

Fax/Mail Order To:
 Convention Services
 Fax: 972-450-2979
 13340 Dallas Parkway
 Dallas, TX 75240

THE WESTIN GALLERIA

DALLAS

SERVICE LOCATION: GALLERIA III



ELECTRICAL ORDER FORM

Name of Event: _____
 Set Up Date: _____
 Set Up Time: _____
 Booth Number: _____

Company Name _____
 On-Site Contact _____
 Company Address _____

Email Address _____
 Phone Number _____
 Fax Number _____
 On-Site Cell Number _____

Payment Method: Check (enclosed) MC VISA AMEX DISCOVER
***Full payment must accompany order**

Name on Card: _____
 Card Number: _____
 Exp. Date _____
 Authorization Signature _____

Electrical Service Prices

* Pricing Inclusive of 8.25 % Sales Tax and Labor
***Orders must be received within 72 hours of program. Otherwise rate will be increased 25%.**

Quantity	Description	Price
_____	Booth Power (Extension Cord and 6 Outlet Power Strip)	\$35.00 Per Booth
_____	Registration Table Power (Extension Cord and 6 Outlet Power Strip)	\$35.00 Per Table
_____	Power Strip	\$20.00 Each
_____	Extension Cord	\$15.00 Each
_____	Banner Hanging (less than 8')	\$25.00 Per Banner
_____	Banner Hanging (more than 8')	\$40.00 Per Banner
_____	120V 1000W (10amps) Connection	\$50.00
Total:		\$ _____

**120V (20, 30, 50, 100amp), 208V 1 Phase (20, 30, 50, 100amp), and 208V 3 Phase (20, 30, 50, 100, 200, 400amp) are available through Special Order. Please provide Special Order Needs below and pricing will be provided.

Special Order Requested:

General Conditions

- **Wall outlets** are not a part of booth space. Separate outlets must be ordered for each booth to be connected. All materials and equipment furnished remain the property of the Hotel. Local Ordinance prohibits no more than two (2) connections per outlet box to prevent overloading of circuits. When requesting special plug-ins/receptacles the NEMA configuration number is required. Under OSHA, we reserve the right to refuse connections to hazardous wiring and equipment.
- **Banners/Signage:** Professionally printed signage on easels is preferred. Any damages incurred due to tape, nails and/or screws to walls or ceilings will result in additional charges for the repair of such damages.
- **Elevator access:** Hotel has 3 service elevators for load-ins. Larger freight elevators are also available through Galleria Mall. Electrical questions should be directed to the Building Superintendent or Chief Engineer at (972) 851-2855-Fax (972) 851-2880.