



## Exhibitor Services Order Forms

Save time and money by ordering online only at  
[www.denverconvention.com](http://www.denverconvention.com) to receive 20% discount  
\*\*\*\*\*applies to many prices in this kit\*\*\*\*\*



**In this kit, you will find orders for**

- Electrical services
- Telephone services
- Air/Water/Drain and Natural Gas services
  - Internet services
  - Computer Rentals
- Business Center services
- Catering services

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center is responsible for all utility services, including power, telephone, air, water and drain. **Orders in this packet should be faxed, emailed or mailed directly to the Convention Center, *not to show management or the Decorator.***
2. **Internet, Computer Rentals, Business Center Services and Catering should be sent to their respective companies.**
3. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: [www.denverconvention.com](http://www.denverconvention.com).
4. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
5. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
6. The Colorado Convention Center reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

**To save even more money, order on-line at [www.denverconvention.com](http://www.denverconvention.com). These rates are available only on the web and will save you 20% off the listed rates in this kit.**

**Checklist Requirements:**

- Properly oriented Service Locator Form or Map – Specifies adjacent booth numbers, surrounding your booth, to ensure proper orientation and clarifies the locations of where each utility service is needed to be installed, prior to your arrival. Any on-site changes will be charged labor.
- Individual orders are required for each booth you will occupy.
- If you have any questions, call us direct at 303-228-8027 before you order.

**We look forward to seeing you in Denver.**

## PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
  - All on-line orders must be received 15 days prior to the first show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
  - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
  - The date received by the Colorado Convention Center will determine the applicable rate.
  - All charges incurred during the show must be rendered in full at the time of service.
  - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
  - If for any reason because of default on the part of the exhibitor it becomes necessary to engage in an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **SMG** in connection therewith.
  - Unpaid balances are subject to a 1.5% per month thereafter.
2. Cash, credit cards, company checks and money orders, made payable to **SMG/Colorado Convention Center**, will be accepted for advance payments only.
3. There is a \$25.00 service charge for all returned payments.
4. Rates quoted for all services include bringing the requested services to the booth in the most convenient manner and do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
5. All prices are rental only. Material and equipment furnished by the Center for this service order shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the Convention Center employees at the close of the show.
6. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
7. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
8. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. **There will be a \$50.00 processing fee for all refunds requested.**
9. Credit will not be given for service or equipment installed and not used.
10. Claims will not be considered unless filed in writing by exhibitor prior to close of show. Refunds will not be considered unless filed in writing, by the exhibitor, prior to the close of the show. Please allow thirty days for processing.

## CONDITIONS AND REGULATIONS

### GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than SMG/CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.**
4. **SMG** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC reserves the right to disconnect any service for failure to adhere to these published policies**

# CONDITIONS AND REGULATIONS

## ELECTRICAL

1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **SMG/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **CCC/SMG** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The Colorado Convention Center is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

## TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. A Credit Card is required for long distance access to be turned on. All long distance charges incurred from the first move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **SMG/CCC** staff will complete all installations inside the facility.
4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.

## WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom-plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The C.C.C. is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



## GENERAL BUILDING POLICIES:

- 1) Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
- 2) Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
  - a) If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
  - b) Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
- 3) No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers, and decals will be charged.
- 4) The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported utilizing the freight elevator and brought in on the docks.
- 5) The **CCC** does not provide furniture and equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

## SMOKING POLICY:

- 1) The **CCC** is a non-smoking facility.
- 2) If the function is open to the **general public**, there will be no designated smoking area within the facility.
- 3) Smoking is not permitted on the exhibit hall floor during move-in or move-out.
- 4) The Denver Fire Department will issue citations for violations of this rule.

## FOOD AND BEVERAGE:

- 1) Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverage into the **CCC**. Centerplate can be reached (303) 228-8050 for in booth catering.
- 2) Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contract your Centerplate Catering representative at (303) 228-8050 for more detailed information.

## SECURITY:

- 1) The **CCC** maintains twenty-four (24) hours security for building perimeter and internal patrols.
- 2) Hall Security and Individual booth security is the responsibility of Show Management and the Exhibitor.

## DELIVERY PROCEDURES:

- 1) The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
- 2) Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

## PARKING:

- 1) The **CCC** operates a 1000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303-228-8070 for information and to request a parking map if needed.
- 2) Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



## RIGGING/SUSPENSION OF LOADS:

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

- 1) All signs, banners, displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
- 2) If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval.
- 3) The rigging plot should conform to the following:
  - a) Name of show, show dates, building location; the name of the contractor responsible for rigging, with contact information; and if applicable, the names of the audio, lighting and scenery contractors, with contact information should be printed on the plans.
  - b) Rigging plots must be drawn in 1/16"=1' scale.
  - c) Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
  - d) Rigging plots must include facility column locations and roof steel locations.
- 4) Call 303-228-8126 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the CCC.

