



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: *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 Westminister 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 Westminister, 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. Power and cabling must be run and regulated by the Hotel. Plugging into existing outlets is prohibited. Under no circumstances shall anyone other than "house electricians" make electrical connections.

	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**

TELECOM

Dedicated Phone Line <i>(Does not include hotel's published telephone rates for outgoing calls)</i>	\$35/day + \$55 hook up		
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AUDIO VISUAL EQUIPMENT *(Provided by Swank Audio Visual)*

	Quantity	Rate	Event Total
Wired Internet Connection		\$100/day + 300 install	
Wireless Internet Access (1-3 users)	1-3 Users	\$175.00/day	
Extension Cord		\$10.00	
Power Strip		\$15.00	
Video Package (52" LCD Monitor with DVD)		\$400.00	
DVD Player		\$75.00	
Pentium Notebook Computer <i>(pricing subject to specifications and software)</i>		\$375.00	
Computer Monitor: 20"		\$175.00	
52" LCD Monitor <i>(will display video and computer)</i>		\$350.00	

Audio Visual questions: **Call Swank AudioVisuals 303-410-5018**

AV Subtotal + 8.45% tax + 23% service charge + 4.6% 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 Westminister
10600 Westminister Boulevard
Westminister, CO 80020
Box(es) _____ of _____ (Multiple boxes MUST be numbered)

BANNER HANGING

Please Specify Size and Weight	Quantity	Rate	Event Total
Banner		\$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: elena.borunda@westinwestminster.com or ashley.ziskal@westinwestminster.com

CATERING + CONFERENCES SERVICES OFFICE: 303.410.5822

Customer Signature	DATE
X	

BILLING

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

Visa MasterCard American Express Other _____ Hotel Room Number _____

If emailing please indicate you are calling with a credit card number. Do not email credit card numbers

Card Number: _____ Expiration Date: _____

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

Card Holder's Signature: _____