

# AXPONA

AUDIO EXPO NORTH AMERICA

THE WESTIN  
O'HARE

## Power • Internet • Telephone • Labor

**DISCOUNT DEADLINE – MARCH 31, 2017**

### Marketplace & Ear Gear Expo Exhibitors –

Electrical orders need to be completed and submitted to the hotel in order to use any electrical service and include the cost of having that service brought to your exhibit space. Failure to order electrical services in advance will result in day of order price premiums.

Exhibitors will be allowed to provide and use their own UL approved extension cords and power strips within the limits of their assigned space. All cords must meet 20amp certification. All cords need to be secured in a neat and safe fashion. Gaff tape is the only acceptable form of tape to be used on hotel carpet.

**Please note:** Electrical orders need to be completed using the Convention & Exhibit Service Order form in order to use any electrical service. **Marketplace & Ear Gear Expo Exhibitors' cannot plug into any outlet near their exhibit space without an electrical order being placed.**

Exhibitors can rent power strips and extension cords from the Westin. Use the Convention & Exhibit Service Order Form to order.

### Meeting Room Exhibitors –

Each outlet in the room is equipped with 20 amp service. Additional power can ordered from the Westin.

Exhibitors will be allowed to provide and use their own UL approved extension cords and power strips within the limits of their assigned space. All cords must meet 20amp certification. All cords need to be secured in a neat and safe fashion. Gaff tape is the only acceptable form of tape to be used on hotel carpet.

Exhibitors can rent power strips and extension cords from the Westin.

### Standard Room Exhibitors –

Each outlet in the room is equipped with 20 amps. Exhibitors cannot order additional electric.

Exhibitors will be allowed to provide and use their own UL approved extension cords and power strips within the limits of their assigned space. All cords must meet 20amp certification. All cords need to be secured in a neat and safe fashion. Gaff tape is the only acceptable form of tape to be used on hotel carpet.

Exhibitors can rent power strips and extension cords from the Westin.

# THE WESTIN

O'HARE

**FORM INSTRUCTIONS:**

- **COMPLETED FORMS MUST BE SUBMITTED BY 03/31/2017 TO RECEIVE DISCOUNTED PRICING.**
- Please fax the completed form 847-698-5483 to attention: Kim Todorovic
- Please do not send credit card information via email. Forms may be emailed to [kim.todorovic@westin.com](mailto:kim.todorovic@westin.com) without credit card information. A secure credit card link will then be sent via email. In order to have your order form be considered complete, the payment must be submitted via the link.

**NOTE:** On-site requests will be on a first come, first served basis and may require some wait times based on orders that were previously submitted.

Boxes shipped to the hotel will not be released until hotel has a completed form and payment.

Event Name:	AXPONA 2017	Vendor Name:	
Date of Event:	April 21-23, 2017	Table Location:	

**POWER/ENGINEERING SERVICES**

Quantity	Item	Discount Price	Regular Price (forms after 3/31)	On-Site Order	Subtotal
	Extension Cord/Power Strip	\$30	\$45	\$60	
	20 Amp Circuit	\$110	\$130	\$160	
	100 Amp 208 Volt Single Phase	\$800	\$1100	\$1800	
	100 Amp 208 Volt Three Phase	\$875	\$1200	\$2000	
	Banner Hanging	\$90/hour (1/2 hour minimum)			

Special Notice: Rosemont Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code and approved by the Westin O'Hare. All equipment must be UL listed. All splices must be installed in a metal enclosure to prevent emission of sparks.

**INTERNET/TELEPHONE**

Quantity	Item	Discount Price	Regular Price (forms after 3/31)	On-Site Order	Subtotal
	Wireless Code	\$20	\$30	\$40	
	Wired Internet Line	\$250/1 <sup>st</sup> Day, \$100 each additional day			

**SHIPPING/RECEIVING**

Quantity	Weight	Price	Subtotal
	0-5 Pounds	\$7.00 each	
	6-20 Pounds	\$15.00 each	
	21-50 Pounds	\$20.00 each	
	Over 50 Pounds	\$40.00 each	
	Pallets	\$75.00 each	
TOTAL			\$

**METHOD OF PAYMENT (please check one)**

<input type="checkbox"/> Credit Card <input type="checkbox"/> Guest Room Number (Onsite Only)
Name on Card:
Credit Card Number: <span style="float: right;">Exp. Date:</span>
Company Name:
Authorized Signature:
Print Name:
Phone#/Email:

# THE WESTIN O'HARE

## LABOR FEES

Electricians: Regular Time Mon-Fri: 7:00am-3:30pm @ \$90/hour

Engineers: Regular Time Mon-Fri: 7:00am-3:30pm @ \$90/hour

Overtime: Mon-Fri: 3:30pm-7:00am and Saturday until 3:30pm @ time & ½ (4 Hour Call Minimum)

Double Time: Saturday after 3:30pm until 7:00am on Monday @ double time (4 Hour Call Minimum)

## SHIPPING & RECEIVING

### **Shipping Address:**

**Westin O'Hare**

**Attn: AXPONA 2017 / NAME OF VENDOR**

**6100 N River Road**

**Rosemont, IL 60018**

The Westin O'Hare is pleased to accept and store all boxes and shipments required for scheduled meetings/programs according to the following policies:

- All boxes must be labeled as per the online exhibitor manual Shipping Labels.
- The hotel cannot accept responsibility for acceptance and/or storage of boxes received more than three (3) business days prior to the scheduled start date of the meeting/program.
- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment on your departure date.
- The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded three (3) business days after your departure date.

<b>Crates</b>	
<b>Receiving / Handling / Delivery</b>	Please contact your Meeting & Event Manager representative in advance with specific details regarding size, shape, weight. Charges will be determined based on this information.
<b>Storage</b>	No Storage fees will apply for the first (3) three business days prior to the start of an event. If Storage exceeds three (3) days, a \$25 per item per day Storage Fee will be added. Bundled units (ie: Pallets) will be charged @ \$25 for each piece contained in the bundled unit.

## PACKAGE LABELING

The Hotel has very limited storage and is not able to store large quantities of boxes and packages. All deliveries should be addressed as per shipping labels provided.

***Heavy boxes (over 50 pounds) should be identified so that staff (either yours or ours) can avoid injury while lifting. Large items are defined, but not limited to pallets or crates. Shipping of large items to and from the Westin O'Hare must be coordinated with the Meeting & Events Manager prior to item(s) arrival. Otherwise, item(s) will be refused.***

## SHIPPING INSTRUCTIONS (OUT-BOUND)

When vendor show is over, place proper labels on all materials and set on floor in front of your station. The hotel banquet staff will pick up all boxes in the show room and bring items to the Loading Dock. Please understand that if boxes are not labeled correctly, they will remain at the Westin O'Hare.