

Fax/Mail Order To:  
**Convention Services**  
 Fax: 972-450-2979  
 13340 Dallas Parkway  
 Dallas, TX 75240

# THE WESTIN GALLERIA

## DALLAS

### ELECTRICAL ORDER FORM

Name of Event: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Set Up Date: \_\_\_\_\_  
 Set Up Time: \_\_\_\_\_

Company Name \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_  
 On-Site Cell Number \_\_\_\_\_  
 Company Address \_\_\_\_\_

Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_

Payment Method:  Check (enclosed)  MC  VISA  AMEX  DISCOVER  
**\*Full payment must accompany order**

Name on Card: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Authorization Signature \_\_\_\_\_

### Electrical Service Prices

\* Pricing Inclusive of 8.25 % Sales Tax and Labor  
**\*Orders must be received within 72 hours of program. Otherwise rate will be increased 25%.**

Quantity	Description	Pre-Order Price	72 Hour/On Site
_____	<b>Booth Power</b> (Extension Cord and 6 Outlet Power Strip)	\$35 Per Booth	\$43.75 Per Booth
_____	Additional Power Strip(s)	\$20 Each	\$25 Each
_____	Additional Extension Cord(s)	\$15 Each	\$18.75 Each
_____	Banner(s) (less than 8')	\$25 Per Banner	\$31.25 Per Banner
_____	Banner(s) (more than 8')	\$40 Per Banner	\$50 Per Banner
_____	120V 2000W (20amps) Connection	\$50 Each	\$62.50 Each
_____	208V Single Phase 100amp Connection(s)	\$500 Each	\$625 Each
_____	208V Three Phase 100amp Connection(s)	\$750 Each	\$937.50 Each
<b>Total:</b>		<b>\$</b>	

\*\*120V (30, 50amp), 208V Single Phase (20, 30, 50, 100amp), and 208V Three Phase (20, 30, 50, 200, 400amp) are available through Special Order. Please provide Special Order Needs below and pricing will be provided.

**Special Order Requested:**

**General Conditions**

- **Wall outlets** are not a part of booth space. Separate outlets must be ordered for each booth to be connected. All materials and equipment furnished remain the property of the Hotel. Local Ordinance prohibits no more than two (2) connections per outlet box to prevent overloading of circuits. When requesting special plug-ins/receptacles the NEMA configuration number is required. Under OSHA, we reserve the right to refuse connections to hazardous wiring and equipment.
- **Banners/Signage:** Professionally printed signage on easels is preferred. Absolutely **nothing** will be allowed to be attached to any wall in any of the function rooms. All banners can only be hung by our in-house staff.
- Elevator access: Hotel has 3 service elevators for load-ins (Doorway:7' x 3.5' Interior:7.5'L ; 5'W 10' H Diagonal:8.5' Max Weight: 3500 lbs.) . Larger freight elevators are also available through Galleria Mall.

**Order Forms MUST be received 72 hours prior to function. All other orders requested on site, will be set up based on availability of the Engineering and AV departments, and will incur a 25% increase in price.**

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# THE WESTIN GALLERIA

DALLAS

## INTERNET / PHONE ORDER FORM

Name of Event: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Set Up Date: \_\_\_\_\_  
 Set Up Time: \_\_\_\_\_

Company Name \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_  
 On-Site Cell Number \_\_\_\_\_  
 Company Address \_\_\_\_\_

Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_

Payment Method:  Check (enclosed)  MC  VISA  AMEX  DISCOVER

**\*Full payment must accompany order**

Name on Card: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Authorization Signature \_\_\_\_\_

### Internet / Phone Service Prices

\* Pricing Inclusive of 8.25 % Sales Tax and Labor

\*Orders must be received within 72 hours of program. Otherwise rate will be increased 25%.

