

Please check the box next to the price on each line as desired to ensure the totals are calculated correctly.

# THE WESTIN

## INDIANAPOLIS

### electrical connection / banner hanging form

**Mail or Fax to:**

Catering/Convention Services Manager:

The Westin Indianapolis  
50 s. capitol avenue  
Indianapolis, IN 46204  
fax: 317.231.3929

Event: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

**Method of Payment:**

1) Make check payable to The Westin Indianapolis

2) Credit card type:

AX \_\_\_\_\_ MC \_\_\_\_\_ VI \_\_\_\_\_

Other \_\_\_\_\_

cc# \_\_\_\_\_ exp: \_\_\_\_\_

Printed Name on Card \_\_\_\_\_

Date of Request: \_\_\_\_\_

Set Up Time & Date: \_\_\_\_\_

Tear Down Time & Date: \_\_\_\_\_

Booth Number/ Location: \_\_\_\_\_

3) Bill to master account: \_\_\_\_\_

# \_\_\_\_\_

**ELECTRICAL REQUIREMENTS**

voltage	amps	phase	advance orders	on-site orders		qty		number of days		total
	powerstrip		\$10	\$12	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
120v	1-20	single	\$45	\$110	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
120v	21-40	single	\$50	\$120	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
120v	41-50	single	\$55	\$130	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
120v	51-75	single	\$75	\$170	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
120v	76-100	single	\$125	\$300	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
*120v	100 & over	single	\$200	\$600	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
voltage	amps	phase	advance orders	on-site orders		qty		number of days		total
									=	
208v	1-20	single	\$60	\$120	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	21-40	single	\$75	\$150	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	41-50	single	\$85	\$170	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	51-75	single	\$90	\$180	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	76-100	single	\$175	\$450	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
*208v	100 & over	single	\$250	\$800	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
voltage	amps	phase	advance orders	on-site orders		qty		number of days		total
208v	1-20	3phase	\$75	\$80	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	21-40	3phase	\$85	\$170	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	41-50	3phase	\$95	\$190	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	51-75	3phase	\$125	\$250	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
208v	76-100	3phase	\$250	\$500	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
*208v	100 & over	3phase	\$400	\$800	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		=	
<b>TOTAL AMOUNT DUE:</b>										

**\*Must be ordered in advanced to ensure availability.**

Note all charges are multiplied by each day in service. The proper means of installation will be determined by the chief engineer.

**BANNER REQUIREMENTS**

description	room	size	weight	location	cost	on-site orders		qty		total
ex: red banner	grand	8'x10'	5 #	west wall	\$30	\$50	<input checked="" type="checkbox"/>		=	
					\$30	\$50	<input checked="" type="checkbox"/>		=	
					\$30	\$50	<input checked="" type="checkbox"/>		=	
					\$30	\$50	<input checked="" type="checkbox"/>		=	
					\$30	\$50	<input checked="" type="checkbox"/>		=	
<b>TOTAL AMOUNT DUE:</b>										

*\*Client is responsible for informing catering/convention services manager of delivery and pick up needs of banner, as well as if banner is disposable or must be returned. Hotel is not responsible for damage to banners or signage.*

**CONNECTION CHARGES** (as shown on the other side) cover the cost of electrical connections, temporary lines and bringing power lines to your location. Service includes bringing power to one point and on connection. Charges do not include work in your booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth for special wiring will be charged on a time and materials basis.

**ELECTRICAL REQUIREMENTS AND REGULATIONS OF THE WESTIN INDIANAPOLIS:**

1. ALL electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical and fire codes.
2. ALL equipment regardless of source of power must comply with all safety codes.
3. EXHIBITORS SHALL BE PROHIBITED from overloading the circuits regardless of voltage and amperage.
4. UNDER NO CIRCUMSTANCES shall anyone other than "House Electrician" make electrical connections.
5. EXHIBITORS SHALL BE PROHIBITED from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment for source of problem and corrected malfunction.
6. USE of open clip sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited.
7. The Westin Indianapolis reserves the right to check and inspect any and all electrical connections, equipment and facilities which any customer used while in the hotel. "House Electricians" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be disconnected.
8. CLAIMS will not be considered unless filed by client prior to departure.
9. SPECIAL EQUIPMENT requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "House Electrician." However, all service connections and overload protection to such equipment must be made by "House Electricians" only.
10. ALL equipment must be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc...
11. ALL MATERIAL and equipment furnished by the HOTEL for this service order shall remain the HOTEL'S property and shall be removed ONLY by the HOTEL at the conclusion of the function.
12. WALL, COLUMN and permanent building utility outlets are NOT A PART of exhibit space and are not to be used by the exhibitors unless specified otherwise.
13. ALL EXHIBITOR'S cords MUST be of the three wire grounded type. All exposed non-current carrying metal parts of fixed equipment unless specified otherwise.
14. CREDIT will not be given for outlets installed and not used.
15. RATES are subject to change without notice.
16. HOTEL does not accept any responsibility for any injury/death to any or all persons as a result of this order. The Westin Indianapolis, dba Starwood, assumes no liability damage(s) to equipment cause by power fluctuations beyond the direct control of the Hotel.

**IMPORTANT:** Read all rules and regulations before completing and signing this order form.

BY SIGNATURE BELOW, I agree to all charges specified and agree to abide by the rules and regulations stated on this form. I am authorized to sign for the company.

Customer Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_