



THE INVERNESS
HOTEL AND CONFERENCE CENTER

Exhibitor Equipment & Service Request Form

Form needs to be completed and returned to hotel (2) weeks prior to the event

Exhibitor Name/Department/Company:	Arrival Date; Set Up Date:
On Site Contact for Exhibitor:	# of In-coming Boxes: Shipped Via:
Address:	Set Up Date: Set Up Time:
City, State, Zip:	Out-going Boxes: Return Ship Via:
Phone #:	Guestroom @ Inverness: Yes / No
C/S Manager: Mike Edwards	Credit Card Type:
Direct Phone: 303-397-6203	Credit Card #:
Hotel Phone: 303-799-5800	
Fax Number: 303-397-7377	Exp Date:
Email: medwards@destinationhotels.com	Name on Card:

Qty	Requirement	# of Days	Rate per Item/per Day	Total Price
	Power Strips		\$ 10.00	
	Supplemental Power Box		\$150.00	
	20" Flat Screen Monitor		\$ 150.00	
	27" Flat Screen Monitor		\$ 250.00	
	32" Flat Screen Monitor		\$ 325.00	
	Internet Access		\$ 250.00	
	Special Requests:			
			Sub-Total	
			22% Taxable Svc Charge	
			Tax - 4.35%	
			Total	

Notes: Special Electrical needs must be requested a minimum of 2 weeks prior to event

1. Hotel Engineering will not service or hook-up equipment not provided by the hotel.
2. Special Electrical hookups available upon request –Quote provided based on needs
3. Special Electrical installation may be required for some requests. Labor/Installation rate is \$ 100.00 per Hour. Additional fees will be based upon requirements.