

<b>Conference/Event Name:</b>		<b>Booth #</b>
<b>Company Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Billing Contact:</b>		<b>Phone #</b>
<b>On-Site Contact:</b>		<b>Phone #</b>
<b>Email Address:</b>		
<b>Method of Payment must be a Visa, MasterCard or American Express and a member of our team will call to retrieve that information during processing.</b>		

**CONDITIONS & REGULATIONS**

- Utility/wall outlets are not part of the booth space, do not provide guaranteed or reliable service, risk circuit failure due to potential overload from shared use and would result in a Basic Power charge.
- All equipment must be properly wired, labeled with Voltage/Amperage/Wattage and meet IEEE & NEMA standards as well as comply with all Federal, State and City regulations.
- Claims of equipment failure, power outages or service challenges will not be considered unless a PSAV representative is notified prior to the close of the exposition or event.
- Special power or wiring configurations may only be facilitated by a House Electricians.
- All material and equipment furnished by PSAV or The Westin Kierland in servicing this order shall remain the property of PSAV or The Westin Kierland and shall not be removed from the facilities.
- Power cabling must be 3-wire grounded with no open clips, bare sockets, latex, or lamp cords.
- Dedicated as well as heavy Power is available and subject to Labor & daily Rental Rates.
- Neither PSAV nor The Westin Kierland are responsible for voltage fluctuations, outages, or power failure due to misuse, external electrical provider outages, or anything covered by *Force Majeure*.
- Credit will not be issued for equipment or services that were ordered, provided, but not used.**
- Payment in full is required in advance and all amounts are subject to all applicable City and State Taxes. Orders must be submitted at least two (2) weeks prior to Install Date to guarantee published rates. Orders submitted late or “on site” are subject to availability at prevailing rates and must be paid prior to delivery of equipment and/or services. If it becomes necessary for PSAV or The Westin Kierland to engage an attorney due to default on the part of the Exhibitor, Exhibitor agrees to pay all costs, expenses and attorney’s fees.
- There will be a \$35 fee for any declined credit card transaction.
- Neither PSAV nor The Westin Kierland will be responsible for protests, strikes, accidents, fires, or any delays beyond our control and where the provisions of a *Force Majeure* would apply.

I have read and understand these Conditions and Regulations of The Westin Kierland Resort and approve of all charges for equipment and services requested:

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Dated \_\_\_\_\_

INSTALL Date/Time:		REMOVE Date/Time:		
Audio/Visual Item Descriptions	Daily Rate	Qty	# of Days	TOTAL
Dedicated 20a Circuit w/AC Cord & Powerstrip	\$210			
Basic Power w/AC Cord & Powerstrip	\$85			
Additional AC Cord w/ 6-Outlet Powerstrip	\$42			
Flatscreen Monitor (60” or larger) w/Floor Stand	Call			
55” Flatscreen Monitor w/Floor Stand	\$810			
32” Flatscreen Monitor w/Table Stand	\$325			
24” Wide Screen LCD Computer Monitor	\$240			
Blu-Ray/DVD Player	\$145			
Laptop or PC Computer – Windows, Office	\$300			
HP Color Network Capable Printer	\$425			
HP B&W Network Capable Printer	\$215			
Flip Chart w/Post-it Pad & Markers	\$100			
Flip Chart w/Pad & Markers	\$80			
High-Speed Wireless Internet (1 <sup>st</sup> Connection)	\$45			
High-Speed Wireless Internet (Each additional)	\$35			
High-Speed Wired Internet (1 <sup>st</sup> Connection)	\$300			
High-Speed Wired Internet (Each additional)	\$75			
<b>This is an abbreviated list. Please contact our PSAV Sales Team if additional equipment or services are needed such as Projection, Lighting or heavy Power.</b> <a href="mailto:WestinKierland@psav.com">WestinKierland@psav.com</a> or (480) 624-1014	<b>Sub-Total</b>			\$
	<b>26% Service Charge</b>			\$
	<b>8.6% Tax</b>			\$
	<b>GRAND TOTAL</b>			\$

<b>CONFIRMATION NUMBER/BILLABLE AMOUNT: 3308-_____</b>	<b>\$</b>
--	-----------