

Please fill out the items in red, your booth requirements, and the payment information below.  
 Email or fax completed form back to the Convention Service Manager for your event.

<b>Conference / Date:</b>	
<b>Conventions Manager:</b>	Phyllis Sneed, phyllis.sneed@westin.com or 972.851.2033
<b>Group Name:</b>	
<b>Deliver to Guest Name:</b>	
<b>Senders Name:</b>	
<b>Quantity of Boxes:</b>	
<b>Carrier and Tracking Number</b>	
<b>Weight:</b>	
<b>Exhibitor / Booth #:</b>	
<b>Contact Person:</b>	
<b>Telephone and Fax:</b>	
<b>Address:</b>	

Billing POC (if different from above):

Ship to: 12720 Merit Drive Dallas, Tx 75251

	Quantity	Cost	Total
<b>Incoming Shipping Charges:</b>			
0 to 5 lbs		\$ 5.00	\$ -
6 to 20 lbs		\$ 10.00	
21 to 50 lbs		\$ 15.00	
Over 50 lbs		\$25.00	
Crates		\$50.00	\$ -
Pallets		\$75.00	\$ -
<b>Sub Total Incoming Shipping Charges</b>		\$	\$ -
<b>Service Charge</b>		21%	\$ -
<b>Tax Charge</b>		8.25%	\$ -
<b>Total Incoming Shipping Charges</b>		\$	\$ -

<b>Outgoing Shipping Charges:</b>			
0 to 5 lbs		\$ 5.00	\$ -
6 to 20 lbs		\$10.00	\$ -
21 to 50 lbs		\$15.00	\$ -
Over 50 lbs		\$25.00	\$ -
Crates		\$50.00	\$ -
Pallets		\$75.00	\$ -
<b>Sub Total Outgoing Shipping Charges</b>		\$	\$ -
<b>Service Charge</b>		21%	\$ -
<b>Tax Charge</b>		8.25%	\$ -
<b>Total Outgoing Shipping Charges</b>		\$	\$ -

Telephone / Internet Order Form (per day + set up fee)	Quantity	Cost	Total
Modem / Analog Line		\$ 45.00	\$ -
Speaker phone		\$ 45.00	\$ -
OMNI-Directional Speakerphone		\$ 150.00	\$ -
WAY PORT High Speed Internet		\$ 100.00	\$ -
Set Up Fee For Telephone/Internet Service		\$ 50.00	\$ -
<b>Sub Total Telephone/Internet Charges</b>		\$	\$ -
<b>Service Charge</b>		21%	\$ -
<b>Tax Charge</b>		8.25%	\$ -
<b>Total Telephone/Internet Charges</b>		\$	\$ -

Electrical and Power Order	Quantity	Cost	Total
Booth Power (extension Cord, 6 Outlet Power Strip & Labor)		\$ 55.00	
Power Strip		\$ 25.00	\$ -
Extension Cord		\$ 20.00	\$ -
Goose Neck Lights		\$ 25.00	\$ -
Hanging Banner		\$ 35.00	\$ -
120V/1200W/10amps-subject to labor rates		\$ 40.00	\$ -
120V/2400W/20amps-subject to labor rates		\$ 50.00	\$ -
120V/3600W/30amps-subject to labor rates		\$ 60.00	\$ -
120V/60amps-subject to labor rates		\$ 125.00	\$ -
208V/1 Phase/20amps-subject to labor rates		\$ 85.00	\$ -
208V/1 Phase/30amps-subject to labor rates		\$ 110.00	\$ -
208V/1 Phase/60amps-subject to labor rates		\$ 175.00	\$ -
208V/3 Phase/20amps-subject to labor rates		\$ 125.00	\$ -
208V/3 Phase/30amps-subject to labor rates		\$ 175.00	\$ -
208V/3 Phase/60amps-subject to labor rates		\$ 300.00	\$ -
Standard Labor Rates (7:30am-4pm)		\$ 30.00	\$ -
Overtime Labor Rates (4:01pm-7:29am, weekends & holidays)		\$ 40.00	\$ -
<b>Sub Total Electrical Power &amp; Equipment Charges</b>		\$	\$ -
<b>Service Charge</b>		21%	
<b>Tax Charge</b>		8.25%	
<b>Total Electrical Power &amp; Equipment Charges</b>			

**Total Charges**

# THE WESTIN

PARK CENTRAL

Dallas

Phone: (972) 385-3000 Fax: (972) 851-2088

## Group Catering and Banquet Event CREDIT CARD AUTHORIZATION FORM

Function Name \_\_\_\_\_

ARRIVAL/DEPARTURE DATE \_\_\_\_\_

### MARK CHARGES TO BE BILLED:

All Charges  Room/Tax  Phone  Internet  Parking/Valet

Banquets  Audio Visual  Restaurant  Other \_\_\_\_\_

Card Type:  Visa/MC  Amex  Discover  Diners Club  JCB

Debit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder's Name & Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Card Holder's Telephone Number: \_\_\_\_\_

I authorize the above charges to be billed to my card.

Deposit Only  Deposit & Event Totals  Event Total Only

Deposit Amount: \$ \_\_\_\_\_

Est. Event Totals (To include service charge and tax):\$ \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN WITH COPY OF THE FRONT AND BACK OF THE CREDIT CARD.

Hotel Sales/Catering Use Only

Date(s) of Function \_\_\_\_\_

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

Sales/Catering Manager \_\_\_\_\_

Date Sent \_\_\_\_\_

Estimated Sales Amount \_\_\_\_\_

Hotel Accounting Use Only

Date Received \_\_\_\_\_

Status \_\_\_\_\_

Account No. \_\_\_\_\_

Auth. Amount \_\_\_\_\_

Approval Code \_\_\_\_\_