

## Exhibitor Order Form

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**\*\*PLEASE NOTE: Your Order will NOT be confirmed until Credit Card information has been submitted via our secure payment website. The link to this website will be sent to you via email once this form is received\*\***

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**Please return this form to your Convention Services Manager:**

Jaclyn Miller  
 Fax:617-424-8957  
 E-mail: Jaclyn.Miller@Westin.com

**\*For all questions and additional requests, please contact your Convention Services Manager Directly at:**

Phone: 617-351-7372  
 E-mail: Jaclyn.Miller@Westin.com

Conference Information		Payment Information	
Conference Name:		Contact Name:	
Company Name:		Email:	
Event Dates:		Phone Number:	
Booth Number: N/A		Billing Address:	
On-Site Contact:			
Phone:	Email:		

### EXHIBITOR INFORMATION

1. PSAV must receive this order no later than 10 days before the opening date of the show to receive the "ADVANCED RATE." Orders received after this period will be charged the "STANDARD RATE"
2. Form must be completely filled out or order will not be processed.
3. All orders received the day of the show will be completed on a first come first serve basis after advance orders are completed.
4. Electrical power for lights and displays will be turned on one hour prior to show opening and off at show closing time daily.
5. At the discretion of PSAV, standby service by PSAV electrician may be required for electrical service above 60 amps.
6. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
7. Credit will not be given for connections installed and not used. Cancellations must be received in writing 72 hours prior to show set-up.
8. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
9. All equipment, regardless of power source, must comply with all federal, state and local safety codes.
10. Charges for troubleshooting, re-wiring, or any other work not clearly stated on this form will be marked as electrical labor.
11. Under no circumstances shall anyone other than the "PSAV Electrician" make electrical connections or live power or reset breakers.
12. Telephone and polycom usage fees are determined by The Westin Copley Place, based on outgoing calls placed.
13. Prices subject to change without notice.

If you have any questions, please contact:



**PSAV**  
 Phone: 857.277.5660





# PSAV ORDER

The Westin Copley Place is proud to partner with Presentation Services Audio Visual (PSAV) as our in house Audio Visual provider.

## AUDIO VISUAL

SERVICE - PER DAY	QTY	Days	Advanced Rate	Standard Rate	TOTAL
23" LCD Monitor (Table stand only)			\$270	\$300	
42" Monitor including Stand (Floor or Table)			\$655	\$680	
46"+ Monitor including Stand (Floor or Table)			<i>Please contact PSAV for pricing</i>		
Laptop Computer			\$245	\$260	
Apple iPad			\$245	\$260	
<b>Please indicate:</b>	Stand: Floor or Table	Source: VGA, DVI, HDMI, USB	Sound: Yes/No		

**ADDITIONAL EQUIPMENT IS AVAILABLE UPON REQUEST**

## AUDIO VISUAL SUBTOTAL

## ELECTRICAL SERVICES

SERVICE - PER DAY	QTY	Days	Advanced Rate	Standard Rate	TOTAL
Power Strip & Extension Cord Package			\$60	\$75	
20 AMPS Single Phase			\$135	\$205	
100 AMPS Three phase			\$1080	\$1700	
200 AMPS Three phase			\$1775	\$2200	
<b>ELECTRICAL SUBTOTAL</b>					

## TELEPHONE SERVICES

SERVICE - PER DAY	QTY	Days	Advanced Rate	Standard Rate	TOTAL
Telephone with direct access			\$200	\$250	
Conference phone with direct access			\$330	\$380	
*USAGE FEES APPLY TO OUTGOING CALLS AND WILL BE BILLED BY THE WESTIN AT THE PREVAILING RATE					

## TELEPHONE SUBTOTAL

## INTERNET SERVICES

All IP Address information is assigned automatically via DHCP. Please ensure that the TCP/IP is ENABLED and configured to "OBTAIN AN IP ADDRESS AUTOMATICALLY". If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted and will NOT operate correctly with our system.

SERVICE - PER DAY	QTY	Days	Advanced Rate	Standard Rate	TOTAL
Wireless Internet Service - 1 Device Connection with Conference Code			\$30.00	\$30.00	
Standard Internet connection - Wired*			\$200.00	\$250.00	

\*All wired connections are for laptop/desktop use only. If more than 1 wired connection is ordered a hotel switch is required and need to be ordered 48 hrs in advance. No outside router/switch is allowed to be used on the existing ports in any meeting room without 48hrs notice to PSAV.

## INTERNET SUBTOTAL

**AUDIO VISUAL TOTAL**

**ELECTRICAL TOTAL**

**TELEPHONE TOTAL**

**INTERNET TOTAL**

## ESTIMATED TOTAL CHARGES

**NOTE:** All above orders are subject to additional LABOR, 24% SERVICE CHARGE and 6.25% MA SALES TAX.

All orders within 10 days are subject to availability and cannot be guaranteed.

ALL SERVICES ARE BILLED VIA THE CREDIT CARD THAT IS PROVIDED THROUGH THE WESTIN'S SECURE PAYMENT NETWORK. IF YOU EXPERIENCE AN ISSUE ON-SITE, PLEASE CONTACT US AT 617.212.9925. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ON-SITE TO A MANAGER.