



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	\$260
17" LCD Monitor	\$165
32" LCD Monitor	\$310
46" LCD Monitor	\$610
Wireless Internet / 1st connection	\$200
Wireless Internet / each additional	\$100
Wired Internet / 1st connection	\$300
Wired Internet / each additional	\$100

Electrical:

Power Strip	\$50
Power Drop Single Phase 10 Amp	\$80
Power Drop Single Phase 20 Amp	\$130
Power Drop Single Phase 60 Amp	\$285

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 24.75% service fee and applicable tax.

A method of payment must be provided in advance for your order to be processed. The email address you provided above will receive an invitation from eccauthorization@starwoodhotels.com. You should receive this within the next 2 business days. The invitation will include instructions and a link to our secure online payment system. Please respond to the invitation promptly; it will expire if it is not completed within 7 days.

PACKAGES MUST BE LABELED AS FOLLOWS:

NAME OF EVENT

ATTN: YOUR NAME

HOLD: EXHIBITOR COMPANY NAME

The Westin Chicago River North

320 N. Dearborn St.

Chicago, IL 60654

PACKAGE RECEIVING & STORAGE FEES:

<> 0 -5 lbs. - \$5 each <> 6-20 lbs. - \$10 each <> 21 -50 lbs. - \$20 each <> Over 50 lbs - \$25 each

<> Crates - \$200 each <> Pallets - \$200 each <> Outgoing Packages - \$10 each <> Outgoing Pallets - \$50 each

Please DO NOT SHIP more than 5 business days prior to the event start date.

A \$20 fee per day will be administered for any shipments received more than 5 days prior to the event.

If sending more than 2 boxes, please mark each box 1 of x, 2 of x, 3 of x, etc.

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).

