

Incorrect forms will  
not be accepted

# Show Services Order Form



Adam's Mark Hotel-Denver  
1550 Court Place Denver, CO 80202

ITEM	PRICE	QUANTITY	SUB TOTAL	\$ PER DAY ADDITIONAL	ADDITIONAL DAYS (#)	ADDITIONAL DAY TOTAL	\$ TOTAL PER ITEM
<b>20 AMP Circuit (American Standard)</b> (Call For Special Electrical Needs)	\$55	x =		NA	NA	NA	\$
<b>Phone Line</b> (Incoming and Outgoing Calls)	\$195	x =		\$25/day x	=	\$	\$
<b>Modem Line</b> (Outgoing Calls And Internet)	\$165	x =		\$25/day x	=	\$	\$
<b>Shared T1</b> (High Speed Internet Access)	\$460	x =		\$85/day x	=	\$	\$
<b>Hubbed T1 Line</b> (Add Computers To An Ordered T1)	\$60	x =		NA	NA	NA	\$
<b>LCD Projector</b> (Packages Available, Call For Details)	\$550	x =		\$550/day x	=	\$	\$
<b>Screen</b>	\$35	x =		\$35/day x	=	\$	\$
<b>Laptop Computer</b>	\$300	x =		\$300/day x	=	\$	\$
<b>PC with Monitor, Mouse &amp; Keyboard</b>	\$250	x =		\$250/day x	=	\$	\$
<b>DVD Player or VCR</b> (Please circle item of choice)	\$50	x =		\$50/day x	=	\$	\$
<b>32" TV</b>	\$150	x =		\$110/day x	=	\$	\$
<b>Flip Chart</b> (Includes markers and paper)	\$30	x =		\$30/day x	=	\$	\$
<b>Wireless Microphone Package</b> (Includes Speaker With Built In Mixer)	\$185	x =		\$185/day	NA	NA	\$
<b>Monitors</b> (call for pricing) (From 8"Previews to 60" Plasmas)		x =		\$ /day x	=	\$	\$
<b>42" Plasma Monitor</b>	\$425	x =		\$ 400/day x	=	\$	\$

**Service Charge(21% of the total of equipment)**

Set Date/Time: / / @ AM/PM

**Tax (7.72% of of the total of equipment and service charge)**

Strike Date/Time: / / @ AM/PM

**Total**

Conference Name:	Fax #:	Phone#:
Company Name:	Contact Address:	
Contact Name:	City:	State: Zip:
<b>Method of Payment:(circle one)</b> Check(Onsite Only)    Room Chrg    Credit Card    Master Acc		
CC#	Exp: /	Cardholder's Name:

**Forms must be complete and correct for the Adam's Mark Hotel to process your order.**

Adam's Mark Hotel electricians must make all electrical connections.

Should your equipment require special connections, please contact the Adams Mark Show Services Department.

The exhibitors' electrical equipment must be properly wired and meet Fire Underwriters approval.

Electrical service will not be installed until the Adam's Mark Denver Hotel has received an approved work order.

Orders received in advance will be installed first. **Exhibitor must be in booth at time of delivery.**

Prepayment must accompany all orders or they will not be processed as an advance order.

**All work orders must be received 7 days in advance or rates are double.**

All charges are due and payable on delivery.

Refunds will be issued only on cancellations received in writing 48 hours prior to exhibitor set up date.

**For questions or rental of unlisted equipment, please call Audio Visual at (303) 352-2469**

**When completed, please sign below and fax to Audio Visual (303) 626-2542**

Contact Signature:

Date:

