

# THE WESTIN KIERLAND RESORT & SPA PHOENIX-SCOTTSDALE

Event/Function: SAVS January 17-20, 2018

Date: \_\_\_\_\_

## SHIPPING NOTIFICATION REQUIRED BEFORE ANY SHIPMENTS WILL BE ACCEPTED

### Hotel Contact:

Convention Services Manager: Rich Gulden

Email: [Richard.Gulden@westin.com](mailto:Richard.Gulden@westin.com)

Phone: 480.624.1312 Fax: \_\_\_\_\_

### Attendee Contact:

Company Name: \_\_\_\_\_ Company Rep Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Quantity of Items Shipped:      Tracking Number (Must be provided for all items shipped):

Packages/Boxes: \_\_\_\_\_

Pallets/Crates: \_\_\_\_\_

Shipping Date: \_\_\_\_\_ Expected Arrival Date: \_\_\_\_\_

### Deliver To:

Guestroom

Meeting Room  Room Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Hold For  Guest Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Method of Payment:

Bill to Guestroom  Guest Name/Room #: \_\_\_\_\_

Bill to Credit Card  Cardholder's Email: \_\_\_\_\_

Credit card security is very important to Starwood. Accordingly, we have developed a secure website that you may use to transmit payment information (including credit card authorization forms and other documents that contain credit card information) in a more secure manner to our hotels. Please provide the cardholder's email, so an invite can be sent to access the eCredit Card Authorization Form. Your shipment(s) will not be released, until the credit card information has been submitted and received.

### Pricing:

The price for receiving/off loading will be \$.50 per pound

The price for storage will be \$.50 per pound per day starting on the 4<sup>th</sup> day

The Storage of large crates/cases will be subject to a fee of \$35.00 per day

There will be an additional \$5.00 per box fee for receiving boxes sent to non-registered guests. The Service Express attendant will collect this fee and post.

### Shipping Address:

Westin Kierland Resort & Spa

ATTN: **On-Site Rep Name**

6902 E. Greenway Pkwy, Scottsdale, AZ 85254

Southern Association for Vascular Surgery Jan 17-20 2018



Event Name/ Dates: Southern Association for Vascular Surgery (SAVS)		
Exhibitor Name:	Booth #	
Address		
City	State	Zip
Contact:	Phone#	Fax #
On-Site Contact:	Phone #	
Email Address:		
Method of Payment (If a guest of the Resort, you may bill to your guest room)		
Guest Room #	Credit Card (A link to pay online will be sent via email)	

**CONDITIONS & REGULATIONS**

- Utility/wall outlets are not part of the booth space, do not provide guaranteed or reliable service, risk circuit failure due to potential overload from shared use and would result in a Basic Power charge.
- All equipment must be properly wired, labeled with Voltage/Amperage/Wattage and meet IEEE & NEMA standards as well as comply with all Federal, State and City regulations.
- Claims of equipment failure, power outages or service challenges will not be considered unless a PSAV representative is notified prior to the close of the exposition or event.
- Special power or wiring configurations may only be facilitated by a House Electricians.
- All material and equipment furnished by PSAV or The Westin Kierland in servicing this order shall remain the property of PSAV or The Westin Kierland and shall not be removed from the facilities.
- Power cabling must be 3-wire grounded with no open clips, bare sockets, latex, or lamp cords.
- Dedicated as well as heavy Power is available and subject to Labor & daily Rental Rates.
- Neither PSAV nor The Westin Kierland are responsible for voltage fluctuations, outages, or power failure due to misuse, external electrical provider outages, or anything covered by *Force Majeure*.
- Credit will not be issued for equipment or services that were ordered, provided, but not used.**
- Payment in full is required in advance and all amounts are subject to all applicable City and State Taxes. Orders must be submitted at least two (2) weeks prior to Install Date to guarantee published rates. Orders submitted late or "on site" are subject to availability at prevailing rates and must be paid prior to delivery of equipment and/or services. If it becomes necessary for PSAV or The Westin Kierland to engage an attorney due to default on the part of the Exhibitor, Exhibitor agrees to pay all costs, expenses and attorney's fees.
- There will be a \$35 fee for any declined credit card transaction.
- Neither PSAV nor The Westin Kierland will be responsible for protests, strikes, accidents, fires, or any delays beyond our control and where the provisions of a *Force Majeure* would apply.

I have read and understand these Conditions and Regulations of The Westin Kierland Resort and approve of all charges for equipment and services requested:

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Dated \_\_\_\_\_

INSTALL Date:	Time:	REMOVE Date:	Time:		
Audio/Visual Item Descriptions		Daily Rate	Qty	# of Days	TOTAL
Dedicated 20a Circuit w/AC Cord & Powerstrip		\$150			
Basic Power w/AC Cord & Powerstrip		\$75			
Additional AC Cord w/ 6-Outlet Powerstrip		\$30			
Flatscreen Monitor (60" or larger) w/Floor Stand		Call			
55" Flatscreen Monitor w/Floor Stand		\$765			
32" Flatscreen Monitor w/Table Stand		\$325			
24" Wide Screen LCD Computer Monitor		\$240			
Blu-Ray/DVD Player		\$145			
Laptop or PC Computer – Windows, Office		\$300			
HP Color Network Capable Printer		\$425			
HP B&W Network Capable Printer		\$190			
Flip Chart w/Post-it Pad & Markers		\$90			
Flip Chart w/Pad & Markers		\$70			
High-Speed Wireless Internet (1 <sup>st</sup> Connection)		\$45			
High-Speed Wireless Internet (Each additional)		\$35			
High-Speed Wired Internet (1 <sup>st</sup> Connection)		\$300			
High-Speed Wired Internet (Each additional)		\$75			
<i>This is an abbreviated list. Please contact our Sales Team at (480) 624-1014 if additional equipment or services are needed such as Projection, Lighting or heavy Power.</i>				Sub-Total	\$
				25% Service Charge	\$
				8.6% Tax	\$
				<b>GRAND TOTAL</b>	<b>\$</b>

**ORDER CONFIRMATION #**