

**THE WESTIN**  
O'HARE

**CONVENTION & EXHIBIT SERVICE  
ELECTRIC SERVICE ORDER FORM**

We request that Electrical Service forms be returned within 14 days prior to your event.

Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_  
 Phone \_\_\_\_\_ Booth # If available \_\_\_\_\_  
 Exhibitor Name / Meeting Room \_\_\_\_\_

Quantity	Item	Regular Price	Same Day Order	Subtotal
	Extension Cord (3 outlets)	\$ 30.00	\$ 40.00	\$
	Power for Laptops (price based on every 4 computers)	\$ 40.00	\$ 60.00	\$
	20 Amp Quad Box	\$ 110.00	\$ 120.00	\$
	100 Amp 208 Volt Single Phase	\$ 800.00	\$ 1,200.00	\$
	100 Amp 208 Volt Three Phase	\$ 875.00	\$ 1,312.50	\$
	200 Amp 208 Volt Single Phase	\$ 900.00	\$ 1,350.00	\$
	200 Amp 208 Volt Three Phase	\$ 975.00	\$ 1,462.50	\$
	Track / Spot Lights	\$ 40.00	\$ 60.00	\$
	Re-Key Meeting Rooms (1 Key)	\$75.00		\$
	Additional Meeting Room Key	\$10.00		\$
	Banner Hanging	\$90.00 per hour (1/2 hour minimum)		\$
Miscellaneous Charges:				\$
Explanation:				
Labor Charges:				\$
<b>GRAND TOTAL:</b>				<b>\$</b>

**LABOR FEES:**

Electricians: Regular Time Mon-Fri: 7:00am-3:30pm @ \$90.00 Per Hour  
 Engineers: Regular Time Mon-Fri: 7:00am-3:30pm @ \$80.00 Per Hour  
 Overtime: Mon-Fri: 3:30pm-7:00am, and Saturday Until 3:30pm @ time-and-a-half (4 Hour Call Minimum)  
 Double-time: Saturday after 3:30pm until 7:00am on Monday @ double-time (4 Hour Call Minimum)

**METHOD OF PAYMENT:** Please Check One

Check Enclosed     Credit Card Information     Room Number (On-Site Only) \_\_\_\_\_

**Credit Card Authorization** - I hereby authorize the Westin O'Hare to use the credit card as indicated below.

Exact Name On Card: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Billing Address on Credit Card Account: \_\_\_\_\_

**SPECIAL NOTICE!** Rosemont Code requires that no electrical equipment or apparatus can be connected unless it conforms to it's electrical code and approved by the Westin O'Hare Engineering department. All equipment must be UL listed. All splices must be installed in a metal enclosure to prevent emission of sparks.

**IN ADDITION.** Any additional material supplied by the Hotel will be charged to the guest. Special request for addition electrical services can be made through our Engineering department.

Copies to: Engineering (White)    Accounting (Yellow)    Pink (Banquets)    Gold (Client)

6100 River Road    Rosemont, IL 60018    Phone: (847) 698-6000    Fax: (847) 698-5483