

# WESTIN SAVANNAH ENGINEERING SERVICES RENTAL FORM

FUNCTION DATE _____	GROUP NAME _____
FUNCTION LOCATION _____	BOOTH # _____ (Separate forms for each location)
CLIENT CONTACT _____	PH. NO. _____ EXT. _____
WESTIN CONTACT _____	EXT. _____

<b>SET-UP</b>
DATE _____
TIME _____

<b>BREAK-DOWN</b>
DATE _____
TIME _____

*\*LABOR CHARGES INCLUDED FOR SET-UPS MONDAY - FRIDAY 8AM - 5PM. AFTER THESE HOURS LABOR CHARGES APPLY.*

<b>ELECTRICAL</b>						
120 VOLT/SINGLE PHASE SERVICES:	# OF DAYS	ADVANCE ORDER	QUANTITY NEEDED	FLOOR ORDER	QUANTITY NEEDED	TOTAL PRICE
5 AMPS (0 - 500 watts)		\$25.00		\$40.00		\$0.00
10 AMPS (500 - 1000 watts)		\$40.00		\$55.00		\$0.00
20 AMP SEPARATE CIRCUIT (1000 - 2000 watts)		\$50.00		\$75.00		\$0.00
30 AMP SEPARATE CIRCUIT (2000 - 3000 watts)		\$75.00		\$100.00		\$0.00
100 AMP SEPARATE CIRCUIT (3000 watts and above)		\$150.00		\$175.00		\$0.00
<b>208 VOLT/SINGLE PHASE SERVICES:</b>						
20 AMPS EACH		\$75.00		\$125.00		\$0.00
30 AMPS EACH		\$100.00		\$150.00		\$0.00
100 AMPS EACH		\$150.00		\$200.00		\$0.00
<b>208 VOLT/THREE PHASE SERVICES:</b>						
20 AMPS EACH		\$100.00		\$150.00		\$0.00
30 AMPS EACH		\$150.00		\$200.00		\$0.00
100 AMPS EACH		\$200.00		\$250.00		\$0.00
200 AMPS EACH		\$300.00		\$350.00		\$0.00
<b>AFTER-HOURS LABOR CHARGE (PER HOUR)</b>	---	\$40.00		-----		\$0.00

<b>ADDITIONAL SERVICES &amp; EQUIPMENT</b>					
SERVICES AVAILABLE:	ADVANCE ORDER	QUANTITY NEEDED	FLOOR ORDER	QUANTITY NEEDED	TOTAL PRICE
BANNERS (less than 8ft)	\$30.00		\$50.00		\$0.00
BANNERS (8ft and larger)	\$50.00		\$75.00		\$0.00
SECURITY LOCKS - PER CORE CHARGE (4 keys included)	\$45.00		\$60.00		\$0.00
EXTRA KEYS	\$5.00		\$8.00		\$0.00
IN HOUSE VIDEO for guestrooms TV's in DVD or VCR format	\$150.00		\$200.00		\$0.00
25' SCISSOR LIFT	\$175.00		\$350.00		\$0.00
LADDER FEE (6' up to 12')	\$75.00		\$150.00		\$0.00
LABOR RATE (for any services not listed - 1 hr minimum)	\$35.00		\$45.00		\$0.00
<b>EQUIPMENT AVAILABLE:</b>					
TAPE (Roll)	\$10.00		\$15.00		\$0.00
EXTENSION CORDS - MEDIUM DUTY	\$10.00		\$15.00		\$0.00
POWER STRIP	\$15.00		\$20.00		\$0.00

<b>PAYMENT INFORMATION</b>			
TOTAL ORDER \$0.00	TAX (7%) \$0.00	TOTAL CHARGE	<b>\$0.00</b>
<input type="checkbox"/> CHECK ENCLOSED	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
			<input type="checkbox"/> DISCOVER
Card# _____	Exp. Date _____	Signature: _____	
Name as it appears on card: _____		Signature: _____	
<input type="checkbox"/> BILL TO MASTER ACCT # _____	(Account must be set up with Hotel Accounting)		Signature: _____
<input type="checkbox"/> BILL TO GUESTROOM # _____	Signature: _____		

Please fax your order to (912) 201-2088. The order must be received **5 business days** before the opening date of the exhibit to ensure timely installation. Orders received outside this time frame are considered "Floor Orders". Please note that all Electrical is charged on a "per day" basis. Prices are subject to change without notice prior to authorization signature. For any questions or concerns, please contact Westin Savannah Engineering at (912) 201-2217 or ext 2216.

**WESTIN SAVANNAH HARBOR RESORT & SPA  
PHONE SERVICES**

**Please return this form to:**  
**Westin Savannah Harbor Resort & Spa**  
**ATTN: Convention Services**  
 1 Resort Dr  
 Savannah, GA 31421  
 Telephone: (912) 201-2000  
 Fax: (912) 201-2077

**Convention Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Name of Exhibitor** \_\_\_\_\_ **Phone/Fax** \_\_\_\_\_

**Exhibitor Set Up Date** \_\_\_\_\_ **Strike Date** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

Quantity	Phone Line Type	Price/Item/Day	Description of Item (Voice/fax)	Total
	Direct In Dial	\$75 installation \$30 daily usage plus long distance charges		
	T-1 (High Speed Internet)	\$750 daily charge for 1 <sup>st</sup> line \$125 one time charge for each additional line		
			<b>Subtotal</b>	
			<b>Taxes (7%)</b>	
			<b>Total</b>	