

EXHIBITOR SERVICES REQUEST FORM

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

Conference Name: <u>Location Intelligence conference</u> Conference Date: <u>October 5-7, 2009</u>

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****

Quantity Amount	Description	Set Up Fee (each)
_____	120-Volt Single Phase Outlets 0-500 watts or 15 amps	\$65.00 _____
_____	(Standard single plug) 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.