



History of Science Society Exhibits

3 March, 2015

Welcome to the Westin St. Francis!

We understand that you require services for your booth/meeting room. Here is the information/order form you requested. Please note that there is a separate number for faxing the orders for telephone orders, and for audio-visual and electrical services.

The hotel will provide in the exhibit space a 3'x6' skirted table with 2 chairs for you. Any other exhibit equipment is the exhibitor's responsibility to secure and ship. The hotel does not have an exhibit department, or any exhibit equipment such as pipe, drape, and booths. Please note that the hotel is equipped to store and move boxes and small exhibit items that fit on top of the 3'x6' table, or in the space immediately behind it. We are not able to receive and handle large, heavy equipment. Please feel free to contact me should there be any question regarding your exhibit materials.

The exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises on The Westin St. Francis and shall indemnify and hold harmless the Hotel agents, servants, and employees from any and all such losses, damages, and claims.

The exhibitor acknowledges that The Westin St. Francis does not maintain insurance covering exhibitor's property and this is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

My direct line is 415-774-0122, and our fax is 415.403.6891. My e-mail address is alberto.lambert@westin.com.

Kindly note the different fax numbers to send the individual forms to for expedited service.

Please let me know if you have any questions!

Thank you!

Alberto C. Lamberti, CMP
Convention Manager
cc: File

Union Square
335 Powell Street, San Francisco, California 94102 USA
Telephone 415-397-7000
Facsimile 415-774-0124

For Reservations Call: 1-800-Westin-1 or 415-397-7000

THE WESTIN
ST. FRANCIS
SAN FRANCISCO
ON UNION SQUARE

Telephone Order Form

****MUST RETURN COMPLETED REQUEST TO FAX# (415) 403-6891****

Group Name	<input style="width: 100%;" type="text"/>
Group Contact	<input style="width: 100%;" type="text"/>
Group Code	<input style="width: 100%;" type="text"/>
Install Date	<input style="width: 100%;" type="text"/>
Install Time	<input style="width: 100%;" type="text"/>
Remove Date	<input style="width: 100%;" type="text"/>
Remove Time	<input style="width: 100%;" type="text"/>
Room Name / Booth Number	<input style="width: 100%;" type="text"/>

Description	Units	Unit Cost	Sub-Total
Item #1 - Standard Convention Phone-with long distance, direct inward dial, and basic speaker	<input style="width: 100%;" type="text"/>	\$250.00	\$
Item # 2 - US Robotics Polycom Speaker phone-with long distance and direct inward dial	<input style="width: 100%;" type="text"/>	\$450.00	\$
Item #3 - Standard Modem Line-line only with long distance and direct inward dial	<input style="width: 100%;" type="text"/>	\$200.00	\$
Item #4 - Additional Housephone (1 per meeting is supplied complimentary)	<input style="width: 100%;" type="text"/>	\$50.00	\$
Above listed prices do not include usage fees for calls made.			
Item # 5 - Wired Internet (up to 3 computers in same space)	<input style="width: 100%;" type="text"/>	\$600.00	\$
Additional computer (one time set-up charge per unit)	<input style="width: 100%;" type="text"/>	\$75.00	\$

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Item #6 – Wireless Internet(per connection per day)		\$20.00	\$
Item #7 - Voicemail added to 1 or 4 (Phone Services)		\$50.00	\$
Item #8 - On-site technical support - per hour. Price varies upon special need		Special	\$
Must be ordered at least 10 days in advance			
Item# 9 - 8 Port Fast Ethernet Switch		\$50.00	\$
Item #10 - 24 Port Fast Ethernet Switch		\$125.00	\$
Item #11 - CAT5 Ethernet Cables (up to 50 foot cables)		\$25.00	\$
Item #16 – Static IP Address		\$50.00	\$
		Total Order	\$

Special Instructions

For special requirements, please contact us at least (2) weeks in advance.
 8.75% sales tax will be added to all listed items.

