



Exhibitor Order Form

The Westin Chicago River North 320. North Dearborn. Chicago, IL. 60654



Vendor Information:

Company Name: _____

On-Site Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Start - End Time:

Installation Date: _____ Time: _____ AM/PM

Removal Date: _____ Time: _____ AM/PM

Location/Booth# _____



Popular AV Components:

Laptop Computer	\$265
17" LCD Monitor	\$170
32" LCD Monitor	\$295
46" LCD Monitor	\$620
Wireless Internet / 1st connection	\$200
Wireless Internet / each additional	\$100
Wired Internet / 1st connection	\$300
Wired Internet / each additional	\$100

Electrical:

Power Strip	\$30
Power Drop Single Phase 60 Amp	\$285
Power Drop Single Phase 100 Amp	\$365
Power Drop Single Phase 200 Amp	\$625

The above prices are per day.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation.
All prices are subject to a 24% service fee and applicable tax.

BILLING: Please indicate method of payment. This section must be completed before your order can be processed.

Payment: <> AMEX <> VISA <> M/C

Credit Card # _____ Expiration Date: _____

Card Holder Name (please print) _____ Authorized Signature: _____

Please DO NOT SHIP more than 5 business days prior to the event start date. There will be a delivery/storage handling fee applied with the following rates:

- <> 0 -5 lbs. - \$5 each
- <> 6-20 lbs. - \$10 each
- <> 21 -50 lbs. - \$15 each
- <> Over 50 lbs - \$25 each
- <> Crates - \$100 each
- <> Pallets - \$200 each
- <> Outgoing Packages - \$5 each

Address to Westin Chicago River North. Please include Group Name, Vendor Name and ATTN: Camille Gale
If sending more than 2 boxes, please mark each box 1 of x, 2 of x, 3 of x...

For more information on internet or audio visual prices, contact your PSAV representative at 312.467.0207 For more information on shipping/receiving, phone lines or overall event information please contact your hotel representative at 312.321.7180 When you have completed this form, please send to Leanne Mazur (LMazur@PSAV.com) and Camille Gale (Camille.gale@Westin.com)

