EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment

that drives attendee interest.

NAME OF CONFERENCE		START DATE		END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.		
						1
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STREET ADDRESS		CITY		STATE	ZIP CODE	, ,
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	□AM	PICKUP DATE	PICKUP TIME	$\Box AM$
1			□РМ			DPM
		I				
EMAIL ADDRESS		ORDERED BY		-	-	
		ONDERED DI				

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. 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 by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

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 - Cancellations received within 48 hours of the scheduled

delivery date are subject to a 50 percent fee applicable to equipment and tax.

subject to the full amount of the order, including installation, drayage and tax.

Cancellations received on the day of scheduled delivery or "no shows" are

Shipping Instructions - Mark any materials sent to the venue as follows:

- 1. Address Packages to: The Westin New York at Times Square, 270 West 43rd Štreet, New York, NY 10036
- 2. Hold for Arrival Attn: Guest's Name and/or Organization
- 3. Complete Return Address
- 4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Labor and/or service charges may app	oly and/or los	s damage wai	ver.	Form Submission – Email comp	leted forms to: wes	tintsqsales2@	<u>psav.com</u> .
MONITORS 46" LCD monitor Dual-post stand	PRICE \$	QTY DAYS	TOTAL	LIGHTING Up-light RIGGING	PRICE \$	QTY DAYS	TOTAL
 55" LCD monitor Dual-post stand 70" LCD monitor 	\$ \$	9	\$ \$	All rigging requests should be CUSTOM ITEMS	placed using the <u>F</u> PRICE		<u>est Form</u> . TOTAL
 Dual-post stand AUDIO EQUIPMENT Powered speaker Up to five people 	PRICE \$	QTY DAYS	TOTAL		\$ \$ \$	\$ \$ \$	i i
ACCESSORIES Wireless slide advancer DVD player Laptop Black-and-white printer 	PRICE \$ \$ \$	QTY DAYS	TOTAL 6	SPECIAL REQUESTS Please add any items not liste	d above that you	\$	
INTERNETWired internet connectionWireless internet connectionDedicated bandwidth	PRICE \$ \$ Please co	QTY DAYS	TOTAL or quote				

The minimum Set/Strike/Deliver/Pickup Labor Fee is \$162.

A 24% Administrative Fee will be added to all services/equipment (except internet)

Chris Donahue Director of Sales - PSAV® The Westin New York at Times Square 270 West 43rd Street, New York, NY 10036

office: 212.201.4685 email: westintsqsales2@psav.com



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THE	Westin
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NEW YORK AT TIMES SQUARE

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BOOTH DIAGRAM

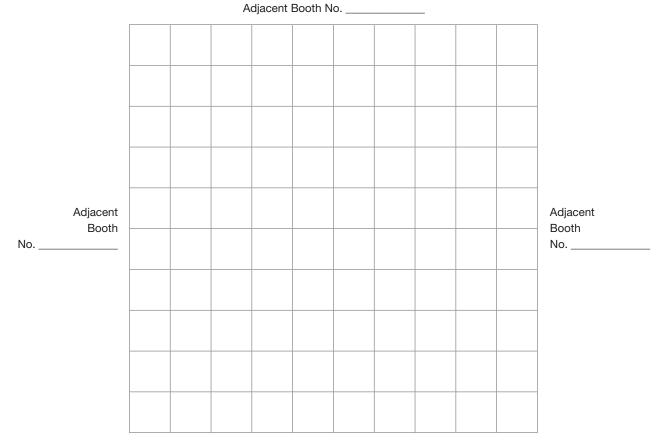
ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.



Adjacent Booth No. _____

Chris Donahue Director of Sales - PSAV® The Westin New York at Times Square 270 West 43rd Street, New York, NY 10036 • office: 212.201.4685 • email: westintsgsales2@psav.com