

EXHIBIT ORDER FORM

Cheyenne Mountain Resort

****To Guarantee services, please fill form out completely****

*****ENTER GROUP NAME HERE*****

Cheyenne Mountain Resort

3225 Broadmoor Valley Rd. • Colorado Springs, CO 80906

Fax completed form to: 719-576-4186

Your Company Name _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ FAX _____

Booth Number _____ Meeting Name _____

On-Property Contact Name(s) _____

CREDIT CARD NUMBER _____ EXP: _____

Name as it appears on C.C.: _____ Billing Zip Code: _____ Receipt: Yes / No

Approval Signature: _____ Email: _____

Telecommunications	Dates Needed	Cost per Day	# of Days	Quantity	TOTAL
Direct In-Dial Phone		\$75			
Wired High Speed Internet Access		\$100			
Wi-Fi access per computer*		\$75			
*requires IT assistance to set up					
Computer		Cost per Day	# of Days	Quantity	TOTAL
PC Laptop w/ Windows XP Pro		\$150			
20" LCD Panel		\$100			
24" LCD Panel		\$200			
Projection A/V		Cost per Day	# of Days	Quantity	TOTAL
Flipchart		\$55			
Easel		\$10			
DVD Deck		\$45			
Meeting Room Projector Package		\$400			
32" LCD TV		\$150			
40" LCD Monitor		\$350			
50" Plasma Screen w/ Floor Stand		\$550			
Electrical		Cost per Day	# of Days	Quantity	TOTAL
5 Amp 110V w/ power strip		\$15			
Dedicated 20 Amp 110V w/ power strip		\$25			
Additional Power Strips		\$5			
100 Amp 3 Phase 208 volt		\$350			
Shipping (no tax or service charge)		Cost	# of Boxes		TOTAL
Standard Handling - under 50 lbs		\$10.00 Each			
Pallet – over 50 lbs		\$75 Each			
SUB TOTAL					
23% TAXABLE SERVICE CHARGE					
TAX 10%					
Total:					

Shipping

All incoming and outgoing boxes will incur a \$10 handling fee, and any box over 50lbs will incur a \$75 handling fee each direction. Anything over 200lbs, cannot fit through a 36" doorway, or needed unloaded from a semi-trailer will inquire an additional \$40/hour per person labor fee. This fee can either be charged to the guest room or a credit card (please see credit card authorization form). Shipments will be accepted up to one week prior to exhibit date.

For any out-going packages the resort requires a Cheyenne Mountain Resort shipping form to be completed. Shipping forms can be received at the Business Service Center, located on the Conference Level in the Main Lodge.

Cheyenne Mountain Resort is dedicated to providing superior service and will ensure your boxes are tracked and stored in a secure fashion. If you have any questions about our shipping procedures please feel free to contact us at 719-538-4000 ext 4300.