

THE WESTIN

WESTMINSTER

EXHIBITOR SERVICES REQUEST FORM

Must be received a minimum of five (5) business days prior to your arrival.

Conference Name: _____ **Conference Date:** _____

Exhibitor's Company Name: _____

On-site Contact Name: _____ Booth # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Credit Card Number: _____ Expiration Date: _____

Authorized by: _____ Title: _____
(Signature)

Hotel Room Number (leave blank if unknown): _____

Do you require a receipt? yes no if yes, please mark manner of receipt: mail fax

ELECTRICITY

****On-Site Orders will incur an additional labor fee of \$20.00****

120-Volt Single Phase Outlets

Quantity	Description	Set Up Fee (each)	Amount
_____	0-500 watts or 15 amps <i>(Standard single plug)</i>	\$65.00	_____
_____	501-1000 watts or 15 amps	\$70.00	_____
_____	1001-1500 watts or 15 amps	\$75.00	_____
_____	1501-2000 watts or 15 amps	\$80.00	_____
_____	2001-2500 watts or 20 amps	\$90.00	_____

Separate Dedicated Circuits

Quantity	Description	Set Up Fee (each)	Amount
_____	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 108 volt	\$240.00	_____
_____	100 amp 3 Phase 208 volt	\$450 .00	_____
_____	200 amp 3 Phase	\$900.00	_____
_____	Spider Box	\$450.00	_____

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 Westminster 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 Westminster, Colorado 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 PRODUCTS

Description	Rates	Amount / line / day	Total
Local/Long Distance Analog Phone Line	\$35.00 per day (srvc chrg 22% + tax 4.6% + tax 8.45%) + \$55.00 hookup (srvc chrg 22% + tax 4.6 %)	\$112.73	_____
Direct Inward Dial Line	\$35.00 per day (srvc chrg 22% + tax 4.6% + tax 8.45%) + \$95.00 hookup (srvc chrg 22% + tax 4.6 %)	\$161.52	_____
High Speed Ethernet Line	\$300.00 per day (srvc chrg 22% + tax 4.6% + tax 8.45%)	\$394.39	_____
*** Hotel's published telephone rates will apply for outgoing calls. ***			

AUDIO VISUAL EQUIPMENT

Audio Visual equipment is available by calling the Hotel Audio Visual Department @ 303-410-5018.

BOX HANDLING

The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added.

DAYS	BOXES	TOTAL
_____	_____	_____
	@ \$25.00	

INBOUND PACKAGE HANDLING FEES

QUANTITY

TOTAL

0 TO 4.99 POUNDS	\$ 5.00 each	_____	_____
5 TO 19.99 POUNDS	\$10.00 each	_____	_____
20 TO 49.99 POUNDS	\$15.00 each	_____	_____
Over 50 POUNDS	\$25.00 each	_____	_____
CRATES/PALLETS	\$75.00 each	_____	_____

<u>OUTBOUND PACKAGE HANDLING FEES</u>	<u>QUANTITY</u>	<u>TOTAL</u>
0 TO 4.99 POUNDS \$ 5.00 each	_____	_____
5 TO 19.99 POUNDS \$10.00 each	_____	_____
20 TO 49.99 POUNDS \$15.00 each	_____	_____
Over 50 POUNDS \$25.00 each	_____	_____
CRATES/PALLETS \$75.00 each	_____	_____

ADDRESS INCOMING BOXES AS FOLLOWS:

Name of Hotel Catering/Convention Service Manager
 Name of Group, Date of Group and On-site Contact
 c/o The Westin Westminster
 10600 Westminster Blvd
 Westminster, CO 80020
 Box (es) _____ of _____ (Multiple boxes MUST be numbered)

Disclaimer: The Westin Westminster Hotel 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 Westminster
 Conference Services
 Phone 303-410-5022
 Fax 303-410-5025**