

WESTIN DENVER DOWNTOWN

EXHIBITOR SERVICES REQUEST FORM

Must be received a minimum of seven (7) business days prior to your arrival.

Conference Name: COLORADO MINING ASSOCIATION Conference Date: 3/19-22/2012

Exhibitor Information:

Company Name: _____

On-site Contact Name: _____ Booth # _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Credit Card Information:

Credit Card Number: _____ Expiration Date: _____

Print Cardholder Name: _____ Type of Card: _____

Card Holder Signature: _____

Card Holder Information:

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

All charges will be posted to this credit card at the conclusion of the event.

I have read and agree to the above terms. (please initial) _____

ELECTRICITY

Quantity	Description	Daily Fee	Amount
_____	15 amp 120 volt	\$ 100.00	_____
		(above is the 3 day function fee for basic power)	
_____	20 amp 120 volt	\$ 80.00	_____
_____	30 amp 120 volt	\$ 90.00	_____
_____	20 amp 1 phase 208 volt	\$100.00	_____
_____	30 amp 1 phase 208 volt	\$110.00	_____
_____	20 amp 3 phase 208 volt	\$140.00	_____
_____	30 amp 3 phase 208 volt	\$190.00	_____
_____	40 amp 3 phase 208 volt	\$240.00	_____
_____	100 amp 3 Phase 208 volt	\$280.00	_____
_____	200 amp 3 Phase 208 volt	\$560.00	_____

**** All charges are subject to 22% service charge and 8.1% tax *****

Electrical Rules and Regulations

1. **Wall, column, and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by The Westin Tabor Center Engineering department.**
2. **Under no circumstances shall anyone other than "house electricians" make electrical connections.**
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment, regardless of source of power, must comply with NEC electrical codes as well as Denver, CO electrical codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

TELEPHONE / INTERNET PRODUCTS

Quantity	Description	Daily Fee	Amount
_____	Analog Phone Line (includes Local/Long Distance & Direct Inward Dial Access)	\$125.00	_____
_____	High Speed, Wired Internet Line	\$250.00/first line	_____
_____	additional Wired line	\$100.00/each	_____
_____	High Speed, Wireless Internet Line	\$225.00/week (contracted)	_____
Networking Setup and Equipment Rental – call Conference Services Manager for Quote			

**** All charges are subject to 23% service charge and 8.1% tax *****

BOX HANDLING

****FREEMAN DECORATION WILL HANDLE ALL PACKAGE DELIVERIES – PLEASE FOLLOW
FREEMAN DECORATING SHIPPING INSTRUCTIONS**

Packages for meetings may be delivered to the Hotel no earlier than three business days prior to the function date. A package processing charge will be applied for all incoming items. The following scale will apply:

0-5 lbs	\$5.00 each	21-50 lbs	\$15.00 each	Pallets	\$75.00 each
6-20 lbs	\$10.00 each	Over 50 lbs	\$25.00 each		
21-50 lbs	\$15.00 each	Crates	\$50.00 each		

These charges cover the cost of labor, processing, receiving, tracking, storing and moving. Any box shipments expected to exceed 75 items must be handled through a drayage company.

SHIPPING INSTRUCTIONS

****FREEMAN DECORATION WILL HANDLE ALL PACKAGE DELIVERIES – PLEASE FOLLOW
FREEMAN DECORATING SHIPPING INSTRUCTIONS**

AUDIO VISUAL EQUIPMENT

Audio Visual equipment is available by calling Presentation Services (PSAV) @ 303-592-1977. PSAV is the preferred Audio Visual provider of the Westin Tabor Center, with offices in house.

Disclaimer: The Westin Tabor center Denver is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

Fax completed form to:

**The Westin Denver Downtown
Heather Gibson
Phone 303-572-7252
Fax 303-572-7236
Email : heather.gibson@westin.com**