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The Westin St. Francis
EXHIBITOR BOX HANDLING FORM/SETUP CHARGES

****MUST RETURN COMPLETED REQUEST TO FAX# (415) 403-6891****

Exhibitor/Booth #	Contact Name	Phone/Fax Number
Start Time/Date:	End Time/Date:	Conference Name

Description	Handling Charge
Boxes (charges are based on <u>cumulative</u> weight of materials shipped). Shipping charges will be billed at conclusion of function. Please indicate expected number of boxes/items shipped: _____	Envelopes / Letter \$5.00 Package under 25 lbs \$15.00 Package over 25 lbs \$25.00 Pallet (each) \$100.00
<u>PLEASE NOTE THAT THE HOTEL CANNOT HANDLE FREIGHT. FREIGHT IS DEFINED AS ANY ONE ITEM OVER 150bs IN WEIGHT OR WITH COMBINED MEASUREMENTS OF LEGTH, WIDTH, AND GIRTH GREATER THAN 130 INCHES</u>	

Please note that the above box handling charges do not include outgoing shipping costs or other charges. The hotel can facilitate your shipments with the following carriers:

FEDERAL EXPRESS
UNITED PARCEL SERVICE

FOR ANY CARRIER OTHER THAN THE FOUR ABOVE THE SHIPPER MUST MAKE THEIR OWN ARRANGEMENTS.

IF YOU SELECT A COMPANY OTHER THAN THE ABOVE TO SHIP YOUR ITEMS, PLEASE NOTE THAT THE HOTEL LOADING DOCK HAS A 12' VERTICAL HEIGHT RESTRICTION. THE DELIVERY TRUCK MUST MEET THIS LOADING DOCK RESTRICTION, OR MUST HAVE A LIFT GATE AND PALLET JACK FOR THE TRUCK OPERATOR TO OFFLOAD THE ITEMS ONTO A CURB AND INTO THE HOTEL. IF THE DELIVERY TRUCK EXCEEDS THE 12' HEIGHT RESTRICTION, AND THE OPERATOR DOES NOT HAVE A LIFTGATE AND PALLET JACK, THE SHIPMENT WILL BE REFUSED AND YOU WILL HAVE TO MAKE ALTERNATE ARRANGEMENTS TO HAVE THE EXHIBIT ITEMS DELIVERED TO THE HOTEL

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PLEASE CONTACT ALBERTO LAMBERTI AT 415-774-0122 IF YOU HAVE ANY QUESTIONS REGARDING THIS

Shipping Information:

Label boxes as follows:

The Westin St. Francis Hotel

335 Powell Street

San Francisco, CA 94102

FOR: (Name of Conference Attending), (SPACE #)

ATTN.: Guest Name to Receive Package

Ship boxes to arrive NO EARLIER than (3) business days prior to the start of the event.

CREDIT CARD AUTHORIZATION

This will authorize the Westin St. Francis Hotel to use my credit card (listed below) for exhibit and audio-visual charges incurred during the following dates and conference:

EXHIBITOR NAME/SPACE NUMBER: _____

NAME OF CONFERENCE: _____

DATE(S) OF USE: _____

- TYPE OF CREDIT CARD:
- VISA/MasterCard
 - American Express
 - Discover
 - Diners Club/Carte Blanche'
 - JTB

CARD NUMBER/EXPIRATION DATE: _____

Please provide a front and back copy of the credit card here:

PLEASE FAX FORM TO :415-403-6891

Authorized Signature

Date

PLEASE DO NOT SEND ANY CREDIT CARD INFORMATION VIA EMAIL – CREDIT CARD INFORMATION IS AUTOMATICALLY REMOVED BY OUR EMAIL SERVER. THIS WILL DELAY BILLING BY UP TO 5 BUSINESS DAYS. WE ARE ABLE TO SEND YOU A SECURE WEB LINK FOR CREDIT CARD TRANSMISSION – PLEASE CONTACT ALBERTO LAMBERTI @ ALBERTO.LAMBERTI@WESTIN.COM WITH YOUR EMAIL INFORMATION

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The Westin St. Francis On Union Square  
Exhibitor Technology Order Form

