

THE WESTIN

NEW ORLEANS
CANAL PLACE

2018 EXHIBITOR GUIDELINES

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

Shipping & Receiving

Our Receiving Department will accept deliveries no earlier than three days prior to group arrival date from 8:00am-4:00pm Monday through Friday. To ensure deliveries are accepted, please arrange for all deliveries in advance. If the use of a forklift for loading or unloading trucks is required, arrangements must be made with the transportation service delivering and/or picking up boxes.

All shipments should be sent to the attention of the exhibitor and/or the person receiving the package in the hotel; preferably a hotel guest. The address to use is that of the hotel – 100 Rue Iberville, New Orleans LA 70130.

Hotel does not have storage space for crates, pallets or large shipments. Storage for all Group packages is complimentary for 72 hours prior to first day of event.

The following daily storage charges apply prior to 72 hours of event:

Package Size	Storage Fee
Envelope	\$2.00
1 to 25 pounds	\$5.00
26 to 50 pounds	\$10.00
51 or more pounds	\$15.00
Half Pallets under 36"	\$75.00
Full Pallets	\$100.00
Crates under 150 pounds	\$75.00
Crates over 150 pounds	\$100.00

Package handling prices are current and subject to change without notice. Packages are priced per item. The minimum fees are as follows:

Package Size	Handling Fee
Envelope	\$3.00
1 to 25 pounds	\$7.00
26 to 50 pounds	\$15.00
51 or more pounds	\$25.00
Half Pallets under 36"	\$100.00
Full Pallets	\$150.00
Crates under 150 pounds	\$100.00
Crates over 150 pounds	\$150.00

Signs & Displays

Signage to be used in the exhibit area is to be pre-approved by The Westin New Orleans at Canal Place Meeting & Event Management Department. The signage is to be professionally printed and meet the hotel standards and requirements (handmade inked signs are not permitted). We request that all signage be removed upon conclusion of your last event.

Signs are to be mounted on easels or poles and not attached to any surface of the hotel. Displays are to be used only in the area where the function is taking place. Under no circumstances will signs be permitted in the Hotel Lobby.

Audio Visual Requirements

Arrangements are to be made directly with the Audio Visual Department at 504-553-5111. See page 2 for order form.

Billing

Billing arrangements must be made in advance and payable by credit card. Please reach out to the hotel representative for instructions on how to submit payment. All services provided by the hotel will be charged to the credit card provided.

EXHIBITOR ORDER FORM



Video Equipment	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
DVD / Blu-Ray Player		\$205.00	\$285.00	
32" Flat Panel Video & Computer Monitor***		\$405.00	\$526.50	
46" Flat Panel Video & Computer Monitor***		\$655.00	\$851.50	
55" - 60" Flat Panel Video & Computer Monitor***		\$775.00	\$865.00	
Floor Stand for Flat Panel Video & Computer Monitor		\$125.00	\$162.50	
Floor Stand for 32" or Larger Monitor WITH SHELF		\$175.00	\$227.50	
PLEASE SPECIFY IF STAND IS NEEDED				
PSAV does not supply wall mounts or labor for mounting monitors to your hard sets				

Customer Information

Show/Convention Name:

Show/Convention Dates:

Company/Organization Name:

Address:

City:

State: Zip:

Ordered By:

Computers and Accessories	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
Laptop Computer with CD drive		\$305.00	\$385.00	
<i>Please Note Specific Software/Hardware Needs:</i>				
Basic Black & White LaserJet Printer		\$282.50	\$367.25	
19" Flat Panel Computer Monitor		\$215.00	\$279.50	

Phone:

Fax:

email:

Internet	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
Basic Wireless Internet per Device		\$155.00	\$250.00	
Basic Wired Internet		\$565.00	\$755.00	
Additional Wired Internet per Device		\$190.00	\$260.00	
<i>Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call 504-592-8002 for availability and pricing.</i>				

Delivery Information

On-Site Contact:

Booth #:

Power	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
5 AMP / 500 Watts (includes power strip)		\$190.00	\$285.00	
10 AMP / 1000 Watts (includes power strip)		\$265.00	\$397.50	
20 AMP / 2000 Watts (includes power strip)		\$415.00	\$622.50	
Additional Power Strip		\$15.00	\$20.00	
25' extension cord		\$15.00	\$20.00	
<i>Additional labor may apply to under carpet or complex booth sets.</i>				

Ordering Instructions

⇒ To guarantee availability, orders should be emailed to mpelto@psav.com no less than 10 days prior to show start date.

All orders and order totals will be confirmed with a detailed quote, which will be emailed to the email address given above.

⇒ All orders must include payment information to be processed. Credit card payment is preferred method.

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, please submit exemption certificate for approval.

OPERATOR LABOR - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum

⇒ **CANCELLATIONS** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED		
SUBTOTAL		*PSAV will calculate this section		
SERVICE CHARGE (25% of Equipment Total)				
SUBTOTAL				
SALES TAX (11% of line Subtotal)				
TOTAL DUE				

***Advanced pricing if received by PSAV 10 days or more prior to installation.**

****Pricing if received by PSAV less than 10 days prior to installation.**

Method of Payment

Westin New Orleans Canal Place will contact you for method of payment

