



EMBASSY SUITES®

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



John Q Hammons
HOTELS & RESORTS

Loveland - Hotel, Spa & Conference Center

EXHIBITOR PHONE, INTERNET & POWER ORDER FORM

2011 Governor's Colorado Tourism Conference

ALL PRE-SHOW ORDERS ARE DUE NO LATER THAN NOON ON FRIDAY, SEPTEMBER 14, 2011.

The following are available phone, internet and power at the Embassy Suites Loveland Hotel, Spa & Conference 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.

Available Internet/Phone Services & Price:	Rate	Quantity	Days	Total
Electric Connection and Power Strip	\$25.00 per day	_____	_____	_____
Analog Phone Line (outgoing only)	\$35.00 per day	_____	_____	_____
High speed Internet (WIRED)	\$45.00 per day	_____	_____	_____
High speed Internet (WIRELESS)*	\$35.00 per day	_____	_____	_____

Available Power Services & Price:

Additional power needs please call Joanna Fetherolf (970) 612-2394

Special Requirements:

Company: _____ Booth Contact: _____
Phone Number: _____ Email Address: _____
Booth Number: _____

I hereby authorize the following charges to the **attached credit card authorization form** 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 and tax.

PLEASE FAX COMPLETED FORMS TO THE EMBASSY SUITES LOVELAND AT: (970) 612-2398

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

SPECTRUM AV

A u d i o V i s u a l S e r v i c e s



EMBASSY SUITES®

Loveland - Hotel, Spa & Conference Center

If you
don't see
your
Audio
Visual or

QTY	EQUIPMENT	SHOW RATE	TOTAL
PLASMA/FLAT SCREEN DISPLAY			
	20" Flat Screen Computer Monitor	\$75.00	
	37" LCD TV/Computer Monitor	\$350.00	
	42" LCD TV/Computer Display	\$400.00	
	50" Plasma TV/Computer Display	\$500.00	
	60" Plasma TV/Computer Display	\$750.00	
	Floor Stand for Flatscreen display (TV price includes table stand)	\$75.00	
LCD PROJECTORS			
	LCD Projector (3000 Lumens,1024 x 768 Resolution)	\$400.00	
	LCD Projector (10000 Lumens,1024 x 768 Resolution)	\$1,000.00	
VIDEO MONITORS			
	27" Television DVD/VCR "All-in-One"	\$75.00	
VIDEO PLAYERS/RECORDERS			
	Sony 1/2" VHS Player/Recorder w/repeat	\$35.00	
	Sony Beta SP Player/Recorder	\$150.00	
	DVD Player	\$40.00	
AUDIO EQUIPMENT			
	Anchor Liberty Sound System (2 Speakers)	\$100.00	
	Microphone: Handheld, Lavalier or Headset	\$55.00	
	Wireless Mic: Handheld, Lavalier or Headset (UHF)	\$125.00	
	Computer Speakers	\$40.00	
	Stereo CD Player	\$50.00	
ACCESSORIES			
	Projection Screen: 6',7,'or 8'	\$45.00	
	54" or 36" AV Skirted AV Cart	\$25.00	
PIPE AND DRAPE			
	16' Black Pipe and Drape Per Foot	\$8.00	
	16' White Pipe and Drape Per Foot	\$8.00	
	12' Cornflower Blue Per Foot	\$8.00	
	Additional Pipe and Drape colors available upon request		
TECHNICAL SUPPORT			
	# of additional hours @ \$55 per hour.	\$55.00	

Computer needs listed here please call Spectrum Audio Visual on-site at the Embassy Suites Loveland directly at: 970-612-2436. **Service:** Spectrum AV will provide any back-up equipment needed on-site. We will also have technicians available throughout the show. **Installation:** A representative from your company must be on-site to sign for the equipment. Labor includes delivery, installation and pick-up at your booth. **Payment:** Payment is due in full when order is placed

ALL PRE-SHOW ORDERS ARE DUE NO LATER THAN NOON ON FRIDAY, SEPTEMBER 14, 2011.