Quantity	Description	Pre-Order Price	72 Hour/On Site
_____	Phone Line	\$100 each per day	\$125.00 each per day
_____	Single Wireless or Wired Internet Connection	\$150 per day	\$187.50
_____	Dual User Wireless or Wired Internet Connection	\$275 per day	\$343.75
_____	Up to 10 Users Wired Internet	\$500 per day	\$625.00
_____	Up to 10 Users Wireless Internet	\$\$350 per day	\$437.50
_____	EasyAir Cards	\$40 each/day	\$50.00
	Total:	\$	_____

**Special Order Requested:**

Please note that the above internet connections are exclusively designed to allow attendees to easily access e-mail in the meeting room or during conference breaks.

Order Forms MUST be received 72 hours prior to function. All other orders requested on site, will be set up based on availability of the Engineering and AV departments, and will incur a 25% increase in price.

# CREATIVE GREENERY



## OF DALLAS

101C North Greenville Ave  
 Ste 440, Allen, TX 75002  
 Tel: 972-442-5592 Fax: 972-442-2530  
 Email: [Todd@dallasgreenery.com](mailto:Todd@dallasgreenery.com)

Show name: \_\_\_\_\_

Show date: \_\_\_\_\_

Location: \_\_\_\_\_

### FLOWERING PLANTS

DESCRIBE	COLOR	PRE-PAID PRICE	CONVENTION PRICES	AMOUNT
MUMS	Yellow___ White___ Lavender___	\$20.00	\$23.00	
KALANCHOS	Yellow___ Pink___ Red___	\$20.00	\$23.00	
BROMELIAD	Red___ Pink___ Orange___	\$30.00	\$34.00	

### GREEN PLANTS

HEIGHT	TYPE	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
SMALL	Ferns		\$20.00	\$24.00	
LARGE	Ferns		\$28.00	\$32.00	
2-3	Palm, Arborcolla, Spath, Ficus	Circle Preference	\$38.00	\$42.00	
4	Palm, Ficus, Dracaena	Circle Preference	\$48.00	\$52.00	
5	Palm, Ficus	Circle Preference	\$58.00	\$62.00	
6	Palm, Ficus	Circle Preference	\$68.00	\$72.00	
8	Palm, Ficus	Circle Preference	\$72.00	\$76.00	

### CONTAINER SELECTION

DESCRIPTION	SPECIFY	PRICE
White___ Black___ Wicker Baskets___	Circle Preference	Free
Glass Bubble Bowl		\$24.00

### FRESH FLORAL ARRANGEMENTS

DESCRIPTION	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
Spring Floral Arrangements	Circle One: Round or One-Sided	\$60.00	\$66.00	
Exotic Tropical Floral Arrangements		\$70.00	\$76.00	

### COMPANY INFORMATION

Booth # _____	
Company: _____	E-Mail: _____
Phone: _____	Fax: _____
Address: _____	City: _____
State: _____ Zip: _____	Booth Representative: _____

### PAYMENT INFORMATION

Sub Total: _____	Sales Tax (8.25%): _____	Event Total: _____
Payment Enclosed: Check:___ Visa___ M/C___ AMX___		
Credit Card No: _____	Exp Date: _____	
Card Holder Name: _____		
Signature: _____		

# FIRE DEPARTMENT REGULATIONS

**The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in Dallas Fire code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.**

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked unobstructed, and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes, or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
  - a. There is not more than 5 gallons of fuel or the minimum amount for positioning.
  - b. Fuel tanks are locked and sealed.
  - c. Battery cables are disconnected.
  - d. Ignition keys are removed and at display location.
  - e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to area approved by the fire marshal.
8. The use, display, or storage of LPG, flammable liquid, or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal; where smoking is allowed, non-combustible ash trays must be approved.
10. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of and gas-fired appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. The use of any gas-fire appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
17. Sawdust and shavings shall be kept flameproofed.
18. The storage of hay and straw must be approved by fire marshal.

**These are Basic Rules and every exhibit must comply prior to scheduled opening.  
For assistance please contact 214-670-4627, Dallas Fire Department**