



Westin Harbour Castle Hotel
 One Harbour Square
 Toronto, Ontario
 M5J 1A6

Phone: 416.304.0262
 Fax: 847.621.7726

Email: WHCSales@psav.com

Trade Show Order Form

Event Name	Load in date and Time
Event Date(s)	Load out Date and Time
Company Name	Room Name
	Booth#
Contact Name	Onsite Contact
Contact Phone	Onsite Phone
Contact Email	Onsite E-Mail

Electrical (includes cost of electricity only)							
QTY.	Item Description	Price	Days	Equipment Total	Labour (\$85/hr)	Item Total	Setup Notes
	7.5 Amp - 120 Volt Dedicated Circuit	\$58.00			\$85.00		
	15 Amp - 120 Volt Dedicated Circuit	\$80.00			\$85.00		
	20 Amp - 120 Volt Dedicated Circuit	\$140.00			\$85.00		
	30' Exhibit Booth Power Strip (3-outlet)	\$32.00			\$21.25		
	Wireless Internet Connection per device (up to 5 Mb/s)	\$17.00			\$0.00		
	Wired Internet Connection per device (3 Mb/s)	\$371.75			\$42.50		
	Phone line with standard phone	\$145.00			\$42.50		
	Computer Speakers	\$40.00			\$21.25		
	24 inch monitor (HD 16:9) - with table stand	\$205.00			\$42.50		
	32 inch monitor (HD 16:9) - with table stand	\$290.00			\$42.50		
	46 inch monitor (HD 16:9) - with floor stand	\$510.00			\$85.00		
	65 inch monitor (HD 16:9) - with floor stand	\$760.00			\$127.50		

Subtotal	
18% Service Charge	
13% HST	
TOTAL	

* For Any Other Requests Please Contact 416.304.0262 *
 * PSAV is the Exclusive Rigging Provider at the Westin Harbour Castle Hotel. Only PSAV riggers may hang items overhead.
 If any Sign or Banner hanging is required please contact us for pricing.*

Labour Rates - PSAV reserves the right to adjust labour rates based on the time of setup/dismantle (ie. Evening, Weekend and Holidays)

I agree to the above charges:	(signature)	Date:
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Credit Card Authorization

I, _____ (please print)	authorize PSAV, inside the Westin Harbour Castle, to use the noted Credit Card for the charges listed above.
Credit Card Number:	Expiry Date:
Name on Card: _____ (please print)	Signature: _____
Billing Address: _____	Street: _____ Postal Code: _____
	City: _____

Please sign and return via fax to 847.621.7726 - IMPORTANT: ORDER IS NOT CONFIRMED UNTIL A PSAV REPRESENTATIVE ACKNOWLEDGES RECEIPT OF PAYMENT.

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid the 50% cancellation charge. If services have already been provided at the time of cancellation, then full charges will apply. Costs associated with the replacement or repairs to damaged, lost or items returned not in original presented condition will be the responsibility of the contact/company name listed above.