

**EXHIBITOR FORM, THE WESTIN HILTON HEAD ISLAND RESORT**  
**Email to [heather.fishburn@westin.com](mailto:heather.fishburn@westin.com) (email is preferred over fax)**  
**OR Fax to 843-681-1065 ATTN: Heather Fishburn**

**Electrical/Package Handling Order Form**

Conference Name:

Dates:

Booth/Exhibitor's Name:

Booth #:

On Site Contact Name:

On Site Contact Phone #:

Email Address : \_\_\_\_\_

Signature \_\_\_\_\_

**PAYMENT OPTIONS**

**\*\* Please note a secure credit card link email from "Marriott" will be sent for payment the week before the program. Credit cards will not be charged until after the program and once charges are confirmed.**

**WIFI CHARGES (these will be charged separately by PSAV)**

Please complete the below for internet needs:

	<u>Daily Rate</u>		<u># Days</u>		<u>Subtotal</u>
Single Log-in	\$25	x	_____	=	_____
Multiple Log-ins	\$300	x	_____	=	_____
				7% Tax	_____
				<b>Total</b>	_____

**AUDIO VISUAL REQUESTS:**

Other Audio Visual Requests such as monitors, DVD players, phone lines and internet needs, please contact Gabriel Struna at [gstruna@psav.com](mailto:gstruna@psav.com). Prices will be determined after reviewing the customer's requirements.

**ELECTRICAL CHARGES**

Charges include electrical consumption and post show disconnect. Rates quoted for electrical connections cover only the supplying of service to the point of connection in the most convenient manner. The hotel will not be responsible for inaccurate hookup by the client.

Exhibitors must clearly identify equipment power. If in doubt please refer to the plate on your appliance/equipment which indicates volts/amps required for operation.

Be sure to double check the AMP requirements on your equipment before selecting appropriate electrical service. We are not able to adjust the electrical circuits once the show has been set up. Any modification of service after initial installation is subject to additional charges and such charges are at the discretion of the Engineering Manager and Director of Engineering.

**All material and equipment are furnished on a service basis and remain the property of the hotel.**

Please list below each piece of equipment requiring power:

\_\_\_\_\_

\_\_\_\_\_

**Pricing is not inclusive of 6% tax**

<u>Electrical Description</u>	<u>Daily Rate</u>		<u># Days</u>		<u>Subtotal</u>
120 Volts, 20 amp, Single Phase	\$50	x	_____	=	_____
208 Volts, 20 amp, Single Phase	\$75	x	_____	=	_____
208 Volts, 30 amp, Single Phase	\$100	x	_____	=	_____
120 Volts, 50 amp Power Distribution System	\$250	x	_____	=	_____
120 Volts, 100 amp Power Distribution System	\$500	x	_____	=	_____
*Electrician required - (1 hour minimum)	\$80	x	_____ 1 _____	=	_____ \$80 _____
				7% Tax	_____
				<b>Total</b>	_____

**SEE PAGE 2 FOR Shipping Instructions and Handling Fees**

**Shipping Instructions**

If you are sending materials to the hotel, please ship to arrive no earlier than three (3) days prior to the event. Items must be labeled as follows:

Exhibitor Name,  
 EXHIBITOR: Conference Name  
 c/o The Westin Resort Hilton Head Island  
 2 Grasslawn Avenue  
 Hilton Head Island, SC 29928-5536  
 Box(s) \_\_\_\_\_ of \_\_\_\_\_ (Multiple boxes MUST be numbered)

**PACKAGE Handling Fees**

Box deliveries will be assessed a handling fee determined by weight. These charges will be posted to credit card. The hotel will not be responsible for the safe keeping of personal or rented equipment.

All packages are to be delivered to the loading dock and will be stored in the box / receiving room. If the boxes are received with in the three days allowed arrival time, there will be no additional storage fees assessed for box handling.

<b><i>Inbound Package Handling Fees</i></b>	<b><u>Rate</u></b>		<b><u>Quantity</u></b>		<b><u>Subtotal</u></b>
1-5 pounds	\$5	X	_____	=	_____
6-20 pounds	\$10	X	_____	=	_____
21-50 pounds	\$15	X	_____	=	_____
Over 50 pounds	\$25	X	_____	=	_____
Crates	\$50	X	_____	=	_____
Pallets	\$75	X	_____	=	_____
				7% Tax	_____
				<b>Estimated Total</b>	_____

**OUTBOUND BOX HANDLING/STORAGE FEE**

	<b><u>Rate</u></b>		<b><u># UNITS</u></b>		<b><u>Subtotal</u></b>
Boxes	\$7	X	_____	=	_____
Crates	\$50	X	_____	=	_____
Pallets	\$75	X	_____	=	_____
				7% Tax	_____
				<b>Estimated Total</b>	_____

**Total to be charged - \_\_\_\_\_**

**\*\*\* Please note, our corporate policy will not allow us to loan any supplies such as scissors, tape rolls, box cutters, carts, hand trucks, etc. for liability reasons. Please ensure you bring all necessary supplies with you to the conference as we are unable to loan these items. \*\*\***