

THE WESTIN O'HARE

CONVENTION & EXHIBIT SERVICE ORDER FORM

Email to: catherine.mayotte@westin.com

Event Name _____ Date of Event _____
 Phone _____ Booth # if Available _____
 Exhibitor Name / Meeting Room _____

Quantity	Item	Regular Price	Same Day Order	Subtotal
	Extension Cord (3 outlets)	\$30.00	\$40.00	\$
	Power for Laptops (price based on every 4 computers)	\$40.00	\$60.00	\$
	20 Amp Quad Box	\$110.00	\$120.00	\$
	Banner Hanging	\$90.00 per hour (1/2 hour minimum)		\$
Miscellaneous Charges:				\$
Explanation:				
Labor Charges:				\$
	Dedicated Phone Line	\$210 1 st day \$75 additional days		\$
	High Speed Internet line- Hard Wired	\$250 1 st line \$100 additional lines; \$100 per line per additional day		\$
	Wireless High Speed Internet	\$20 per user		\$20

LABOR FEES

Electricians: Regular Time Mon-Fri: 7:00am-3:30 pm @ \$90.00 Per Hour
 Engineers: Regular Time Mon-Fri: 7:00am-3:30pm @ \$90.00 Per Hour
 Overtime: Mon-Fri: 3:30pm-7:00am, and Saturday Until 3:30pm @ time-and-a-half (4 Hour Call Minimum)
 Double-time: Saturday after 3:30pm until 7:00am on Monday @ double-time (4 Hour Call Minimum)

PACKAGE HANDLING

*Packages must be labeled with the Exhibit show name, Exhibitor name, and Booth # if available

Quantity	Weight	Price	Subtotal
	0-5 pounds	\$5.00 each	\$
	6-20 pounds	\$10.00 each	\$
	21-50 pounds	\$15.00 each	\$
	Over 50 pounds	\$25.00 each	\$
	Pallets	\$75.00 each	\$
	Crates	\$100.00 each	\$
	Outgoing Packages	\$5.00 each	\$
TOTAL			\$

PAYMENT INFORMATION MUST BE RECEIVED PRIOR TO ELECTRICAL SERVICE BEING INSTALLED OR PACKAGES DELIVERED

METHOD OF PAYMENT: please check one

Check Enclosed Credit Card Information Room Number (On-Site only) _____

Credit Card Authorization – I hereby authorize the Westin O'Hare to use the credit card as indicated below.

Exact Name on Card: _____
 Credit Card Number: _____
 Expiration Date: _____
 Company Name: _____
 Authorized Signature: _____
 Print Name: _____
 Phone #: _____ Fax #: _____
 Billing Address on Credit Card Account: _____

SPECIAL NOTICE! Rosemont Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code and approved by the Westin O'Hare Engineering department. All equipment must be UL listed. All splices must be installed in a metal enclosure to prevent emission of sparks.

IN ADDITION: Any additional material supplied by the Hotel will be charged to the guest. Special request for additional electrical services can be made through our Engineering department.