



Westin Harbour Castle Hotel
 One Harbour Square
 Toronto Ontario
 M5J 1A6
 ph. 416.304.0262 Fax. 847-621-7726
 01084PSAV@westin.com

Promo code: _____

Trade Show AV 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)

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)	Setup Notes
	20" LCD Monitor (for Computer Only)	\$135.00	\$168.75		\$ -	
	32" Flat Panel Monitor	\$290.00	\$362.50		\$ -	
	42" Flat Panel Monitor with upright floor stand	\$450.00	\$562.50		\$ -	
	52" Flat Panel Monitor with upright floor stand	\$510.00	\$637.50		\$ -	
	LCD Projector Package - Includes Projector and Small Tripod Screen	\$575.00	\$718.75		\$ -	
	Laptop Computer (Windows XP and Microsoft Office)	\$340.00	\$425.00		\$ -	
	Wireless Mouse and Keyboard	\$85.00	\$106.25		\$ -	
	DVD Player	\$85.00	\$106.25		\$ -	
	Music Player Sound System CD Player MP3 Player PATCH (circle one)	\$230.00	\$287.50		\$ -	
	Wireless Microphone Package Handheld Lavalier (circle one) Includes: 1 Speaker Amplifier, Stand, Mixer	\$370.00	\$462.50		\$ -	
	Small Powered Computer Speaker	\$55.00	\$68.75		\$ -	

* For Any Other Requests That Are Not Listed Please Contact (416) 304 0262 for Pricing *

* 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 Rate

Please Select the Appropriate Labour Rate in the far left Column.

(example: If the setup and dismantle both take place between 9AM-5PM enter "1" in the "Day Rate" box.

If the setup is between 5PM-9AM and the dismantle is on a weekend enter "0.5" in the "Evening/Early Morning Rate" and "0.5" in the "Weekend/Holiday" box.)

Labour Rate	Description	Advance Booking	Onsite Request	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
1	Setup/Dismantle Day Rate (9AM-5PM)	\$80.00	\$120.00	0	\$ -
	Setup/Dismantle Evening/Early Morning Rate (5PM-9AM)	\$120.00	\$180.00	0	\$ -
	Setup/Dismantle Holiday Rate	\$160.00	\$240.00	0	\$ -

*** PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM ***

Additional Comments:

Subtotal \$ -

Labour \$ 80.00

18% Service Charge \$ -

13% HST \$ -

Total Order \$ -

Minimum Labor Charge Shown.
 Labor Charges will be adjusted on final invoice

Credit Card Authorization

I, _____ 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: _____ Signature: _____
 (Please Print)

NOTE: The Above Credit Card number will be used for the sole purpose as indicated above and will be in the strictest of confidence by PSAV's accounting department.

I Agree to the above:

Date:

Please sign and return via Email (01084PSAV@westin.com) or fax to (847-621-7726).

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid a %50 cancellation charge. If services have already been provided at the time of cancellation 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.