Fax: 866-247-4740 Email: bcollett@psav.com

| Equipment                                             | Price    | Qty.     | Total       | Equipment                            | Price          | Qty.     | Total   |
|-------------------------------------------------------|----------|----------|-------------|--------------------------------------|----------------|----------|---------|
| <b>DATA / VIDEO Projection</b>                        |          |          |             | <b>AUDIO</b>                         |                |          |         |
| LCD Projector 2000 -3700 Lumens                       | \$560.00 |          |             | Wired Hand Held Microphone           | \$80.00        |          |         |
| <b>PROJECTION SCREENS set-ups</b>                     |          |          |             | Floor Microphone Stand               | \$15.00        |          |         |
| 8' Tripod Screen                                      | \$105.00 |          |             | Wireless Lavalier Microphone         | \$230.00       |          |         |
| Tripod Screen, cart, tech support & misc. cables      | \$200.00 |          |             | Wireless Hand Held Mic.              | \$230.00       |          |         |
| <b>VIDEO/ DATA MONITORS</b>                           |          |          |             | Powered Speaker                      | \$95-\$125     |          |         |
| 19" LCD Data Monitor on desk stand                    | \$165.00 |          |             | 4 Channel Mixer                      | \$85.00        |          |         |
| 24" LCD Data/Video Monitor on desk stand              | \$285.00 |          |             | CD Player                            | \$95.00        |          |         |
| 32" LED Data/Video Monitor                            | \$310.00 |          |             | Desktop Computer Speakers            | \$30.00        |          |         |
| 42" LED Data/Video Monitor                            | \$470.00 |          |             | <b>MISC.</b>                         |                |          |         |
| 46" LCD Data/Video Monitor                            | \$610.00 |          |             | Flip Chart w/Post-it Pad and Markers | \$100.00       |          |         |
| 55" LCD Data/Video Monitor                            | \$800.00 |          |             | Wireless Mouse                       | \$65.00        |          |         |
| 5' Monitor Floor Stand                                | \$85.00  |          |             | Laser Pointer                        | \$60.00        |          |         |
| <b>VIDEO PLAYERS</b>                                  |          |          |             | 25' VGA Cable                        | \$25.00        |          |         |
| Blu-Ray Player                                        | \$165.00 |          |             | Black Drape (per running foot)       | \$18.00        |          |         |
| DVD Player                                            | \$115.00 |          |             | <b>BASIC POWER</b>                   |                |          |         |
| <b>COMPUTERS</b>                                      |          |          |             | Extension cord and power strip       | \$30.00        |          |         |
| Laptop Computer PC                                    | \$260.00 |          |             | 5 amps up to 600 watt                | \$110.00       |          |         |
| Apple Macbook Pro                                     | \$260.00 |          |             | 10 amps up to 1200 watt              | \$185.00       |          |         |
| (Please Specify Software Usage and Connectivity Type) |          |          |             | 20 amps up to 2400 watt              | \$215.00       |          |         |
| PC or Mac Adapter (Please Specify Type)               | \$45.00  |          |             | 60amp -200amp dedicated power        | Call for quote |          |         |
| <b>LIGHTING</b>                                       |          |          |             |                                      |                |          |         |
| Call for quote                                        |          |          |             |                                      |                |          |         |
| <b>TOTAL:</b>                                         |          |          |             | <b>TOTAL:</b>                        |                |          |         |
| <b>METHOD OF PAYMENT</b>                              |          |          |             | <b>EQUIPMENT SUBTOTAL:</b> _____     |                |          |         |
| VISA Master Card American Express Guest Room          |          |          |             | <b># OF SHOW DAYS:</b> _____         |                |          |         |
| <b>(Circle one)</b>                                   |          |          |             | <b>EQUIPMENT TOTAL:</b> _____        |                |          |         |
|                                                       |          |          |             | (SUBTOTAL X # OF SHOW DAYS)          |                |          |         |
|                                                       |          |          |             | <b>SERVICE CHARGE 23%</b> _____      |                |          |         |
| CREDIT CARD # / GUEST ROOM #                          |          |          |             | <b>SUBTOTAL:</b> _____               |                |          |         |
| EXPIRATION                                            |          |          |             | <b>S.F. SALES TAX 8.75%:</b> _____   |                |          |         |
| NAME AS IT APPEARS ON CARD                            |          |          |             | <b>**GRAND TOTAL:</b> _____          |                |          |         |
| SECURITY CODE                                         |          |          |             |                                      |                |          |         |
| AUTHORIZED SIGNATURE                                  |          |          |             |                                      |                |          |         |
| ORGANIZATION                                          |          |          |             | CONTACT PERSON                       |                |          | BOOTH # |
| ADDRESS                                               |          |          |             | CITY                                 | STATE          | ZIP CODE | COUNTRY |
| TELEPHONE                                             |          |          |             | EMAIL ADDRESS                        |                |          |         |
| START DATE                                            | END DATE | SET TIME | STRIKE TIME | Confirmed by: _____                  |                |          |         |
| NAME OF CONFERENCE                                    |          |          |             |                                      |                |          |         |
|                                                       |          |          |             | <b>OFFICE USE ONLY</b>               |                |          |         |

\*\* All requests must be received at least 2 weeks prior to event date. We cannot guarantee service or price on late requests.