## BASIC FIRE CODE REGULATIONS:

- 1) Exits in all areas of the facility should not be blocked or covered for any reason.
- 2) Exterior and loading dock doors and fire doors may not be propped open.
- 3) All aisles should be kept clear, clean and free of obstructions.
- 4) Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
- 5) Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair, shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **CCC** management for compliance.
- 6) Vehicles with gasoline engines that are to be displayed should have the following:
  - a) Battery cables disconnected.
  - b) Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
  - c) Must have protective covering under motors, drive trains and tires on any carpeted area.
- 7) Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.
- 8) Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
- 9) All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
- 10) All electrical equipment should be U.L. (Underwriters Laboratories) approved.
- 11) Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
- 12) All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
- 13) Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
- 14) Storage in meeting room and ballroom corridors is not permitted.
- 15) Multi-level exhibits have special requirements in order to obtain approval from the Fire Prevention Bureau. Contact CCC Operations at 303-228-8013 for clarification and specifics.

**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC EVENT PLANNER'S RESOURCE BROCHURE.**

**Questions should be directed to:  
Exhibitor Services Department  
700 14<sup>th</sup> Street  
Denver, Colorado 80202  
(303) 228-8027  
(303) 228-8101 FAX**

# STANDARD 120V ELECTRICAL ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
 Attn: Exhibitor Services (303) 228-8027 Ph  
 700 14th Street (303) 228-8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 14 DAYS PRIOR TO FIRST SHOW MOVE-IN DATE.**  
 CCC must have order, maps and full payment by this deadline to honor online discount pricing.

ELECTRICAL SERVICES	QTY	RACK RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			
**See Special 120V order form for 24-hour power and overhead drop pricing and ordering.			
ADDITIONAL RENTAL ITEMS (Electrical Service must be ordered first)	QTY	RACK RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
TOTAL PAYMENT			

**ONSITE Surcharge—All services with the exception of labor, will be assessed a 30% late fee if ordered on/after the first show move-in day.**

CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa				EXPIRATION DATE:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINT CARDHOLDERS NAME:				CARDHOLDERS SIGNATURE:			
				SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS			

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order.
- Standard placement of 10x10 and inline booth power is the back center of the space. For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services. To ensure proper orientation, include adjacent booth numbers, surrounding your booth. Orders without maps will be placed most convenient and charged time and materials for any relocation.
- CCC electricians will not split/branch service to achieve multiple locations. Service must be ordered for each individual location requested. Exhibitors may bring their own 3-wire cords and equipment to distribute.
- All changes made after services are placed will be charged a one (1) hour labor minimum. The fee is \$75/hr.
- FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303-228-8027.

INTERNAL USE ONLY
CHECK NO. _____

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Internet Services:**

- I**— Indicates Main Drop or Hub

**Compressed Air/Water/Drain:**

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

# SPECIAL 120V ELECTRICAL ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
 Attn: Exhibitor Services (303) 228-8027 Ph  
 700 14th Street (303) 228-8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 14 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE**  
 CCC must have order, maps and full payment by this deadline to honor online discount pricing.

ELECTRICAL SERVICES	QTY	24-hour Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		<b>\$150.00</b>	
10 AMPS OR 1000 WATTS (Duplex box)		<b>\$175.00</b>	
20 AMPS OR 2000 WATTS (Quad box)		<b>\$230.00</b>	
ELECTRICAL SERVICES	QTY	Overhead Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		<b>\$200.00</b>	
10 AMPS OR 1000 WATTS (Duplex box)		<b>\$230.00</b>	
20 AMPS OR 2000 WATTS (Quad box)		<b>\$310.00</b>	
ADDITIONAL RENTAL ITEMS	QTY	RACK RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		<b>\$250.00</b>	
10 AMPS OR 1000 WATTS (Duplex box)		<b>\$290.00</b>	
20 AMPS OR 2000 WATTS (Quad box)		<b>\$385.00</b>	
<b>TOTAL PAYMENT</b>			

**ONSITE Surcharge**—All services with the exception of labor, will be assessed a 30% late fee if ordered on/after the first show move-in day.

