



# THE WESTIN

WESTMINSTER

## EXHIBITOR SERVICES REQUEST FORM

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

<b>Conference Name:</b> _____	<b>Conference Date:</b> _____
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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

#### 120-Volt Single Phase Outlets

Quantity	Description	Set Up Fee (each)	Amount
_____	0-500 watts or 5 amps <i>(Standard single plug)</i>	\$65.00	_____
_____	501-1000 watts or 9 amps	\$70.00	_____
_____	1001-1500 watts or 13 amps	\$75.00	_____
_____	1501-2000 watts or 17 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	_____

**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.

**BOX HANDLING**

<b>Quantity</b>	<b>Description</b>	<b>Price per Box</b>	<b>Amount</b>
_____	Small – Large Box/Display Case	\$3.00 each	_____
_____	Extra Large Box (25 lbs. +)	\$5.00 each	_____
_____	Heavy Equipment/Crates/Pallets	\$50.00 each	_____

Box handling charges will be billed to the guest/exhibitor.

This box is for Hotel Use only: Porterage Amount: \_\_\_\_\_

Banquet Other Amount: \_\_\_\_\_

**Shipping Instructions:**

- Ship packages to arrive **NO EARLIER THAN 5 DAYS PRIOR TO SETUP**. We have limited space and boxes that arrive earlier will not be accepted.
- All outgoing boxes must be packed, sealed, and labeled by Exhibitor.
- Guests can ship out by taking their boxes to the Business Center in the lobby by 6:00 pm on teardown day (Monday - Friday); weekend shipments will be stored until Monday. Such shipping charges can be put on the guest's room bill, on a credit card, or on the guest's UPS or FedEx account (you must provide your own USP/FedEx account number or labels).
- The Banquet Supervisor will provide a “shipping form” that the Hotel uses internally for proper tracking.
- Large boxes and exhibit cases need to be taken to the dock area, however the Business Center will still assist with making the arrangements.
- Questions should be directed to your Conference Services Manager prior to the meeting.
- Address incoming boxes as follows:

***Mr./Ms. Contact Name***  
***ABC Exhibitor Company Name (if applicable)***  
***c/o (meeting name and start date)***  
**The Westin Westminster**  
**10600 Westminster Blvd.**  
**Westminster, CO 80020**

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least one week in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Should you contract with the Hotel to move or set up your special items, handling charges will apply.

### TELEPHONE PRODUCTS

Description	Rates	Amount / line / day	Total
Local/Long Distance Analog Phone Line	\$35.00 per day (srvc chrg 19.5% + tax 4.2% + tax 8.05%) + \$55.00 hookup (srvc chrg 19.5% + tax 4.2 %)	<u>\$111.12</u>	_____
Direct Inward Dial Line	\$35.00 per day (srvc chrg 19.5% + tax 4.2% + tax 8.05%) + \$95.00 hookup (srvc chrg 19.5% + tax 4.2 %)	<u>\$159.25</u>	_____
High Speed Ethernet Line	\$195.00 per day (srvc chrg 19.5% + tax 4.2% + tax 8.05%)	<u>\$250.33</u>	_____
*** 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.

**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**