

Order Form

Electrical, Internet and Audio-Visual Equipment

PLEASE COMPLETE, SIGN & RETURN THIS FORM TO THE HOTEL BY DECEMBER 31, 2008
BC Giordano • Westin Tampa Harbour Island • (813) 229-5006 • fax (813) 229-5022

Name of Meeting: International Schools Studies Association 2009 Annual Conference
Event Dates: January 17-19, 2009

Company _____ Location/Booth # _____

Company2 _____

Address _____

Address2 _____

City _____ State _____ Zip _____

Phone _____ In-House Contact _____

I would like to contract for the following services:

- Electricity
 Audio Visual (explain) _____
 Wayport High Speed Internet (explain) _____

Service Request: Day _____ Date _____ Time _____

Disconnect: Day _____ Date _____ Time _____

Charges

Electrical Power to Exhibit Tables:	\$10.00 per Exhibit Table
AV Equipment:	
LCD Projector and Screen:	\$375.00
TV Monitor and DVD Player	\$225
Wayport High Speed Internet:	\$250.00 first day set up (for one line) \$100 for each additional line and \$100 per line per day thereafter

Billing: Payment by check must be received two weeks prior to event. Credit Card information below.

All A/V is subject to 22% hotel service charge and 7% tax.

Credit Card _____

Cardholders Name _____

Account # _____ Exp. Date _____ 3-4 digit sec. code: _____

Signature _____ Phone _____

Billing Address for this card _____

City _____ State _____ Zip _____

Return form to:

Westin Tampa Harbour Island

725 South Harbour Island Blvd. Tampa, Florida 33602 (813) 229-5000 Fax (813) 229-5022