

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:	

BILLING

Circle a Billing Option: CREDIT CARD (Complete page 2)	HOTEL ROOM CHARGE
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POWER

	Quantity	Rate	Event Total
120 Volt Standard Power Drop <i>(power drop to booth and power strip)</i>		\$40/day*	

***25% service charge and 8.35% tax will apply.**

Power questions please contact PSAV at 303-410-5018 or jengland@psav.com

HSIA

Wireless Internet Access is available onsite for \$9.95/day. Connect via Westin_Conf for service.

	Quantity	Rate	Event Total
Standard Wired Internet Connection (no dedicated bandwidth)		\$180/day*	
Premium Wired Internet Connection (3Mbps dedicated bandwidth)		\$360/day*	

***25% service charge will apply.**

HSIA questions please contact PSAV at 303-410-5018 or jengland@psav.com

AUDIO VISUAL EQUIPMENT

	Quantity	Rate	Event Total
55" Monitor on rolling stand (includes video cable and power strip)		\$655.00/day*	
24" Monitor on table stand (includes video cable and power strip)		\$220.00/day*	
Laptop Computer <i>(pricing subject to specifications and software)</i>		\$225.00/day*	

***25% service charge and 8.35% tax will apply.**

AV questions please contact PSAV at 303-410-5018 or jengland@psav.com

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 LABOR (Certain restrictions apply. Please contact 303-410-5018 or jengland@psav.com for more details.)

Will you be bringing a banner?	Size & Weight	Quantity	Rate	Event Total
YES <input type="checkbox"/> NO <input type="checkbox"/>			\$100.00	

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: alexandra.williams@westinwestminster.com
CATERING + CONFERENCES SERVICES OFFICE: 303.410.5822
PSAV: Jason England (jengland@psav.com or 303-410-5018)
 Customer Signature _____ Date _____

X _____

THE WESTIN
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REQUEST FORM

BILLING

Please indicate form of payment:

*A form of payment must be indicated before it can be processed.

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

Conference Name:

Conference Name:

Phone Number:

Last Four Digits on Card:

Expiration Date:

*NOTE: Please provide the best phone number and a member of our Accounting Department will contact you for the full credit card number.

Security Code:

Card Holder's Zip Code:

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