



THE WESTIN SEATTLE

AV Equipment	Daily Rate				
	Qty	Advance	On-Site	# Days	Total
LCD 3K projector package / 8 ft tripod screen		\$ 745.00	\$ 815.00		
Support package / 8 ft tripod screen		\$ 265.00	\$ 295.00		
32" Monitor w/ table stand		\$ 276.00	\$ 305.00		
46" Monitor on floor stand		\$ 619.00	\$ 680.00		
55" Monitor on floor stand		\$ 809.00	\$ 890.00		
Small sound system w/ 1 wired microphone		\$ 267.00	\$ 295.00		
Post-it Flipchart w/ markers		\$ 90.00	\$ 100.00		
Polycom speakerphone		\$ 180.00	\$ 200.00		
Post-it Flipchart w/ markers		\$ 90.00	\$ 100.00		
<b>Labor charges might apply - Call for other AV needs.</b>					

Customer Information	
Event name:	
Company name:	
Address:	
City:	
State:	Zip:
Ordered by:	
Telephone #:	
Fax #:	
Email:	

Office/Computer Equipment	Daily Rate				
	Qty	Advance	On-Site	# Days	Total
Laptop computer, 2.2GHz, 2GB RAM, MS Office		\$ 245.00	\$ 270.00		
B&W laser printer (+\$0.20/copy > 500 copies)		\$ 210.00	\$ 235.00		
Color laser printer (+\$0.30/copy > 500 copies)		\$ 445.00	\$ 490.00		
Ream of paper (500 pages)		\$ 20.00	\$ 25.00	n/a	
<b>Labor charges might apply - Call for other office/computer needs.</b>					

### Ordering Instructions

To guarantee equipment availability and advance rate, this order should reach us 7 days prior to delivery.

Operator labor, if requested, is subject to prevailing hourly rate with a 5-hour minimum.

Cancellation of ordered equipment must be received 48 hours prior to delivery date to avoid a minimum 1-day charge.

Electrical Services	Daily Rate				
	Qty	Advance	On-Site	# Days	Total
5 Amp power drop w/ 1 PS/AC		\$ 100.00	\$ 110.00		
10 Amp power drop w/ 1 PS/AC		\$ 128.00	\$ 145.00		
20 Amp power drop w/ 1 PS/AC		\$ 187.00	\$ 210.00		
30 Amp power drop w/ 1 PS/AC		\$ 242.00	\$ 270.00		
60 Amp 3-phase power drop		\$ 485.00	\$ 535.00		
60 Amp Clearview distro box		\$ 170.00	\$ 190.00		
Additional powerstrip & AC extension cord		\$ 42.00	\$ 50.00		
<b>Labor charges might apply - Call for additional power needs.</b>					

Neither the Westin Seattle Hotel, PSAV, nor their contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, install a surge protector/undervoltage protector on your computer(s) and/or other equipment as you deem necessary. Electrical contractors for the Westin Seattle Hotel /PSAV should make all installation connections to all electrical services. The Westin Seattle Hotel nor PSAV will be responsible for any damage of loss of equipment, component, hardware or software and/or injury to any person caused by the installation, connection to or plugging into any electrical outlet by personnel other than The Westin Seattle, PSAV or authorized agents.

High Speed Internet Access	Weekly Rate				
	Qty	Daily Rate	(3-day+)	# Days	Total
Wireless Internet (per connection)		\$ 30.00	\$ 90.00		
Wired up to 2Mbps Shared bandwidth (per line)		\$ 190.00	\$ 570.00		
3Mbps Dedicated bandwidth	n/a	\$ 1,100.00	\$ 3,300.00		
5Mbps Dedicated bandwidth	n/a	\$ 1,835.00	\$ 5,505.00		
10Mbps Dedicated bandwidth	n/a	\$ 3,675.00	\$ 11,025.00		
20Mbps Dedicated bandwidth	n/a	\$ 6,370.00	\$ 19,110.00		
<b>Labor charges might apply - Call for bandwidth options and special network configuration.</b>					

24% service charge will apply to all orders. All orders are subject to Washington state sales tax.

### Delivery Information

On-site contact:	
Meeting room/Booth #:	
Setup date:	Time:
Event start date:	Time:
Event end date:	Time:

**Credit card information cannot be delivered via email. To protect your security a Westin Seattle Hotel employee will contact you to collect your credit card information once the order form has been processed.**

**Return Email For Processing: [WestinSeattle@psav.com](mailto:WestinSeattle@psav.com)**