

Exhibitor Order Form

THE WESTIN
MICHIGAN AVENUE
Chicago

909 N. Michigan Avenue
Chicago, IL 60611

Please complete and email form to:

Nada Krivokuca

nada.krivokuca@westin.com

Tel. (312) 649-6409

PLEASE TYPE OR PRINT CLEARLY

Name of Conference:	
Dates of Conference:	
Exhibitor/Company Name:	Booth #:
Contact Name:	Email:
Contact Address:	
Contact Phone #:	
On-Site Contact (if different from above):	Phone #:

PAYMENT INFORMATION –

Credit card - Please do not include any credit card information on this form. Once the form is received, a secure credit card link will be sent to the listed contact's email address.

Guest Room - provide name of guest

Once this request from is submitted, an Encore Representative will contact you for an official order review and signature. Labor charges, sales tax, loss damage waiver, and service charges may apply.		
PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$560
TRIPOD SCREEN		\$110
25' HDMI CABLE		\$32
MONITOR	QUANTITY	DAILY RATE
24" MONITOR – TABLE TOP		\$250
45" MONITOR w/ FLOOR STAND		\$785
55" MONITOR w/ FLOOR STAND		\$1020
LAPTOP		\$260
AUDIO	QUANTITY	DAILY RATE
COMPUTER SPEAKERS		\$50
INTERNET	QUANTITY	DAILY RATE
SIMPLE WIFI CONNECTION		\$24
HARD LINE CONNECTION		\$225
POWER	QUANTITY	DAILY RATE
POWER STRIP (SHARED CIRCUIT)		\$42
POWER DROP – 20A DEDICATED		\$260
MISCELLANEOUS	QUANTITY	DAILY RATE
FLIPCHART PACKAGE		\$107

Shipping Information

All boxes shipped directly to the hotel will incur handling charges based on the scale listed below. Shipments should arrive no sooner than three (3) days prior to the start of the conference.

0 to 10 lbs	\$5.00 each	X _____	71 – 100 lbs.	\$40.00 each	X _____
11 – 30 lbs	\$10.00 each	X _____	101+ lbs.	\$60.00 each	X _____
31 – 50 lbs	\$25.00 each	X _____	Pallets/Skids/Crates	\$250.00 each	X _____
51 – 70 lbs.	\$30.00 each	X _____			

- *The Hotel will not deliver any boxes to exhibitors without payment confirmation. Please make sure all boxes have the correct exhibitor name displayed and are shipped as listed below.*
- *Outgoing shipments must have shipping labels. For FedEx Regular & Ground, UPS Regular and Ground shipping the exhibitor will need to arrange for pick-up. Outgoing shipments can be left in the exhibit hall, hotel staff will route to a secured location until picked up for shipping.*
- *Ceiling height of hotel dock is 12', for heavy or pallet/crate/skid deliveries trucks with lift gates are **REQUIRED** – dock is street level.*

Please ship all boxes to the following address:

Westin Michigan Avenue
 Hold for **(Function Name/Date)**
 Exhibitor's Name
 c/o **Nada Krivokuca**, Meeting & Event Manager
 909 North Michigan Avenue
 Chicago, IL 60611