

# THE WESTIN

## LONG BEACH

### Exhibitor Form

Internet, Electrical, Receiving/Storing, Engineering & Security

**Attn:** Tanya Cornejo  
**Fax:** (562) 499-2007  
**Email:** [tanya.cornejo@westinlb.com](mailto:tanya.cornejo@westinlb.com)

**NOTE:**  
 Form must be completed in full in order to process order.

**A. COMPANY INFORMATION**

CONVENTION NAME: \_\_\_\_\_  
 CONVENTION DATES: \_\_\_\_\_  
 COMPANY NAME & ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 CUSTOMER CONTACT (ON SITE): \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_

**B. CREDIT CARD BILLING INFORMATION**

CREDIT CARD TYPE: Visa Mastercard American Express JCB Discover Diners JCB  
 CREDIT CARD NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
 NAME ON CREDIT CARD: \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_  
**The hotel will place an authorization on the credit card for the estimated amount of the charges.  
 If no credit card is available, a full estimated deposit must be received two weeks prior to the function.**

**C. SERVICE REQUIREMENTS**

INSTALLATION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 DISCONNECTION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

QTY	TYPE OF SERVICE	COST PER ITEM	CHARGED PER	TOTALS	EXACT LOCATION BOOTH #
<b>HIGH SPEED INTERNET: After Tax</b>					
	Wireless Internet Connection	\$30.00 ++	\$39.56	PER CONNECTION, PER DAY	
	Wired Internet Connection	\$50.00 ++	\$65.95	PER CONNECTION, PER DAY	
<b>ELECTRICAL EQUIPMENT:</b>					
	<b>ELECTRICAL FEE</b> <i>Power Strip &amp; Extension Cord Included</i>	\$45.00		PER DAY	
	<b>POWER UNIT</b> <i>(3) Outlets up to 60 amps</i>	\$175.00		PER DAY	
	<b>PORTABLE POWER UNIT</b> <i>120 Volts, (12) Outlets up to 100 amps</i>	\$350.00		PER DAY	
	<b>HEAVY DUTY POWER UNIT</b> <i>120-208 Volts, A/C 3-Phase, up to 100 amps</i>	\$500.00		PER DAY	
	<b>HEAVY DUTY POWER UNIT</b> <i>120-208 Volts, A/C 3-Phase, up to 200 amps</i>	\$750.00		PER DAY	
<b>BANNERS &amp; SIGNS:</b>					
	Easels	\$20.00		EACH, PER DAY	
	Standard Banner/Sign Hanging	\$75.00		EACH	
<b>RECEIVING/STORAGE:</b>					
	Box / Package	\$10.00		EACH	
	Pallet	\$200.00		EACH	
<b>ENGINEERING LABOR:</b>					
	Dedicated Electrician (4hr Minimum)	\$60.00		PER HOUR, PER PERSON	
	Dedicated Engineer (4hr Minimum)	\$45.00		PER HOUR, PER PERSON	
	After 5PM/Weekends/Holidays (4hr Minimum)	\$90.00		PER HOUR, PER PERSON	
<b>SECURITY OFFICERS:</b>					
	Dedicated Officer (4hr Minimum)	\$50.00		PER HOUR, PER PERSON	
				<b>TOTAL COST</b>	

**COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
 CHARGES LISTED ON PRICE SHEET ARE SUBJECT TO CHANGE, IF ADDITIONAL TECHNICIANS ARE NEEDED FOR INSTALLATION, COST WILL TRANSFER TO CLIENT

**HOTEL USE ONLY**

SUBMITTED BY	WORK PERFORMED BY	ENGINEERING APPROVAL
_____	_____	_____

**COMMENTS**

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