



2010 EXHIBITOR ORDER FORM

All rates subject to change without notice. Form expires 12/31/2009.

EVENT DETAILS

Convention Services Manager: Nada Krivokuca	Name of Show/Convention: International Association for Truancy and Dropout Prevention
Exhibitor/Organization Name:	Date(s) of Event: September 26 – 29, 2010
Function Room:	Booth Number:
Setup Time:	Tear Down Time:
Name of On Site Contact:	E-Mail:
Fax:	Telephone:
Exhibitor/Organization Address:	

ELECTRICAL SERVICES

Qty	Item	Daily Rate	Labor/Tax	Total
	Extension Cord	\$40.00 Includes labor	8% tax	
	Power Strip/ Surge Protector	\$40.00 Includes labor	8% tax	
	3-Outlet Extension Cord	\$100.00	8% tax	
	20-100 AMP Service/110 volt	\$3.00/amp	\$75.00/hour, 2-hour minimum plus 8% tax	
	20-100 AMP Service/208 volt	\$6.00/amp	\$75.00/hour, 2-hour minimum plus 8% tax	

*Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. Under no circumstances shall anyone other than the Hotel electrician make any electrical connections. The chief electrician has the right to refuse any connection where wiring constitutes a fire hazard.

ENGINEERING LABOR FEES:

Engineers

Regular time (24-hour basis) @ \$75.00/hour
 Charge for hanging banners @ \$75.00/hour (1/2-hour minimum)

Overtime

Monday through Friday after 3:30 p.m. @ \$112.50/hour Engineer Labor - \$112.50
 Electrician Labor

Carpenters and Electricians

Regular time Monday through Friday, 7 a.m. - 3:30 p.m. @ \$75.00/hour

Double-time

3:30 p.m. Saturday until 7 a.m. Monday @ \$150.00/hour

TELEPHONE SERVICES

Qty	Item	Daily Rate	Total
	Analog Phone Line with Outside Access, Local or Long Distance	\$75.00/day plus calls 14% tax will be assessed to daily charges	\$
	Direct Inward Dial Line (D.I.D.) (outside callers may dial in directly)	\$200.00 one-time installation, then \$100/day plus calls 14% tax will be assessed to daily charges	\$
INSTALLATION TOTAL			\$
LOCAL \$ LONG DISTANCE CHARGES			\$ To Be Applied After Event

EVENT TECHNOLOGY AND INTERNET SERVICES

Qty	Item	Daily Rate	Labor/Tax	Total
	20" Data Monitor	\$75	22% service charge, 8% tax	\$
	32" LCD Monitor	\$175	22% service charge, 8% tax	\$
	50" Plasma Monitor	\$325	22% service charge, 8% tax	\$
	Wireless Internet Connection (per computer)	\$55	22% service charge, 8% tax	\$
	Wired Internet Connection (per line)	\$300 – Day 1 (installation) \$150 – Additional Days	22% service charge, 8% tax	\$

PSAV® Presentation Services will arrange rental of all Internet Services¹, data monitors, projection, and all audio visual equipment. For additional items not noted above please call the PSAV office at 312-751-2966 to arrange for services.

¹Exhibitors must supply computer(s) and pre-configured, pre-installed NIC(s) [network interface card(s)] to be compatible with T1-type service. Each computer must have a NIC card. Exhibitors will be assigned 1 IP address per computer. Service and equipment are only reserved after the actual order has been received and confirmation number assigned. Not responsible for conditions which are beyond Westin Michigan Avenue Hotel's control. "NAT", Internet Connection Sharing, DHCP, or other connection sharing devices may interfere with the hotel network and therefore not allowed. This is strictly enforced and may be disconnected from network if used.

Incoming/Outgoing Shipping and Handling Fees

Qty	Item	Rate	Labor/Tax	Total
	Envelope	\$ 5 ea.		
	0-10 lbs.	\$ 5 ea.		
	11-30 lbs.	\$10 ea.		
	31-50 lbs.	\$20 ea.		
	51-70 lbs.	\$30 ea.		
	71-100 lbs.	\$40 ea.		
	101 - + lbs.	\$60 ea.		
	Skids/Crates	\$200 ea.		

- Have all boxes from all sources uniformly addressed. The requested format is:
 GUEST NAME and Guest Arrival Date (if known)
(Also add the name of your Convention Service Manager)
 The WESTIN MICHIGAN AVENUE
 909 N. Michigan Avenue
 Chicago, IL 60611
 Re: CONVENTION NAME/PROGRAM EVENT NAME
- The Hotel will not deliver any boxes to guests without credit card authorization. Please make sure all boxes have the correct exhibitor name displayed and are shipped to the return address below.
- All incoming boxes/packages must have correct exhibitor name displayed on each box and be shipped to the Hotel address noted below.
- Outgoing shipments must have shipping labels and a hotel shipping authorization form (supplied on site by hotel), UPS/FedEx automatically will stop at the hotel. For FedEx Ground shipping exhibitor will need to call for pick-up. Outgoing shipments can be left in the exhibit hall hotel staff will process to secured location until picked for shipping.

GRAND TOTAL (without PSAV services): _____

SIGNATURE OF AUTHORIZATION: _____

A signed copy of this order form must be returned to the individual listed below at least 10 days prior to your arrival for order to be filled.

Nada Krivokuca
 Senior Convention Services Manager
 The Westin Michigan Avenue, Chicago
 909 N. Michigan Avenue
 Chicago, IL 60611
 Phone: (312) 649-6409
 Fax: (312) 649-7454
 nada.krivokuca@westin.com

THE WESTIN MICHIGAN AVENUE Chicago	<h2 style="margin: 0;">2010 EXHIBITOR PAYMENT INFORMATION</h2> <p style="font-size: small; margin: 0;">All rates subject to change without notice. Form expires 12/31/2008.</p>
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This letter of agreement confirms that The Westin Michigan Avenue, Chicago has authorization to place charges incurred for any/all of the above requested service(s) to the credit card below:

Card Type: _____ Card Number: _____ Expiration Date: _____

Cardholder Name exactly as it appears on Card: _____

Billing address (as it appears on statement): _____

Signature of Cardholder: _____

A signed copy of this order form must be returned to the fax number below at least 10 days prior to your arrival.

The Westin Michigan Avenue, Chicago

Please return a copy of a photo ID of the cardholder with this form.

For your protection, forms cannot be emailed, mailed or faxed to any other number than (312) 649-7454.