<b>CREDIT CARD NUMBER:</b> <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 15%; height: 20px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px;"></div> </div>	<b>EXPIRATION DATE:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<b>PRINT CARDHOLDERS NAME:</b> <div style="border: 1px solid black; height: 20px;"></div>	<b>CARDHOLDERS SIGNATURE:</b> <div style="border: 1px solid black; height: 20px;"></div> <small>SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS</small>

- All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order.
- Standard placement of 10x10 and inline booth power is the back center of the space. **For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services.** To ensure proper orientation, **include adjacent booth numbers**, surrounding your booth. Orders without maps will be placed most convenient and charged time and materials for any relocation.
- Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- CCC electricians **will not split/branch service** to achieve multiple locations. Service must be ordered for each individual location requested. Exhibitors may bring their own 3-wire cords and equipment to distribute if desired.
- All changes made after services are placed will be charged a one (1) hour labor minimum. The fee is \$75/hr.
- FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303-228-8027.**

INTERNAL USE ONLY
CHECK NO. _____

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Internet Services:**

- I**— Indicates Main Drop or Hub

**Compressed Air/Water/Drain:**

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
 Attn: Exhibitor Services (303) 228-8027 Ph  
 700 14th Street (303) 228-8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 14 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE**  
 CCC must have order, maps and full payment by this deadline to honor online discount pricing.

SINGLE-PHASE SERVICES	QTY	RACK RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1370.00	
THREE-PHASE SERVICE	QTY	RACK RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1100.00	
100 AMPS OR 28,800 WATTS		\$1615.00	
See reverse for 24-hour and overhead pricing and ordering			
LABOR Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
TOTAL PAYMENT			

**ONSITE Surcharge**—All services with the exception of labor, will be assessed a 30% late fee if ordered on/after the first show move-in day.

<b>CREDIT CARD NUMBER:</b> <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa	<b>EXPIRATION DATE:</b>																				
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<b>PRINT CARDHOLDERS NAME:</b>	<b>CARDHOLDERS SIGNATURE:</b>
SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS	

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order.
- For higher voltage **call Exhibitor Services at 303-228-8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.
- Standard placement of 10x10 and inline booth power is the back center of the space. **For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services.** To ensure proper orientation, **include adjacent booth numbers**, surrounding your booth. Orders without maps will be placed most convenient and charged time and materials for any relocation.
- CCC electricians **will not split/branch** service to achieve multiple locations.

<b>INTERNAL USE ONLY</b>
CHECK NO. _____

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Internet Services:**

- I**— Indicates Main Drop or Hub

**Compressed Air/Water/Drain:**

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

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Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
 Attn: Exhibitor Services (303) 228-8027 Ph  
 700 14th Street (303) 228-8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE-IN DATE**  
**CCC must have order, maps and full payment by this deadline to honor online discount pricing.**

SINGLE-PHASE SERVICES	QTY	24-hour power	Overhead power	24-hr over-head power	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	\$560.00	\$700.00	
30 AMPS OR 4,900 WATTS		\$490.00	\$650.00	\$815.00	
40 AMPS OR 6,500 WATTS		\$865.00	\$1150.00	\$1140.00	
50 AMPS OR 8,300 WATTS		\$1135.00	\$1510.00	\$1890.00	
60 AMPS OR 10,000 WATTS		\$1335.00	\$1780.00	\$2225.00	
100 AMPS OR 16,600 WATTS		\$2055.00	\$2740.00	\$3425.00	
THREE-PHASE SERVICE	QTY	24-hour power	Overhead power	24-hr over-head power	TOTAL
20 AMPS OR 5,700 WATTS		\$560.00	\$750.00	\$940.00	
30 AMPS OR 8,600 WATTS		\$655.00	\$870.00	\$1090.00	
40 AMPS OR 11,500 WATTS		\$1065.00	\$1420.00	\$1775.00	
50 AMPS OR 14,400 WATTS		\$1350.00	\$1800.00	\$2250.00	
60 AMPS OR 17,200 WATTS		\$1650.00	\$2200.00	\$2750.00	
100 AMPS OR 28,800 WATTS		\$2425.00	\$3230.00	\$4040.00	
TOTAL PAYMENT					

**ONSITE Surcharge—All services with the exception of labor, will be assessed a 30% late fee if ordered on/after the first show move-in day.**

CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa			EXPIRATION DATE:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINT CARDHOLDERS NAME:			CARDHOLDERS SIGNATURE:		
			SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS		

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order.
- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- For higher voltage call Exhibitor Services at 303-228-8027 for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.
- Standard placement of 10x10 and inline booth power is the back center of the space. For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services. To ensure proper orientation, include adjacent booth numbers, surrounding your booth. Orders without maps will be placed most convenient and charged time and materials for any relocation.
- CCC electricians will not split/branch service to achieve multiple locations.

