	Total
	Power Strip & Extension Cord	\$25.00/set	8.875% Sales Tax, 24% Service Charge	
	30 Distribution Panel	\$160.00/per day	N/A	

Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. Under no circumstances shall anyone other than the Hotel electrician make any electrical connections. The chief electrician has the right to refuse any connection where wiring constitutes a fire hazard.

TELEPHONE SERVICES

Qty	Item	Daily Rate	Total
	Direct Inward Dial Line (D.I.D.) and phone	\$225.00 per line / per day, plus cost of calls	

AUDIO VISUAL SERVICES

Qty	Item	Daily Rate	Labor/Tax	Total
	32" LCD Data Monitor (VGA)	\$475.00/each/ per day / Includes labor to set and strike	24% Admin Fee, 8.875% tax	
	VHS Player or DVD Player with 32" LCD Monitor	\$600.00/each/ per day / Includes labor to set and strike	24% Admin Fee, 8.875% tax	
	32" LCD Monitor (no cabling)	\$450.00/each/ per day / Includes labor to set and strike	24% Admin Fee, 8.875% tax	
	42" Plasma Monitor	\$850.00/each/per day / Includes labor to set and strike	24% Admin Fee, 8.875% tax	

INTERNET SERVICES

Qty	Item	Rate	Labor/Tax	Total
	High Speed Internet Service	\$750.00/day	8.875% tax	

TRACKING NUMBERS

Courier (FEDEX, UPS, etc)	Tracking Number	Date Shipped	Expected Delivery Date

Signature: _____

A signed copy of this order form must be given to your Convention Service Manager.

Marcus Timmons
The Westin New York at Times Square
270 W. 43rd Street
New York, NY 10036
marcus.timmons@westin.com