

Exhibitor Order Form

****PLEASE NOTE: Your Order will NOT be confirmed until Credit Card information has been submitted via our secure payment website. The link to this website will be sent to you via email once this form is received****

Please return this form to your Convention Services Manager:

Name:

Fax:617-424-8957

***For all questions and additional requests, please contact your Convention Services Manager Directly at:**

Phone:

E-mail:

Conference Information		Payment Information	
Conference Name:		Contact Name:	
Company Name:		Email:	
Event Dates:		Phone Number:	
Booth Number:		Billing Address:	
On-Site Contact:			
Phone:	Email:		

Shipping/Receiving			
Item	Weight	Cost	Estimated Quantity
Letter	Up to 1 lb.	No Charge	
Package	1 – 5 lbs.	\$5.00 ea	
Package	6 – 20 lbs.	\$10.00 ea	
Package	21 – 40 lbs.	\$20.00 ea	
Package	41 – 80 lbs.	\$50.00 ea	
Package	81+ lbs.	\$75.00 ea	
Crate/Pallet	Up to 300 lbs	\$150.00 ea	
Crate/Pallet	Each additional pound over 300	\$1.00 ea	

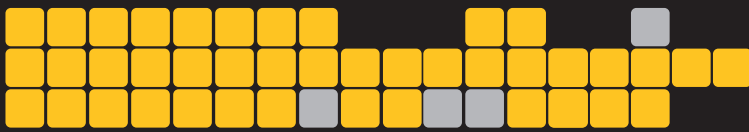
To address package:
*Westin Copley Hotel
(Event Name) (Event Setup Date)
(Guest Name) (Guest Cell Phone Number)
(Guest Company Name) (Booth #)
10 Huntington Ave
Boston, MA. 02116*

Incoming packages will be received and stored at the Westin Security Department. All packages are subject to a handling fee and will be delivered upon request or by appointment by contacting our business center.

Please contact our business center for any questions at **617.351.7367** or **www.westinshipping.com**

PLEASE NOTE: _____ is the contracted drayage company for your event. All exhibitors should refer to _____ for all shipping and handling of packages.

IF THE DRAYAGE COMPANY IS NOT UTILIZED, THEN SHIPMENTS THAT ARRIVE TO THE HOTEL WILL NOT BE DELIVERED UNLESS PAYMENT ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.
All charges will go to your hotel master account set up directly through Westin.

➤ If you have a special request or need additional equipment, please call 857.277.5660. Email completed form to psavwcp@psav.com

VIDEO/DATA DISPLAY	QTY	ADVANCE RATE	ON-SITE RATE
Laptop Computer		\$ 240	\$ 276
Apple iPad		\$ 245	\$ 281
ELECTRICAL	QTY	ADVANCE RATE	ON-SITE RATE
5 AMPS Single Phase (includes Power Strip at booth)		\$ 125	\$ 170
10 AMPS Single Phase (includes Power Strip at booth)		\$ 185	\$ 260
20 AMPS Single Phase (includes Power Strip at booth)		\$ 240	\$ 345
Additional Power Strip (must order power service)		\$ 32	\$ 32
TOTALS			
VIDEO/DATA DISPLAY		\$	
ELECTRICAL		\$	
MONITORS		\$	
ACCESSORIES		\$	
INTERNET		\$	
24% SERVICE FEE		\$	
6.25% MA TAX		\$	
SET UP/STRIKE FEE (Excluding WiFi)		\$	90.00
TOTAL ESTIMATED CHARGES		\$	

MONITORS	QTY	ADVANCE RATE	ON-SITE RATE
22" Monitor including cables and stand		\$ 205	\$ 256
32" Monitor including cables and stand		\$ 370	\$ 430
46" Monitor including cables and stand		\$ 675	\$ 844
55" Monitor including cables and stand		\$ 865	\$ 1,081
Please Check Monitor Options: Sound: <input type="checkbox"/> Yes <input type="checkbox"/> No Monitor Stand: <input type="checkbox"/> Floor <input type="checkbox"/> Table Source: <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> HDMI <input type="checkbox"/> USB			
ACCESSORIES	QTY	ADVANCE RATE	ON-SITE RATE
(2) LED Up-lights for booth		\$ 190	\$ 220
INTERNET	QTY	ADVANCE RATE	ON-SITE RATE
Initial WiFi Connection		\$ 165	\$ 265
Additional WiFi Per Connection		\$ 50	\$ 85
Initial Wired Internet Connection		\$ 350	\$ 550
Add'l Wired Internet Connection		\$ 200	\$ 275
All wired connections are for laptop/desktop use only. If more than 1 wired connection is ordered a hotel switch is required and must be ordered 48 hours in advance. No outside router/switch is allowed to be used on the existing ports in any meeting room without 48 hours notice to PSAV.			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 10 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include 6.25% MA sales tax on equipment rental.

TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

EXHIBITOR INFORMATION

- PSAV must receive this order no later than 10 days before the opening date of the show to receive the "ADVANCE RATE." Orders received after this period will be charged the "STANDARD RATE."
- Form must be completely filled out or order will not be processed.
- All orders received the day of the show will be completed on a first come first serve basis after advance orders are completed.
- Electrical power for lights and displays will be turned on one hour prior to show opening and off at show closing time daily.
- At the discretion of PSAV, standby service by PSAV electrician may be required for electrical service above 60 amps.
- Rate quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- Credit will not be given for connections installed and not used.
- Cancellations must be received in writing 72 hours prior to show setup.
- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All equipment, regardless of power source, must comply with all federal, state and local safety codes.
- Charges for troubleshooting, re-wiring, or any other work not clearly stated on this form will be marked as electrical labor.
- Under no circumstances shall anyone other than the "PSAV Electrician" make electrical connections or live power or reset breakers.
- Telephone and polycom usage fees are determined by The Westin Copley Place, based on outgoing calls placed.
- Prices subject to change without notice.

SPECIAL REQUESTS Please add any items not listed above that you require.

