

The Westin St. Francis

4 September, 2008

Welcome to the Westin St. Francis!

We understand that you require services for your booth/meeting room. Here is the information/order form you requested. Please note that there is a separate number for faxing the orders for telephone orders, and for audio-visual and electrical services.

The hotel will provide in the exhibit space a 3'x6' skirted table with 2 chairs for you. Any other exhibit equipment is the exhibitor's responsibility to secure and ship. The hotel does not have an exhibit department, or any exhibit equipment such as pipe, drape, and booths. Please note that the hotel is equipped to store and move boxes and small exhibit items that fit on top of the 3'x6' table, or in the space immediately behind it. We are not able to receive and handle large, heavy equipment. Please feel free to contact me should there be any question regarding your exhibit materials.

The exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises on The Westin St. Francis and shall indemnify and hold harmless the Hotel agents, servants, and employees from any and all such losses, damages, and claims.

The exhibitor acknowledges that The Westin St. Francis does not maintain insurance covering exhibitor's property and this is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

My direct line is 415-774-, and our fax is 415.403.6891. My e-mail address is @westin.com.

Please let me know if you have any questions!

Thank you!

Convention Manager

cc: File

Telephone Order Form

****MUST RETURN COMPLETED REQUEST TO FAX# (415) 403-6891****

Group Name	<input type="text"/>
Group Contact	<input type="text"/>
Group Code	<input type="text"/>
Install Date	<input type="text"/>
Install Time	<input type="text"/>
Remove Date	<input type="text"/>
Remove Time	<input type="text"/>
Room Name / Booth Number	<input type="text"/>

Description	Units	Unit Cost	Sub-Total
Item #1 - Standard Convention Phone-with long distance, direct inward dial, and basic speaker; per day charge	<input type="text"/>	\$250.00	\$
Item # 2 - US Robotics Polycom Speaker phone-with long distance and direct inward dial; per day charge	<input type="text"/>	\$450.00	\$
Item #3 - Standard Modem Line-line only with long distance and direct inward dial, per day charge	<input type="text"/>	\$200.00	\$
Item #4 - Additional Housephone (1 per meeting is supplied complimentary); per day charge	<input type="text"/>	\$50.00	\$
Above listed prices do not include usage fees for calls made.			
Item # 5 - T1 Internet per meeting room (First connection / per day)	0	\$500.00	\$
Number of days:	<input type="text"/>		
Each Additional Line, per day	0	\$75.00	\$



Item #6 - T1 Unlimited - Daily Rate	0		\$
Item #7 - T1 Unlimited - Three Days	0		\$
Item #8 - T1 Unlimited - One Week	0		\$
	0		\$
Item #10 - Voicemail added to 1 or 4 (Phone Services)	0	Please consult your hotel representative for pricing	\$
Item #11 - On-site technical support - per hour. Minimum 2 hour charge for nights & weekends Must be ordered at least 10 days in advance	0		\$
Item#12 - 8 Port Fast Ethernet Switch	0		\$
Item #13 - 24 Port Fast Ethernet Switch	0		\$
Item #14 - CAT5 Ethernet Cables (up to 50 foot cables)	0		\$
Item #15 – Linksys Wireless Access Point	0		\$
Item # Static IP Address			
	Total Order		\$

Special Instructions

The Westin St. Francis
EXHIBITOR BOX HANDLING FORM

****MUST RETURN COMPLETED REQUEST TO FAX# (415) 403-6891****

	Contact Name	Phone/Fax Number
Start Time/Date:	End Time/Date:	Conference Name

Description	Handling Charge
Boxes (charges are based on <u>cumulative</u> weight of materials shipped). Shipping charges will be billed at conclusion of function. Please indicate expected number of boxes/items shipped: _____	Envelopes/Letters – \$5.00 Package and under 25lbs - \$15.00 Package over 25lbs. - \$25.00 Pallet (each) - \$100.00

THE HOTEL CANNOT ACCOMMODATE ITEMS CLASSIFIED AS FREIGHT. FREIGHT IS CLASSIFIED AS ANY SINGLE ITEM OVER 150 LBS IN WEIGHT OR WITH COMBINED MEASUREMENTS OF LENGTH, WIDTH AND GIRTH GREATER THAN 130 INCHES.

Please note that the above box handling charges do not include outgoing shipping costs or other charges.

The hotel can facilitate your shipments with the following carriers:

- FEDERAL EXPRESS
- UNITED PARCEL SERVICE
- AIRBORNE
- D.H.L.

FOR ANY CARRIER OTHER THAN THE FOUR ABOVE THE SHIPPER MUST MAKE THEIR OWN ARRANGEMENTS



Shipping Information:

Label boxes as follows:

The Westin St. Francis Hotel

335 Powell Street

San Francisco, CA 94102

FOR: (Name of Conference Attending)

On-Site Contact:

Group Name:

Ship boxes to arrive NO EARLIER than (3) business days prior to the start of the event.

2007 EXHIBITOR / BREAKOUT

ORDER FORM

****MUST RETURN COMPLETED FORM TO FAX# (415) 774-0361**

FOR AUDIO VISUAL AND ELECTRICAL SERVICES***

GROUP NAME	CONTACT NAME	PHONE NUMBER
ADDRESS	SESSION DATES	EMAIL ADDRESS
BOOTH NUMBER	START TIME END TIME	MEETING ROOM

SWANK AUDIO VISUALS FAX: (415) 774-0361...PHONE: (415) 774-0359

QUANTITY	EQUIPMENT DESCRIPTION	DAILY RATE	EXTENSION
	15" LCD Flat Panel Monitor	\$115	
	20" LCD Flat Panel Monitor	\$175	
	42" Plasma Monitor	\$600	
	50" Plasma Monitor	\$700	
	Floor Stand for Plasma Monitor	\$150	
	All monitors come with a table stand. Please specify if wall mount brackets are necessary.		
	POWER CONNECTION CHARGE (for connection to 3 phase power) All exhibitors requesting power connection will be charged this one-time fee for set-up and removal of power tie-ins. This charge includes electrical cable and power strip run to your booth as well as safety tape down service.	\$110 (one time charge)	
	Client Support Package: Package includes screen, projector stand, all necessary cabling.	\$195	
	OTHER: PLEASE CALL		
	Equipment is provided on a daily basis and the rates above are SINGLE DAY RATES. All pricing includes equipment, labor, all power extension cords and safety tape down of cables. Technicians are available at a rate of \$60.00/hr on Monday through Friday from 7:00AM until 7:00PM. All other times are time and a half. Prices are subject to change without notice. 48 hour cancellation notification required.		

BILLING INFORMATION: CREDIT CARD AND CARD NUMBER:

EXP. DATE:

Card _____ # _____

CLIENT SIGNATURE:

DATE:



****MUST RETURN COMPLETED FORM TO FAX# (415) 403-6891 FOR TELEPHONE AND BOX HANDLING*****

CREDIT CARD AUTHORIZATION

This will authorize the Westin St. Francis Hotel to use my credit card (listed below) for exhibit and audio-visual charges incurred during the following dates and conference:

NAME OF CONFERENCE: _____

DATE(S) OF USE: _____

TYPE OF CREDIT CARD: VISA/MasterCard
 American Express
 Discover
 Diners Club/Carte Blanche'
 JTB

NAME ON CARD: _____

CARD NUMBER/EXPIRATION DATE: _____

PLEASE PROVIDE A FRONT AND BACK COPY OF THE CREDIT CARD INDICATED ABOVE, ALONG WITH THIS AUTHORIZATION FORM.

Authorized Signature

Date