

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.
CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.
denverconvention.com/exhibit-at-an-event

TELEPHONE & CABLE TV ORDER FORM



Order Online, Fax, or Mail at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

| TELEPHONE SERVICE - dial 9 for all outside calls | QTY | STANDARD RATE | TOTAL |
|--|-----|---------------|-------|
| STANDARD PHONE SERVICE (with instrument, single line service) | | \$250.00 | |
| FAX, MODEM, CREDIT CARD LINE (no Instrument, analog line) | | \$250.00 | |
| ADVANCED PHONE SERVICE (with instrument, multi-button service) | | \$450.00 | |
| POLYCOMM SPEAKER PHONE | | \$450.00 | |
| EXTENSION (Same Telephone #, additional location) | | \$100.00 | |
| VOICEMAIL BOX | | \$50.00 | |
| CALL HUNT/ROLLOVER/CALL PICKUP—(If ordering multiple lines, maximum 2 times) | | \$50.00 | |

LONG DISTANCE SERVICE* — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card.

INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: _____

| SPECIAL SERVICES | QTY | STANDARD RATE | TOTAL |
|------------------------------|-----|---------------|-------|
| EXTEND POTS, ISDN, T1, other | | \$250.00 | |

Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice.

To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show.

Order # _____ Circuit No. _____ Carrier Installation Date _____

| LABOR (Special placement, changes or repairs are charged in 1 hour increments.) | | \$75.00 | |
|---|-----|---------------|-------|
| CABLE TV SERVICES—(Provided By Comcast) | QTY | STANDARD RATE | TOTAL |
| DIGITAL/HDTV SERVICE (Set top box upgrade) | | \$300.00 | |
| • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i> | | | |

TOTAL PAYMENT

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.

A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.

THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.*

| | | | | |
|---|----------------------|----------------------|---|----------------------|
| CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa | | | EXPIRATION DATE: | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PRINT CARDHOLDERS NAME: | | | CARDHOLDERS SIGNATURE: | |
| | | | SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS | |

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for center technicians** UNLESS booth floor plan is submitted prior to first show move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable TV Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY

CHECK NO. _____

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CABLE TV AND SATELLITE DISH INFORMATION FORM



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 Denver, CO 80202

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Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.

| SERVICE TYPE | SEL | | QTY |
|--|-----|--------------------------------|-----|
| COMCAST CABLE TV | | | |
| DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio)- By request for legacy devices) | | REQUESTED OUTPUT | |
| | | NUMBER OF CABLE DROPS | |
| | | SINGLE DROP(S) W/SPLITTERS | |
| | | INDIVIDUAL CABLES NO SPLITTERS | |

CABLE CARDS - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.

SATELLITE DISH

NOTE: Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable, connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close.

DISH ANTENNA TO BE INSTALLED ON ROOF

CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA

DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY: _____

ADDITIONAL SERVICE REQUIREMENTS:

INTERNAL USE ONLY

| | ESTIMATE | ACTUAL |
|-----------------|----------|--------|
| LIFT USE (HRS) | | |
| M/HRS | | |
| CABLE (FT) | | |
| SPLITTERS (QTY) | | |

ADDITIONAL MATERIALS USED: _____

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

SERVICE LOCATOR PLAN

| | |
|---------------|---------------|
| Event Name: | Event Dates: |
| Company Name: | Booth Number: |

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Other scale: _____

Note adjacent booth # to left side of your booth

| | | | | |
|--|--|-------|--|--|
| | | BACK | | |
| | | | | |
| | | | | |
| | | | | |
| | | FRONT | | |

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth
