

Crowne Plaza Colorado Springs Hotel

2886 S. Circle Dr.
 Colorado Springs, CO 80906
 (719) 576-5900
 Fax: (719) 576-0507



Exhibitor Form

Name of Exhibition or Show: 38th Annual Advanced International Winter Symposium _____
Company Name: _____ **Phone:** _____
Address: _____ **Fax:** _____
City, State, Zip: _____
Ordered By: _____ **Booth #:** _____
Signature: _____ **Date(s):** _____

Item		Quantity	Price
Electrical	110V 20 Amp Circuit		\$35.00 (one time) \$37.59 with tax
	208V/50 Amps		\$250.00 per day *
	208V/Special Requirements (hook-up)		\$250.00 per day
Extension Cords			\$5.00 each *
Phone Lines	Outside Lines		\$80.00 per day *
High Speed Internet			\$75.00 per connection per day
	Prices may vary for added capabilities		
Banners/Signs			
	One Banner (up to 12')		\$20.00 (over 12' is \$10.00 more)
Total of All Services Rendered			* Sales tax 7.4% charged to applicable items.

PHONE CHARGES:

All phone lines have applicable calling fees. Long Distance calls are charged at applicable rates.

RATES:

Rates quoted above cover only bringing of service to the booth and do not include connecting equipment or special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material bases. Proper tagging of equipment to indicate voltage, phase, current, etc., are exhibitor's responsibility. The hotel is not responsible for power outages.

SPECIAL WIRING:

Electrical labor rate: \$40.00 per hour between 6:00AM – 4:00PM.: \$60.00 per hour Saturday, Sunday, Holidays and after 4:00PM. Labor is quoted at a two hour minimum.

AUDIO VISUAL REQUIREMENTS:

Audio-Visual equipment is available on premise at the hotel. Microphones, screens, sound equipment plus a full range of other audio-visual equipment and services are available by advance order. Please contact your hotel catering/convention services manager.

RESPONSIBILITIES:

In the event that any damage occurs to the Crowne Plaza furniture, fixtures, building, or equipment caused by installation, presence, and/or removal of exhibit materials, the above signer shall reimburse the Crowne Plaza for the cost of such repair or replacement as may be necessary.

The exhibitor indemnifies and agrees to hold harmless the Crowne Plaza, its officers, directors, employees and agents from and against any actions, losses, coats, damages and expenses (including attorney fees) arising from damages to property or bodily injury to the exhibitor, his agents, representatives and employees by reason of the exhibitor's occupancy or use of the exhibitor facilities.

BILLING OPTIONS:

The hotel accepts the following credit cards: American Express, VISA, MasterCard, Diners Club, Carte Blanche, or Discover. The proper credit card authorization form must be filled out in its entirety (2) weeks prior to arrival. The hotel will also accept cash or checks (2) weeks prior to arrival. No other form of payment will be accepted. **No services will be rendered if proper payment is not received.**

This form will be record as a receipt for billed items.

Signature/Date: _____

Crowne Plaza Colorado Springs Hotel
Credit Card Authorization Form

Please print all information, except signature line.
All fields are required for the Crowne Plaza to accept this credit card as form of payment.

Group/Guest Name: _____

Date(s) of Arrival/Event: _____

Credit Card Number: _____ AMEX MC V DISC DINERS

Expiration Date: _____ CVV2# _____
(this is the 3 digit number on the back of the credit card)

Name on Credit Card: _____

Address of Card Holder: _____
(this is the billing address of the credit card – which would be the guest home or company address)

City, State, Zip Code: _____

Home/Business Phone Number: _____

We will need the following information faxed back along with this form:

1. A legible photo copy of the front and back of the credit card.
2. A legible photo copy of the credit card holder's driver's license.
(in the case of a company credit card, a copy of the signature-authorized driver's license will be accepted)

Card Holder's Signature: _____

By signing this form, I authorize the Crowne Plaza Colorado Springs Hotel to bill my credit card for:
Please check all that apply.

_____ Exhibitor Charges Only
_____ All charges as it relates to the guest or group
_____ Other: _____
Please Specify

Sales Office Fax
719-576-0507

Front Office Fax
719-576-7695