



event service order form - fax to Westin Gaslamp Quarter 619-239-2430

event information

event name: San Diego Green 2008 company name: _____
 hotel event manager: Charles Wolford - charles.wolford@westin.com event date: 18-Sep-08

telephone/internet

	quantity	pre-order cost	on-site cost	total
t1 high speed internet wired connection		\$ 350.00	\$ 400.00	
t1 high speed internet wireless connection		\$ 75.00	\$ 100.00	
direct dial phone line (standard hotel rates apply)		\$ 85.00	\$ 100.00	
sub-total				

electrical

	quantity	pre-order cost	on-site cost	total
0-500 watts (5 amps)		\$ 50.00	\$ 75.00	
501 - 1000 watts (10 amps)		\$ 75.00	\$ 100.00	
1001 - 1500 watts (15 amps)		\$ 100.00	\$ 150.00	
1501 - 2000 watts (20 amps)		\$ 150.00	\$ 200.00	
*208 volts single phase/three phase available upon request				
sub-total				
power strip		\$ 15.00	\$ 15.00	
extension cord		\$ 15.00	\$ 15.00	
*for all other audio visual needs please contact PSAV directly at 619.610.8914				
sub-total				

business center services

	quantity	pre-order cost	on-site cost	total
black and white copies		\$ 0.25	\$ 0.25	
color copies		\$ 0.75	\$ 0.75	
sub-total				

boxes

inbound				outbound			
	quantity	cost	total		quantity	cost	total
0 - 5 lbs.		\$ 5.00		envelope		\$ 5.00	
6 - 20 lbs.		\$ 10.00		all boxes		\$ 10.00	
21 - 50 lbs.		\$ 15.00		crates		\$ 50.00	
over 51 lbs.		\$ 25.00		pallets		\$ 75.00	
crates		\$ 50.00		sub-total			
pallets		\$ 75.00		TOTAL			
*cost is per box sub-total							

billing information

name _____ phone number _____
 address _____ fax number _____
 _____ e-mail _____
 city _____
 state _____ zip _____
 form of payment (please circle) amex visa mastercard
 credit card number _____ Expiration _____
 credit card holder _____

 (please print)

 (signature)

*If you have any questions please contact the hotel and speak with your convention services manager,
 Charles Wolford 619-610-8906

** PLEASE be aware charges subject to a 21% service charge and 7.75% taxes



910 Broadway Circle San Diego, CA 92101
 ph. 619.239.2200 f. 619.239.2430