



# AUDIO VISUAL EXHIBIT FORM

Phone: (719) 577-5821 Fax: (719) 471-6116

Email: jssales@broadmoor.com



EXHIBITOR INFORMATION				
<b>COMPANY NAME:</b>				
<b>CONTACT:</b>				
<b>ADDRESS:</b>				
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>		
<b>PHONE NUMBER:</b>		<b>EMAIL ADDRESS:</b>		
<b>DELIVERY / SETUP DATE:</b>	<b>TIME:</b>	<b>PICKUP DATE:</b>	<b>TIME:</b>	
<b>Signature:</b>				
AUDIO EQUIPMENT				
<b>AUDIO:</b>	<b>QTY</b>	<b>Days</b>	<b>Daily</b>	<b>Total</b>
Wired Microphone			\$ 35.00	\$ -
Wireless Microphone (Hand or Lavalier)			\$ 140.00	\$ -
CD Player			\$ 50.00	\$ -
Computer Speakers			\$ 25.00	\$ -
15" Powered Speaker w/ Stand			\$ 75.00	\$ -
4 Channel Mixer			\$ 50.00	\$ -
<b>Section Total</b>			\$ -	\$ -
VIDEO EQUIPMENT				
<b>VIDEO:</b>	<b>QTY</b>	<b>Days</b>	<b>Daily</b>	<b>Total</b>
DVD / VHS Combo Player			\$ 50.00	\$ -
BetaSP Player / Recorder			\$ 225.00	\$ -
DVCAM Player / Recorder			\$ 300.00	\$ -
20" Television Monitor			\$ 75.00	\$ -
27" Television Monitor			\$ 100.00	\$ -
37" LCD Display Monitor			\$ 275.00	\$ -
42" Plasma Monitor w/ speakers & stand			\$ 400.00	\$ -
50" Plasma Monitor w/ speakers & stand			\$ 500.00	\$ -
<b>Section Total</b>			\$ -	\$ -
DISPLAY EQUIPMENT				
<b>DISPLAY:</b>	<b>QTY</b>	<b>Days</b>	<b>Daily</b>	<b>Total</b>
17" LCD Display Monitor			\$ 100.00	\$ -
20" LCD Display Monitor			\$ 150.00	\$ -
37" LCD Display Monitor			\$ 275.00	\$ -
42" Plasma Monitor w/ speakers & stand			\$ 400.00	\$ -
50" Plasma Monitor w/ speakers & stand			\$ 500.00	\$ -
3,000 Lumen LCD Projector			\$ 400.00	\$ -
4,000 Lumen LCD Projectors & brighter			CALL	
Larger Projection Screens Available			CALL	
<b>Section Total</b>			\$ -	\$ -

**THE BROADMOOR**  
COLORADO SPRINGS

\*ALL PAYMENTS MUST BE MADE IN U.S. FUNDS\*

\*Exhibitor is responsible for any / all loss or damage to equipment.\*

\*Exhibitor must be present at the time of delivery\*

\*A 25% fee will apply for orders cancelled less than 72 hours prior to delivery\*

