

THE WESTIN

VIRGINIA BEACH
TOWN CENTER

SERVICES REQUEST FORM

Must be received a minimum of fourteen (14) business days prior to your arrival.

STEP 1

Conference Name:	_____	Conference Date:	_____
Service Begin/End Dates:	_____	On-site Contact Name:	_____
Company Requesting Service:	_____		
Address:	_____		
City:	_____	State:	_____
		Zip:	_____
Phone:	_____	Fax:	_____
		E-mail:	_____
Type of Payment:	___ Check ___ Visa ___ Mastercard ___ American Express ___ Discover		
Credit Card Number:	_____	Expiration Date:	_____
Authorized by:	_____	_____	_____
	(Print)		(Signature)

**** Service for late requests cannot be guaranteed. A charge of \$100 will be applied to all late requests in addition to normal charges. Banner charges will have an additional late penalty if requested less than 48 hours in advance. The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.**

ELECTRICITY

STEP 2

Quantity	Description	# of Days	Fee Per Day	Total
_____	Standard Electrical Service Rental (110 volt 20 amp)	_____		_____
	Note: Power cords must be returned to the hotel otherwise your credit card will be charged an additional \$20.		\$90.00	
_____	Specialty Electricity Service (plug in charge)			
_____	208/230 V 60 Amp 3 Phase*	_____	\$200.00	_____
_____	208/230 V 100 Amp 3 Phase*	_____	\$300.00	_____
_____	208/230 V 200 Amp 3 Phase*	_____	\$375.00	_____
_____	*User to supply tails from area needed to electrical panel (minimum 100')			
_____	Power Strip		\$22.00	_____
_____	Additional Equipment-Pallet Jack			
_____		_____	\$ 50.00	_____
	Total Electrical Charges:		\$	_____

Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.

STEP 3

Rules and Regulation

1. **Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Westin Virginia Beach Town Center Hotel's Engineering department.**
2. **Under no circumstances shall anyone other than "house electricians" make electrical connections. (Does not apply to 110 volt outlets.)**
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as Virginia Beach, Virginia electric codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

BOX HANDLING/STORAGE

STEP 4

Shipping Instructions:

In-coming:

- ◆ Ship packages to arrive NO EARLIER THAN Wednesday April 29th, 2009. We have limited space and boxes that arrive earlier will not be accepted.
- ◆ Address incoming boxes as follows:

Mr./Ms. On-Site Recipient Name
Exhibitor Company Name as listed for Exhibit Booth
c/o ACMP 2009 Annual Conference; 05/01/09
The Westin Virginia Beach Town Center
4535 Commerce Street
Virginia Beach, VA 23462

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact the Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Should you contract with the Hotel to move or set up your special items, handling charges will apply.

Quantity	Description	Price per Box Per Day	Amount
_____	Small - Large Box /Display Case	\$3.00 each (for deliveries earlier than 3 days prior)	_____
_____	Extra Large Box (25 lbs.+)	\$5.00 each	_____
_____	Heavy Equipment/Crates/Pallets	\$50.00 each	_____

Box handling charges will be billed to the guest/exhibitor. **Total Box Handling Charges:** \$ _____

This line is for Hotel Use only: Portage Amount: _____ Banquet Other Amount: _____

Out-going:

- ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- ◆ Guests can ship out by taking their boxes to the Front Desk in the lobby by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be put on the guest's room bill, on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels).
- ◆ Loss Prevention Department will provide a "shipping form" that the Hotel uses internally for proper tracking.
- ◆ Large boxes and exhibit cases need to be taken to the dock area, however the Front Desk can assist with making the arrangements.
- ◆ Questions should be directed to your Conference Services Manager prior to the meeting.

TELEPHONE PRODUCTS

STEP 5

Description	Rates	# of Days	Amount
Local/ Long Distance Analog Phone Line	\$100.00 hookup * (plus calls per day)	_____	\$ _____
High Speed Internet Line (T1)	\$250.00 per day	_____	\$ _____
Total Telephone Charges:			\$ _____

*Hotel's published telephone rates will apply for outgoing calls.

AUDIO VISUAL EQUIPMENT

Audio Visual equipment is available by calling SWANK Presentation Services @ 757-275-7851

Disclaimer: The Westin Virginia Beach Town Center is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

STEP 6

Payment:	Total Electrical Charges:	\$ _____
	Total Box Handling Charges:	\$ _____
	Total Telephone Charges:	\$ _____
	Total Charges from above:	\$ _____
	Plus \$25 Late fee if applicable	\$ _____
	Plus Tax (4.5%) (or x 1.045)	\$ _____
	Total Amount Due with tax:	\$ _____

Note: Credit cards will be charged upon receipt of this form.

Fax or mail completed form to:

The Westin Virginia Beach Town Center
Sales Department
4535 Commerce Street
Virginia Beach, VA 23462
Phone: 757-275-7871
Fax: 757-275-7835