



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE		START DATE:	END DATE:	# EVENT DAYS
COMPANY NAME		ONSITE CONTACT NAME		BOOTH #
STREET ADDRESS		CITY	State	ZIP CODE
TELEPHONE NUMBER		DELIVERY DATE	DELIVERY TIME	
EMAIL ADDRESS		PICKUP DATE	PICKUP TIME	
ORDERED BY:				

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

Prices listed charged per day		
MONITORS	QTY	PRICE
24" Monitor w/Table Stand		\$313.69 / day
46" Monitor w/Floor Stand		\$749.03 / day

MISCELLANEOUS	QTY	PRICE
Wireless Internet		\$18.88 / day
Wired Internet		\$239.09 / day
Laptop		\$320.37 / day

SPECIAL REQUESTS - Please call 303-603-4112		

Price listed charged One (1) time		
EXHIBITOR POWER PACKAGE		
120V - 15 AMP		\$186.89
Includes Power Strip /Extension Cord		
Includes ETS & Tax		TOTAL

PACKAGES/FREIGHT	QTY	TOTAL
Incoming & Outgoing Packages Less than 100lbs - \$10.00/package		
Incoming & Outgoing Pallets - \$200 per 100lbs	Weight	

Shipping Address:
GRAND HYATT DENVER
* Name of guest with reservation *
1750 WELTON STREET
DENVER, COLORADO 80202
* Name of Event/Meeting *
* Name of Event Manager *

To guarantee equipment availability and advanced rate, this order form should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.

Cancellations: Cancellations received within 48 hours of scheduled delivery date are subject to a 50% fee applicable to equipment and tax. Cancellations received on the day of a scheduled delivery or "no shows" are subject to the full amount of the order to include installations, drayage, and tax.

<input type="checkbox"/> CHARGE TO CREDIT CARD
CC Holder Name: _____
Last 4 digits of Credit Card Only: _____
1 - Please complete this form and fax to 303.603.4074
2 - Please communicate credit card number directly to Accounting by calling 303.295.1234 x 6100

(OR)

<input type="checkbox"/> CHARGE TO ROOM
Name: _____
Arrival Date: _____
Departure Date: _____

Labor and/or service charge will apply.

Signature: _____ Date: _____