\*Cancellations after delivery and setup will be charged at 100%\*

IF YOU NEED ASSISTANCE COMPLETING YOUR ORDER, PLEASE CONTACT (719) 577-5821

The Broadmoor - 1 Lake Avenue, Colorado Springs, CO 80906

<b>Show Name:</b>			
<b>Booth Number:</b>			
<b>Show Dates:</b>			
<b>Show Room:</b>			
<b>On Site Contact:</b>			
LIGHTING EQUIPMENT			
<b>LIGHTING:</b>	<b>QTY</b>	<b>Days</b>	<b>Daily Rate Total</b>
Pin Spots			\$ 25.00 \$ -
Uplights			\$ 25.00 \$ -
Ellipsoidal Spots or Pars			\$ 35.00 \$ -
LED Lights			\$ 75.00 \$ -
10' Lighting Tree			\$ 25.00 \$ -
6 Channel Dimmer Pack			\$ 65.00 \$ -
Custom Gobo Lighting Available			CALL
Lighting Consoles Available			CALL
<b>Section Total</b>			\$ -
RIGGING & SUPPORT			
<b>RIGGING:</b>	<b>QTY</b>	<b>Days</b>	<b>Rate Total</b>
5' - 12"x12" Box Truss			\$ 30.00 \$ -
10' - 12"x12" Box Truss			\$ 60.00 \$ -
1/2 Ton Chain Motor			\$ 125.00 \$ -
<b>Section Total</b>			\$ -
Rigging Labor per hour			\$ 75.00
HANGING SIGNAGE			
<b>SIGNAGE:</b>	<b>QTY</b>	<b>Days</b>	<b>Daily Total</b>
Floor Supported up to 10' wide			\$ 125.00 \$ -
Larger Banners call for details			
Ceiling Hung Banner under 25lbs.			\$ 225.00 \$ -
Larger Ceiling Hung Banners			CALL
<b>Section Total</b>			\$ -
COMPUTERS & PRINTERS			
<b>COMPUTERS:</b>	<b>QTY</b>	<b>Days</b>	<b>Daily Total</b>
Desktop Computer w/ 17" LCD Monitor			\$ 150.00 \$ -
Laptop Computer w/ DVD/CDRW			\$ 175.00 \$ -
Wired Keyboard or Mouse			\$ 10.00 \$ -
Laser Printer			\$ 100.00 \$ -
Network capable Laser Printer			\$ 125.00 \$ -
Ream of Paper			\$ 10.00 \$ -
*Printers come w/ 1 Ream of Paper*			
<b>Section Total</b>			\$ -
MISCELLANEOUS EQUIPMENT			
<b>MISCELLANEOUS:</b>	<b>QTY</b>	<b>Days</b>	<b>Rate Total</b>
Projection Cart w/Skirt			\$ 25.00 \$ -
Computer Presentation Remote			\$ 40.00 \$ -
Laser Pointer			\$ 30.00 \$ -
Tripod Screen w/ Skirt			\$ 50.00 \$ -
Flip Chart w/Markers			\$ 40.00 \$ -
Corkboard / Whiteboard (3'x4') w/Easel			\$ 40.00 \$ -
Display Easel			\$ 7.00 \$ -
<b>Section Total</b>			\$ -
PAYMENT INFORMATION			
<b>Card Holders Name:</b>			
<b>Credit Card Type:</b>			
<b>Account Number:</b>			
<b>Exp. Date / Security Code:</b>			<b>Sub Total \$</b>
			-
			<b>Sales Tax 7.4%</b>
			<b>\$0.00</b>
			<b>Total Due \$</b>
			-



# THE BROADMOOR ELECTRICAL SERVICE ORDER FORM

COLORADO SPRINGS

Send all correspondence to the attention of:  
 Conference Planning Department  
 P.O. Box 1439, Colorado Springs, CO 80901  
 Phone: 719-577-5777 Fax: 719-471-6231

- Ordering:** To order electrical service for your booth, please fill out this form and return it with your payment to the above address at least two weeks prior to the installation date. Please see "TERMS AND CONDITIONS PAGE" for further information.
- Pricing:** All prices are for show dates only. Extensive hook-ups may require additional charges. please call The BRO<sup>A</sup>DMOOR Conferences Services Department for price and availability of any additional requirements.
- Payment:** Payment must be made in advance by credit card or check made payable to the BRO<sup>A</sup>DMOOR. **Requests will not be honored until payment is received.** On-site orders will be charged at a 20% higher rate.
- Connections:** To prevent overloading circuits, exhibitors will not be permitted to connect into the building's existing electrical system, only in the electrical box installed at your booth. Rates The Broadmoor does not supply labor for connecting or rung electrical inside booth area.

