

# THE WESTIN

BOSTON  
WATERFRONT

425 Summer Street  
Boston, MA 02210  
617-532-4868

## EVENT INFORMATION

Group/Event Name			Date of Event	
Location/ Booth #		Booth #	Set date/time	
Event Manager	Christine Duncan		Remove date/time	

## CONTACT INFORMATION

First Name			Address	
Last Name				
Company Name				
Email			Phone #	

Network & Internet Services				
	Qty	# of days	Rate	Price
Wireless Internet: per device			\$ 50.00	\$ -
Wireless Internet: up to 25 users			\$ 500.00	\$ -
(1) hard wired Internet line			\$ 300.00	\$ -
1MB Bandwidth			\$ 1,200.00	\$ -
additional MB of Bandwidth			\$ 250.00	\$ -
Network connection to BCEC			\$ 500.00	\$ -
Custom IT needs				
<b>Network &amp; Internet Total</b>			<b>\$</b>	<b>-</b>

Other Services				
	Qty	# of days	Rate	Price
Banner Hanging (price per banner)			\$ 75.00	\$ -
In-house TV Channel			\$ 500.00	\$ -
<b>Other Services Total</b>				<b>\$ -</b>

**TOTAL ALL ITEMS\* \$ -**

*\* Total does not include tax.*

Telephone Services				
	Qty	# of days	Rate	Price
Standard DID line			\$ 250.00	\$ -
Voice mail (per line)			\$ 40.00	\$ -
Multi Line phone			\$ 175.00	\$ -
Polycom speaker phone			\$ 250.00	\$ -
Telephone services subject to 6.25% sales tax				
<b>Telephone Total</b>			<b>\$</b>	<b>-</b>

## Payment Information

You will receive an email with a link to a secure website to submit a credit card authorization for this order. Please note, this order is not confirmed until the credit card authorization has been received by The Westin Boston Waterfront.

**For security purposes, please do not include credit card information on this form.**

*\*Please email completed form to christine.duncan@westin.com.*