Rates effective through 12/31/10

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

INTERNAL USE ONLY
CHECK NO. _____

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Internet Services:**

- I**— Indicates Main Drop or Hub

**Compressed Air/Water/Drain:**

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

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Note adjacent booth # to front side of your booth

\_\_\_\_\_

# TELEPHONE & CABLE T.V. ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
Attn: Exhibitor Services (303) 228-8027 Ph  
700 14th Street (303) 228-8101 Fx

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 14 DAYS PRIOR TO FIRST SHOW MOVE-IN DATE**  
CCC must have order, maps and full payment by this deadline to honor online discount pricing.

TELEPHONE SERVICE—dial 9 for all outside calls	QTY	RACK RATE	TOTAL
STANDARD PHONE SERVICE (with instrument)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument)		\$250.00	
MULTI-BUTTON PHONE (6 call Capability)		\$450.00	
ADDITIONAL LINE (Multi-Button Phone)		\$250.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
HUNT/ROLLOVER—(If ordering multiple lines)		\$50.00	

**LONG DISTANCE SERVICE\*** — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card.

INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: \_\_\_\_\_

SPECIAL SERVICES	QTY	RACK RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	

Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice.  
To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show.  
Order # \_\_\_\_\_ Circuit No. \_\_\_\_\_ Carrier Installation Date \_\_\_\_\_

<b>LABOR</b> Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
CABLE TV SERVICES—(Provided By Comcast)	QTY	RACK RATE	TOTAL
<b>ANALOG DROP (Basic wiring to booth)</b> • 1 drop required per television.		\$200.00	
<b>DIGITAL SERVICE (Set top box upgrade)</b> • 1 box per TV Set		\$250.00	
<b>DIGITAL/HDTV SERVICE (Set top box upgrade)</b> • 1 box per TV Set		\$300.00	
<b>TOTAL PAYMENT</b>			

**ONSITE Surcharge**—All services with the exception of labor, will be assessed a 30% late fee if ordered on/after the first show move-in day.

<b>CREDIT CARD NUMBER:</b> <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa	<b>EXPIRATION DATE:</b>																				
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<b>PRINT CARDHOLDERS NAME:</b>	<b>CARDHOLDERS SIGNATURE:</b>																				
	SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS																				

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.
- **Standard placement for 10x10 and inline booth is center back of space. For booth spaces with multiple services and drop locations, exact placements must be indicated on the Service Locator Plan.** To ensure proper orientation, include surrounding booth and aisle numbers, adjacent to your booth. Orders without maps will be placed most convenient and charged time and materials for relocation.
- Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable T.V. Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
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**Compressed Air/Water/Drain:**

Indicate by writing Air/Water/Drain

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Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

		BACK		
		FRONT		

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Note adjacent booth # to front side of your booth

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# COMPRESSED AIR, WATER, & DRAIN ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
 Attn: Exhibitor Services (303) 228-8027 Ph  
 700 14th Street (303) 228-8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 14 DAYS PRIOR TO FIRST SHOW MOVE-IN DATE**  
**CCC must have order, maps and full payment by this deadline to honor online discount pricing.**

COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
Standard Drop		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
Standard Drop		\$300.00	
Branch to additional locations		\$200.00	
DRAIN SERVICES — Gravity Flow-1 ½" Max outlet	QTY	RACK RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
Jaccuzi/Hot Tubs (Includes (1) 50A electrical service)	QTY	RACK RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
<b>Other Fill and Drain Services call 303-228-8027 for quote and requirements.</b>			
<b>LABOR</b> Connections, changes and repairs charged in 1 hour minimums		\$75.00	
<b>TOTAL PAYMENT</b>			

**CREDIT CARD NUMBER:**  AMEX  MC  Visa **EXPIRATION DATE:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**PRINT CARDHOLDERS NAME:** \_\_\_\_\_ **CARDHOLDERS SIGNATURE:** \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS

**ONSITE Surcharge — Services will be assessed a 30% late fee if ordered on/after the first show move-in day, with the exception of labor.**

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- Natural Gas Service available in Exhibit Halls A & B only. PLEASE CALL 303-228-8027 with any questions.

INTERNAL USE ONLY
CHECK NO. _____

# SERVICE LOCATOR PLAN

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Company Name:	Booth Number:

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