Show Name			Show Location			
Date & Time Required			Date & Time Out			
Exhibitor/ Company Name			Booth #			
Address		City		State	Zip Code	
Contact	Phone	Check #	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Amer. Express <input type="checkbox"/>	
Cardholder's Name	Card #	Exp. Date	Signature			

Description	Quantity	Unit Cost	Total Cost
800-1000 Watts - 10 AMP (two outlet duplex)		\$125.00	
20 AMP Dedicated Circuit		\$165.00	
30 AMP Dedicated Circuit		\$195.00	
30-50 AMP Single Phase		\$210.00	
60-100 AMP Single Phase		\$260.00	
150-200 AMP Single Phase		\$315.00	
20-100 AMP Three Phase		\$450.00	
Other:			
<b>NOTE: PLEASE SEE TERMS AND CONDITIONS FOR EXHIBITORS AND DISPLAYS</b>			
<b>NOTE: Current Available —</b> 110 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Three Phase 60 Cycle			<b>TOTAL</b>
Signature:		Date:	



**THE BROADMOOR**  
COLORADO SPRINGS

**INTERNET ACCESS  
SERVICE ORDER FORM**

All Correspondence to the attention of  
Conference Planning Department  
P.O. Box 1439, Colorado Springs, CO 80901  
Phone: 719-577-5777 Fax: 719-471-6231

**Ordering:** Internet Accessibility will be placed in your booth as requested on this form. **Please note that all pricing is based on a per device and per day rate.** Wireless connectivity does require a unique access Identification Code (SSID) that must be entered into each computer device. Please contact our IS Help Desk at 719-577-5848 to receive your code.

**Pricing:** Please note any additional specific requirements. Availability and additional costs may be obtained from your Conference Service Manager.

**Payment:** Payment must be made in advance by credit card or check made payable to The BRO<sup>A</sup>DMOOR. **Requests will not be honored until payment is received.** On site orders will be charged at a 20% higher rate.

<b>Show Name</b>		<b>Show Location</b>			
<b>Date &amp; Time Required</b>		<b>Date &amp; Time Out</b>			
<b>Exhibitor/ Company Name</b>		<b>Booth #</b>			
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Contact</b>	<b>Phone #</b>	<b>Check</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>	<b>MasterCard</b> <input type="checkbox"/>	<b>American Express</b> <input type="checkbox"/>
<b>Cardholder's Name</b>	<b>Card #</b>	<b>Exp. Date</b>	<b>Signature</b>		

<b>Description</b>	<b># of Devices</b>	<b>PER DAY COST</b>	<b>Total Cost</b>
<b>Ethernet Access to Shared T1</b> *Each Device Must have Ethernet Card		\$195.00 each	
<b>Wireless Internet Connection/High Speed Internet Access</b> * Requires Unique SSID Code – Call 719-577-5848 to receive Code * Each Device Must have Ethernet Card		\$150.00 each	
NOTE: Cost should be calculated at a per device and per day rate.			
Other:			
		<b>Total</b>	

<b>Signature:</b>	<b>Date:</b>
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# THE BROADMOOR TELEPHONE SERVICE ORDER FORM

COLORADO SPRINGS

All Correspondence to the attention of:

Conference Planning Department  
 P.O. Box 1439, Colorado Springs, CO 80901  
 Phone: 719-577-5777 Fax: 719-471-6231

- Ordering:** We have the capability to install direct inward dial telephone and computer hook-ups. We have a limited number of telephones available, thus we do ask that you complete this form and return it with your payment to the above address at least two weeks prior to installation date in order to adequately meet your requirements.
- Pricing:** Please note any additional specific requirements. Availability and additional costs may be obtained from your conference catering manager.
- Payment:** Payment must be made in advance by credit card or check made payable to The BRO<sup>A</sup>DMOOR. Requests will not be honored until payment is received. On site orders will be charged at a 20% higher rate.

Show Name		Show Location			
Date & Time Required		Date & Time Out			
Exhibitor/ Company Name		Booth #			
Address		City		State	Zip Code
Contact	Phone #	Check <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>
Cardholder's Name	Card #	Exp. Date		Signature	

**\*Set-up fee does not include cost of long distance phone calls**

Description	Quantity	Unit Cost	Total Cost
<b>Outside Phone/Modem Line with local long distance access</b> This is a direct inward dial phone. It is necessary to dial "9" for all outgoing calls.		\$225.00 each	
Poly Com Speaker Phone (Phone Line required)		\$175.00	
25 FT Line Cord (For Laptop and Modem)		\$11.00	
Other:			
<b>Total</b>			

<b>Signature:</b>	<b>Date:</b>
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