

WESTIN SAVANNAH HARBOR RESORT & SPA

EXHIBITOR AUDIO VISUAL ORDER FORM

Please return this form to:
Westin Savannah Harbor Resort & Spa
ATTN: JinJin Charon
1 Resort Dr
Savannah, GA 31421
Telephone: (912) 201-2039
Fax: (912) 201-2077

Convention Name _____

Booth Number _____

Name of Exhibitor _____

Phone/Fax _____

Exhibitor Setup Date _____

Strike Date _____

Payment Method _____

Qty	Equipment	Price <i>* Does not include 23% Service Charge and 7% State Tax *</i>	Description of Equipment	Total
	DID Phone Line <i>First Day</i>	\$150.00	Includes All Domestic Long Distance	
	DID Phone Line <i>Additional Days</i>	\$75.00 (per day)	Includes All Domestic Long Distance	
	T-1 Internet Line <i>First Day</i>	\$300.00	Per Line	
	T-1 Internet Line <i>Additional Days</i>	\$150.00 (per day)	Per Line	
	Wireless Internet <i>First Day</i>	\$250.00	Includes up to [10] Connections	
	Wireless Internet <i>Additional Days</i>	\$125.00 (per day)	Includes up to [10] Connections	
	Polycom Phone	\$125.00 (per day)	Speaker Phone	
	20" Data Monitor	\$125.00 (per day)		
	32" HD LCD Monitor	\$200.00 (per day)		
			Subtotal	
			23% Service Charge <i>(Applies to Subtotal)</i>	
			7% State Tax <i>(Applies to Subtotal & Service Charge)</i>	
			Grand Total	

*Requests must be received by Convention Services a minimum of 7 working days prior to the start of the convention. The order form must be completed in its entirety (including equipment description and accompanied by a check or completed credit card authorization form to become final). Please apply a 23% Service Charge and 7% GA State Sales Tax to all charges.

*A \$50.00 service charge will apply for any orders not received within 72 hours of the show date. A \$25.00 service charge will apply to any equipment requiring on-site wiring. Late orders are not guaranteed.