



EMBASSY SUITES®

Loveland - Hotel, Spa & Conference Center

4705 Clydesdale Parkway
Loveland, Colorado 80538
Phone: (970) 593-6200
Fax: (970) 612-2398
ATTN: Kelli Smith



John Q Hammons
HOTELS & RESORTS

VENDOR/EXHIBITOR ORDER FORM (Payment responsibility of Vendor)

Any order received day of move-in or after 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 & include all labor for both set-up prior to event & removal after event closing. Rates are flat charge per event (not daily unless otherwise specified). Any order requiring special services may be subject to additional service or labor charges. Floor orders are charged at 1.5x pre-order rates.

EVENT NAME: **Colorado Telecommunications Association**

EVENT MOVE-IN DATE: **July 28, 2010
1:00 PM**

VENDOR NAME: _____

BOOTH LOCATION*: _____
*As assigned by Event Coordinator.

Please note: Each vendor will have a 6'x 2.5' table, skirted & draped, with 2 chairs.

<u>ITEM</u>	<u>RATE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Electrical Connection w/ Power Strip	\$25.00*	_____	_____
Wireless Internet	\$35.00*	_____	_____
Electrical & Wireless	\$50.00*	_____	_____
Analog Phone Line (outgoing only)	\$35.00*	_____	_____
Hardwire Internet	\$50.00*	_____	_____
Easel	\$15.00*	_____	_____
Trash Can	\$10.00	_____	_____
Other: _____	_____**	_____	_____

* Daily rate. **Cost to be set by Embassy Staff upon request.

Special Requirements: _____

I hereby authorize the following charges to the attached credit card for additional services listed above at the Embassy Suites Loveland – Hotel, Spa & Conference Center. I understand that I will be held solely responsible for the payment of said charges.

Signature _____

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 of 22% and tax of 6.7%. Long distance charges may apply on outgoing analog phone line.

ALL MOVE IN AND MOVE OUT MUST BE THROUGH BACK LOADING AREA OF CONFERENCE CENTER.