



**THE WESTIN**  
OTTAWA

## TRADESHOW SERVICES ORDER FORM

### CUSTOMER INFORMATION

Company Name		Booth Number	
Address			
City, Prov/State		Conference Name	
Postal/Zip			
Customer Name		Start Date	
Phone			
Email		End Date	

\*\*\*Orders made 24 hours or less before start date are subject to 25% fee increase\*\*\*

### BOOTH POWER OPTIONS

Hotel wall outlets are not to be used for tradeshow booths. All booths must order power needs from PSAV

POWER OPTIONS	DAILY RATE	CONNECTIONS REQUIRED	DAYS REQUIRED	TOTAL
10 AMP (standard outlet)	\$ 80.00			\$ -
20 AMP	\$ 135.00			\$ -
30 AMP 3 Phase (L21-30 Connection)	\$ 335.00			\$ -
60 AMP 3 Phase (Camlok Connection)	\$ 450.00			\$ -
100 AMP 3 Phase (Camlok Connection)	\$ 755.00			\$ -
200 AMP 3 Phase (Camlok Connection)	\$ 1,510.00			\$ -

### INTERNET CONNECTION OPTIONS (per device, per day)

INTERNET OPTIONS	DAILY RATE	QTY REQUIRED	DAYS REQUIRED	TOTAL
Standard Wireless Internet	\$ 15.00			\$ -
Standard Wired Internet	\$ 150.00			\$ -

### DISPLAY AND VIDEO PLAYBACK OPTIONS

EQUIPMENT OPTIONS	DAILY RATE	QTY REQUIRED	DAYS REQUIRED	TOTAL
Power Bar (Requires Power Order)	\$ 21.00			\$ -
Flipchart w/ Standard Paper & Markers	\$ 59.00			\$ -
32" LCD Monitor (Table Top)	\$ 205.00			\$ -
46" LCD Monitor (On Stand)	\$ 405.00			\$ -
70" LCD Monitor (On Stand)	\$ 940.00			\$ -
Wireless Presentation Mouse	\$ 55.00			\$ -
Laptop (Windows)	\$ 225.00			\$ -

\*\*\*Only PSAV can rig/hang overhead items. Please contact us for more info\*\*\*

\*\*\*Applicable labour (\$75-\$90/hr) will be added to your quote\*\*\*

Please send completed order form to **Graydon Campbell** [gcampbell@psav.com](mailto:gcampbell@psav.com)

Questions? Feel free to contact us. 613.569.1595

TOTAL (minus applicable labour)

SUBTOTAL	\$ -
18% Service Charge	\$ -
13% HST	\$ -
TOTAL (minus applicable labour)	\$ -

TERMS AND CONDITIONS: THE RENTOR AGREES TO BE RESPONSIBLE FOR ANY LOSS, DAMAGE OR THEFT TO THE ABOVE EQUIPMENT AS WELL AS ALL CHARGES UNTIL ANY DAMAGED EQUIPMENT IS REPAIRED/REPLACED INTO RENTAL SERVICE. THE RENTOR SHALL INDEMNIFY AND SAVE HARMLESS PSAV PRESENTATION SERVICES (RENTEE) AND/OR ITS AGENTS AGAINST ALL LOSS OR LIABILITY ARISING OUT OF USE OF SAME. PSAV PRESENTATION SERVICES MUST BE NOTIFIED IMMEDIATELY OF ANY EQUIPMENT PROBLEMS OR ORIGINAL CHARGES WILL APPLY.