



Crowne Plaza Denver International Airport  
 15500 East 40<sup>th</sup> Avenue  
 Denver, CO 80239  
 Phone: (303) 371-9494

## ELECTRICAL ORDER FORM

The following are available electrical services at the Crowne Plaza Denver International Airport Hotel & Convention Center. Circuit orders received outside of ( 7 ) business days prior to the event move-in date are considered pre-orders. Any orders received ( 7 ) business days or within ( 7 ) business days prior to event are considered Floor orders. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made. Power strips or other multiple-plug adapters are not allowed unless overload protected. Customers must provide plug ends for 208 & 220 services, or equipment can be hard-wired by Hotel engineering staff if necessary. We will hard-wire the appliance only if requested. All rates quoted below are for PRE-ORDERS and include installation of services to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special services may be subject to additional service or labor charges. If you have special requirements, please note them in the space provided.

<u>AVAILABLE SERVICE &amp; PRICE</u>	<u>RATE</u>	<u>FLOOR</u>	<u>AMOUNT</u>	<u>TOTAL</u>
110 – 1 (110) v hot, 1 neutral & 1 ground (includes extension cord and power strip)	\$65.00	\$95.00	_____	_____
208 Single-phase – 40 amp max	\$175.00	\$250.00	_____	_____
208/120 50 A Three-phase – 5 wire (must specify if neutral is needed )	\$250.00	\$350.00	_____	_____
208/120 3 ph 5 wire 150 A	\$600.00	\$750.00	_____	_____

**Floor order rates subject to additional labor charge based on individual circumstance**

Special Requirements:

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Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_  
 Move-in date: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Please forward this form to our Crowne Meeting Director, via fax at 303-375-1808 and then fax the credit card authorization form to our Accounting Department at 303-371-8166.

It is our intent to provide quality utility service for our clients, however Crowne Plaza Denver International Airport cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and an act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.



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## EXHIBITOR PHONE AND INTERNET ORDER FORM

The following are available telephone line services at the Crowne Plaza Inn Denver International Airport Hotel & Convention Center. Orders received at least 2 weeks prior to the event move-in date are considered Pre-orders. Any order received within 2 weeks of event move-in are considered Floor orders. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made.

All rates quoted below are for PRE-ORDERS and include installation of service to the side or rear of booth/stage, current used and removal at show closing. Rates are charged per event day. Any order requiring special service may be subject to additional services or labor charges.

<u>AVAILABLE SERVICE &amp; PRICE</u>	<u>RATE</u>	<u>FLOOR</u>	<u>QUANTITY</u>	<u>Days</u>	<u>TOTAL</u>
Direct Line with Phone	\$50.00	\$100.00	_____	_____	_____
High speed Internet (WIRED)	\$125.00	\$250.00	_____	_____	_____
High speed Internet (WIRELESS)*	\$250.00	\$400.00	_____	_____	_____

\*can be password protected

**Special Requirements:**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_  
 Move-in date: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Please forward this form to our Crowne Meeting Director, via fax at 303-375-1808 and then fax the credit card authorization form to our Accounting Department at 303-371-8166.

It is our intent to provide quality utility services for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, loss of building telephone service or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the clients to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.



Crowne Plaza Convention Center – DIA  
15500 E 40<sup>th</sup> Ave.  
Denver, CO 80239-5071  
Phone: (303) 371-9494 Fax: (303) 375-1808  
WEB: www.epdenverairport.com

## PRE SHOW FREIGHT DELIVERY FORM

The following are rates for material handling at the Crowne Plaza Denver International Airport Hotel & Convention Center. Rates for material handling include all **labor & equipment to unload shipments** received (up to 2000 pounds), store up to **3 days prior** to the event at the Hotel, **deliver to booth/stage, handle empty containers to/from storage and remove from booth for reloading onto outbound carriers. You must submit this form to The Hotel to insure acceptance of your freight.** Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. A \$55 per day storage fee will apply thereafter. **To insure proper identity freight must be labeled:**

**TO: Crowne Plaza Convention Center** DIA, ATTN: (VENDOR OR CLIENT)  
15500 E. 40<sup>th</sup> Avenue  
Denver, CO 80239

**FROM:**  
Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_  
Move-in date: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Shipping Weight in 100 lb increments - \$ 65.00  
Estimated Shipping Weight (round (up) to nearest 100 lbs) - \_\_\_\_\_ lbs  
Total Charges- \$ \_\_\_\_\_

Number of pieces / Description of Freight: \_\_\_\_\_

Please forward this form to our Crowne Meeting Director, either via fax at 303-375-1808 or email and then fax the credit card authorization form to our Accounting Department at 303-371-8166.

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an " Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.



# CROWNE PLAZA®

DENVER INTERNATIONAL AIRPORT  
CONVENTION CENTER

THE PLACE TO MEET.

After Printing, Fill in the Remaining  
Fields, Sign and FAX. Do Not Email

## Credit Card Payment Authorization Form

Please complete all cardholder areas below and submit the signed and dated form to the FAX number listed below.

**Do not send the completed form by Email.**

This form must be received at least five (5) days prior to Check-In, or by the data specified within the event contract,  
to ensure that the credit card is accepted and approved.

Please Fax Completed Form To: 303-371-8166 Attention: Suggie Meyer

Date Submitted: \_\_\_\_\_

### For Hotel Use Only:

Authorized Amount:	Approval Code:	Date:
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**Cardholder:** Please complete the following section. Sign and date at the bottom of this form.

Guest / Group Name: \_\_\_\_\_ Check-In / Event Date: \_\_\_\_\_

Name of Person Making Reservation: \_\_\_\_\_ Phone: \_\_\_\_\_

Cardholder Name Exactly as it Appears on the Credit Card: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Daytime / Business Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Credit Card Type: (Circle One)

Visa     
 MasterCard     
 American Express     
 Discover     
 JCB     
 Diners Club

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Issuing Bank Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I agree to cover, and pay for, the following categories of charges: (Please circle all that apply)

All Charges    Room & Tax    Food & Beverage    Catering    Liquor    Paid Movies    Valet Parking    Standard Parking

Laundry    Gift Shop    Spa Services    Spa Retail    Recreation    Long Distance Phone    Local Phone    Federal Express

I agree to cover, and pay for, the above categories of charges up to a Maximum Amount of:

### Direct Bill Account Payments Only:

Name on Invoice / Statement: \_\_\_\_\_ Date on Invoice / Statement: \_\_\_\_\_

Invoice / Statement Number: \_\_\_\_\_ Authorized Amount: \$ \_\_\_\_\_

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.**

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

Final Balance Billed to the Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" has been selected, then all guest / group related charges (less Deposit) will be charged to the above card number at the time of Check-Out or event conclusion.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_