

**WESTIN RESORT – fax back to 843-681-1065 ATTN:**

**Electrical/Telecommunications**

Conference Name: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Booth/Exhibitor's Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
 Post Charges to: \_\_\_\_\_ Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ CC # (and expiration date): \_\_\_\_\_  
 (must have a copy of front and back of card)

**Electrical Charges**

Please complete this form and return it to the Westin Resort Convention Services Department.

The Convention Services Manager prior to hookup can submit estimates to the client upon request. All charges will be posted to the master account unless otherwise specified.

Charges include electrical consumption and post show disconnect.

Exhibitors must clearly identify equipment power. If in doubt please refer to the plate on your appliance/equipment which indicates volts/amps required for operation.

Be sure to double check the AMP requirements on your equipment before selecting appropriate electrical service. We are not able to adjust the electrical circuits once the show has been set up. Any modification of service after initial installation is subject to additional charges and such charges are at the discretion of the Engineering Manager and Director of Engineering.

This form must be received at least 10 business days prior to set-up day. Any orders not received 10 days in advance will be available only at the discretion of the Engineering Manager or Director of Engineering. Additional charges may apply.

Rates quoted for electrical connections cover only the supplying of service to the point of connection in the most convenient manner. The hotel will not be responsible for inaccurate hookup by the client.

All material and equipment is furnished on a service basis and remains the property of the hotel.

Please list below each piece of equipment requiring power:

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All prices are inclusive of tax and labor fees.

<u>Electrical Description</u>	<u>Daily Rate</u>		<u># Days</u>		<u>Subtotal</u>
120 Volts, 20 amp, Single Phase	\$30	x	_____	=	_____
208 Volts, 20 amp, Single Phase *	\$56	x	_____	=	_____
208 Volts, 30 amp, Single Phase *	\$67	x	_____	=	_____
120 Volts, 50 amp Power Distribution System *	\$165	x	_____	=	_____
120 Volts, 100 amp Power Distribution System *	\$325	x	_____	=	_____
*Electrician required - \$75.00 per hour (2 hour minimum)	\$75	x	_____	=	_____
<b><u>Electrical Aid Rental</u></b>					
Extension Cord with power strip	\$20	x	_____	=	_____
<b><u>Phone and Internet Needs</u></b>					
Outside Phone Line	\$51	x	_____	=	_____
Wireless Internet Access	\$160	x	_____	=	_____
Wired Internet Access	\$370	x	_____	=	_____

**Total to be charged to credit card/room - \_\_\_\_\_**

Other Audio Visual Requests such as monitors, DVD players, please contact Gabriel Struna at [gstruna@ps-av.com](mailto:gstruna@ps-av.com).

Additional Electrical Services and Equipment are available.

Prices will be determined after reviewing the customer's requirements.

Please contact our Convention Services Department at **Ext. 7018** for further assistance.