



THE WESTIN

WESTMINSTER

EXHIBITOR

REQUEST FORM

10600 Westminster Blvd., Westminster, CO 80020

EXHIBITOR INFORMATION: *(Please Print)*

Conference Name:	Conference Dates:
Exhibitor Company Name:	Telephone Number:
On-Site Contact:	Fax Number:
Address:	E-mail Address:
City/State/Zip Code:	

ELECTRICAL

	Quantity	Rate	Event Total
120 Volt Standard Power Drop <i>(power drop to booth and power strip)</i>		\$65.00	
120 Volt 20 Amp Power Drop <i>(power drop to booth and power strip)</i>		\$70.00	

Other Electrical requirements: Call 303-410-5000 and ask for Engineering

TELECOMMUNICATIONS

Wireless Internet Access is available onsite for the daily rate of \$4.95 + tax. Connect via Westin_Conf for service.

AUDIO VISUAL EQUIPMENT *(Provided by PSAV)*

	Quantity	Rate	Event Total
Wired Internet Connection		\$170/day + \$70 install	
DVD Player		\$90.00/day	
Laptop Computer <i>(pricing subject to specifications and software)</i>		\$225.00/day	
Computer Monitor: 24"		\$215.00/day	
52" LCD Monitor on Rolling Stand <i>(will display video and computer)</i>		\$575.00/day	

Audio Visual questions: Call PSAV 303-410-5018

AV Subtotal + 24% service charge + 8.35% tax = AV Total

INBOUND PACKAGE HANDLING FEE + INSTRUCTIONS

(If packages are completely prepared for outbound, there will not be a charge)

	Quantity	Rate	Event Total
0 to 4.99 Pounds		\$5.00	
5 to 19.99 Pounds		\$10.00	
20 to 49.99 Pounds		\$15.00	
Over 50 Pounds		\$25.00	
CRATES/PALLETS		\$75.00	

If storage exceeds 3 days, a \$25 per item per day storage fee will be added.

ADDRESS INCOMING BOXES AS FOLLOWS:

Name of Group, Date of Group and On-Site Group or Vendor Contact
 c/o The Westin Westminster
 10600 Westminster Boulevard
 Westminster, CO 80020
 Box(es) _____ of _____ (Multiple boxes MUST be numbered)

BANNER HANGING

Will you be bringing a banner?	Size & Weight	Quantity	Rate	Event Total
YES <input type="checkbox"/> NO <input type="checkbox"/>			\$75.00	

ORDERING INSTRUCTIONS

Orders not received 5 working days prior to start date are subject to a \$30.00 service charge.

FAX OR EMAIL ORDERS TO THE CONFERENCE SERVICES + CATERING OFFICE: 303.410.5025

EMAIL: joy.jones@westinwestminster.com

CATERING + CONFERENCES SERVICES OFFICE: 303.410.5822

Customer Signature

Date

X _____

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BILLING

Please indicate form of payment:

Credit Card Hotel Room Charge Receipt Request [Receipt will be sent at conclusion of event]

Visa MasterCard American Express Other: Hotel Room Number: _____

Conference Name:

Card Number:

Expiration Date:

Security Code:

Card Holder's Zip Code:

Card Holder's Name (as it appears on card):

Card Holder's Signature: