



Hilton Toronto Hotel
 145 Richmond Street West
 Toronto, ON M5H 2L2
 Direct: 416.367.8487 Fax: 416.304.0113

Promo code:

Trade Show Power Order Form

Event Name		Load in date and Time	
Event Date(s)		Load out Date and Time	
Company Name		Room Name	
		Booth#	
Contact Name		Onsite Contact	
Contact Phone		Onsite Phone	
Contact Email		Onsite E-Mail	

Electrical (includes cost of electricity only)

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)	Setup Notes
	15 Amp - 120 Volt Dedicated Circuit- <i>Exhibit set-ups only</i>	\$85.00	\$106.25		\$ -	
	15 Amp - 120 Volt Dedicated Circuit - 24hour supply	\$120.00	\$150.00		\$ -	
	15 Amp - 120 Volt Dedicated Circuit - with Under Carpet Wiring (includes 2 extension cords)	\$175.00	\$218.75		\$ -	
	20 Amp - 120 Volt Dedicated Circuit	\$150.00	\$187.50		\$ -	
	15' Extension Cord	\$20.00	\$25.00		\$ -	
	Power Strip	\$20.00	\$25.00		\$ -	
	For Info and Pricing on Booth Lighting please call us at 416 367 8487				\$ -	

* For Any Other Requests That Are Not Listed Please Contact (416) 367 8487 for Pricing *

* PSAV is the Exclusive Rigging Provider at the Hilton Toronto Hotel. Only PSAV riggers may hang items overhead. If any Sign or Banner hanging is required please contact us for pricing *

Labour Rate

Please Select the Appropriate Labour Rate in the far left Column.
 (example: If the setup and dismantle both take place between 9AM-5PM enter "1" in the " Day Rate " box.
 If the setup is between 5PM-9AM and the dismantle is on a weekend enter "0.5" in the "Evening/Early Morning Rate" and "0.5" in the "Weekend/Holiday" box.)

Labour Rate	Description	Advance Booking	Onsite Request	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
1	Setup/Dismantle Day Rate (9AM-5PM)	\$67.50	\$101.25	0	\$ -
	Setup/Dismantle Evening/Early Morning Rate (5PM-9AM)	\$101.25	\$151.88	0	\$ -
	Setup/Dismantle Weekend/Holiday Rate	\$135.00	\$202.50	0	\$ -

* PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM *

Additional Comments:

Subtotal	\$ -	
Labour	\$ 67.50	
18% Service Charge	\$ -	Minimum Labor Charge Shown. Labor Charges will be adjusted on final invoice
13% HST	\$ -	
Total Order	\$ -	

Credit Card Authorization

I, _____ authorize PSAV, inside the Westin Harbour Castle, to use the noted Credit Card for the charges listed above.

Credit Card Number: _____ Expiry Date: _____

Name on Card: _____ Signature: _____
(Please Print)

NOTE: The Above Credit Card number will be used for the sole purpose as indicated above and will be in the strictest of confidence by PSAV, Presentation Services' accounting department.

I Agree to the above: _____ Date: _____

Please sign and return via Email (jmcgown@psav.com) or fax to (416.304.0113).

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid a %50 cancellation charge. If services have already been provided at the time of cancellation full charges will apply