Exhibitor Information:

Company: _____ Booth Contact: _____
 Phone Number: _____ Email Address: _____
 Booth Number: _____

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LABOR ORDER FORM

2011 Governor's Colorado Tourism Conference

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To: Maintenance

Order:

SCISSOR LIFT (Includes operator) _____ \$55.00 per hour (one hour minimum)

BANNER HANGING _____ \$55.00 per hour (one hour minimum)

Additional Labor requirements please call Lou Ann Hoehne (970) 612-2392

DATE: _____ TIME: _____ HRS USED _____ TOTAL: _____

Special Requirements:

Company: _____

Booth Contact: _____

Phone Number: _____

Email Address: _____

Booth Number: _____

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I hereby authorize the following charges to the **attached credit card authorization form** 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.

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EMBASSY SUITES®

Loveland - Hotel, Spa & Conference Center

Best Day Floral Design
Johnstown, CO 80534
snmillis@msn.com
970.690.0585



FLORAL ORDER FORM

FLORAL SERVICES	PRICE	QUANTITY	Total
14" Seasonal Vase Arrangement	\$45.00		
20" Seasonal Vase Arrangement	\$65.00		
26" Seasonal Vase Arrangement	\$85.00		
18" Tropical Vase Arrangement	\$75.00		
24" Tropical Vase Arrangement	\$90.00		
20" Long-Low Table Arrangement	\$60.00		
32" Pedestal Column	\$20.00		
Color Preference:			
Special Request:			
FLOWERING & GREEN PLANTS (Rental)			
Mum [] Yellow [] White [] Lavender	\$25.00		
Kalanchoe [] Red [] Pink [] Orange [] Yellow	\$35.00		
Azalea [] Red [] Pink [] White	\$35.00		
Bromeliad [] Red [] Pink [] Orange	\$35.00		
2-3 ft. Green Plant	\$40.00		
4 ft. Green Plant	\$50.00		
5 ft. Green Plant	\$60.00		
6 ft. Green Plant	\$70.00		
7 ft. Green Plant	\$90.00		
8 ft. Green Plant or taller	\$100.00		
Container Selection: [] Black [] White/Ivory [] Wicker Basket			

Rental prices include delivery & pickup, container and maintenance. Rental items and containers remain the property of Best Day Floral Design. Missing items will be charged to the exhibitor at twice the showcase rate. Substitutions may be necessary due to seasonal and geographical availability. Contact us for items not listed.	Subtotal:	
Items canceled less than 72 hours prior to show move-in will be charged at 100%.	Delivery Fee:	20.00
	Add 22 % Service Charge & 6.7% Tax:	
	Balance Due:	

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PRE SHOW FREIGHT DELIVERY FORM

2011 Governor's Colorado Tourism Conference

ALL PRE-SHOW ORDERS ARE DUE NO LATER THAN NOON ON FRIDAY, SEPTEMBER 9, 2011.

The following are rates for material handling at the Embassy Suites Loveland – Hotel, Spa & Conference Center. Rates for material handling include all labor 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 at conclusion of event.* Delivery vehicles must have the proper equipment to load and unload items from truck (forklift, lift gate or be suitable for dock high access).

You must submit this form to the Hotel to insure acceptance of your freight prior to Hotel receipt of freight. Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. A \$25 per day storage fee will apply thereafter. To insure proper identity freight must be labeled:

TO: _____
*c/o Embassy Suites Loveland – Hotel, Spa & Conference Center
4705 Clydesdale Parkway
Loveland, Colorado 80538*

FROM:

Company: _____ Event Name: _____
Contact: _____ Move-in date: _____
Address: _____ Booth Number: _____*
City, State, Zip: _____ Phone Number: _____

*As assigned by Event Coordinator.

Shipping Costs - \$1.00 per pound (subject to service charge of 22% and sales tax of 6.7%)

Estimated Shipping Weight _____ lbs (Subject to confirmation by Hotel staff)
Total Charges before tax and service fees \$ _____
Number of pieces / Description of Freight: _____

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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.

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