THE WESTIN
WALTHAM-BOSTON

ELECTRICAL / SERVICE ORDER FORM

Mail to: The Westin Waltham-Boston
Convention Services Manager
70 Third Avenue
Waltham, MA 02451-7523
Phone: 781-290-5683
Fax: 781-890-5959

NAME OF GROUP/SHOW____MASFAA_____ LOCATION/BOOTH_____

EVENT/SHOW DATES_____Nov 16-19, 2004_____ SET UP TIME_____

COMPANY NAME _____ BREAKDOWN TIME_____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

CONTACT/EXHIBITOR REPRESENTATIVE_____ PHONE NUMBER_____

CONTACT/EXHIBITOR INFORMATION

(A) All charges must be pre-paid. Please make checks payable to The Westin Waltham-Boston.
(B) The Westin Waltham-Boston must receive this order no later than 14 days before the opening date of the event. Orders received after this period will be subject to a $50.00 surcharge.
(C) All missing or damaged material will be charged in full.
(D) All orders received the day of the show will be completed on a first come first serve basis after advance orders are completed.
(E) Electrical power for lights and displays will be turned on one hour prior to show opening and off at show closing time daily.
(F) At the discretion of the hotel, standby service by hotel electrician may be required for electrical service above 60 amps.
(G) Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
(H) Credit will not be given for connections installed and not used. Cancellations must be received in writing to the Director of Engineering 48 hours prior to show set-up.
(I) Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
(J) All equipment regardless of power source must comply with all federal, state and local safety codes.
(K) Under no circumstances shall anyone other than the "Hotel Engineer" make electrical connections or liven power or reset breakers.
(L) All motors over 3 H.P. must have a magnetic starter and a manual disconnect switch, furnished and wired by the exhibitor.

LIST REQUIREMENTS BELOW	UNIT COST	QTY	TOTAL COST
(1) Existing 110-20 amp circuits	$N/C	_____	_____
(2) 20 amps, 110-208 volt circuit	$75.00	_____	_____
(3) 30 amps, 110-208 volt 3PH circuit	$150.00	_____	_____
(4) 60 amps, 110-208 volt, 1PH/3PH circuit	$250.00	_____	_____
(5) 100 amps, 110-208 volt, 1PH/3PH circuit	$350.00	_____	_____
(6) Electrical / Lift / Engineering Labor: $60.00/HR 8:00am – 4:00pm Mon – Fri $90.00/HR on weekends, holidays, evenings.		_____	_____
(7) SPECIAL REQUIREMENTS ** Any exhibitor requiring additional service or information should notify the Director of Engineering at 781-290-5675.			
(8) Banner fee	$25 each	_____	_____
(9)Powerstrip/Extension Cord	$20 each	_____	_____

**NOTE: Add 5% MA Sales tax to your total

5% MA Sales Tax $_____

Enclose check payable to:

The Westin Waltham-Boston
70 Third Avenue
Waltham, MA 02451-7523

Total $_____

Cc. Director of Engineering
Banquet Manager

Convention/Catering Manager:__Carol Pogue_____

City Ledger: _____
Customer
Signature:_____

Date:_____

PAYMENT INFORMATION

___ CHECK ENCLOSED ____ CREDIT CARD PAYMENT ____DIRECT BILL
I authorize The Westin Waltham-Boston to charge my credit card.

Credit Card Number Expiration Date

Name of Card Holder Phone Number

Signature of Card Holder