



THE INVERNESS
HOTEL AND CONFERENCE CENTER

**RMTA High Altitude and Near Space Conference
VENDOR REQUEST FORM**

Exhibitor Name/Department/Company:	Arrival Date; Set Up Date:
On Site Contact for Exhibitor:	# of In-coming Boxes: Shipped Via:
Address:	Set Up Date: Set Up Time:
City, State, Zip:	Out-going Boxes: Return Ship Via:
Phone #:	Guestroom @ Inverness: Yes / No
C/S Manager: Mike Edwards	Credit Card Type:
Direct Phone: 303-397-6203	Credit Card #:
Hotel Phone: 303-799-5800	
Fax Number: 303-397-7377	Exp Date:
Email: medwards@destinationhotels.com	Name on Card:

# Qty	Audio-Visual Request (Equipment, Electrical, Phone)	# Days Utilized	Daily Price Each	Total Price
	Standard Analog Telephone/Modem Lines		\$ 65.00	
	High Speed Internet Access (First IP Address)		\$ 250.00	
	Standard Electrical Access via Power Strip		\$ 10.00	
	208V/30amp (Limited Availability)		\$ 90.00	
	Special Electrical Needs – Contact Hotel		Varies	
	Extension Cords (Each)		\$10.00	
	XGA Projection (1024x768)		\$ 650.00	
	LCD Monitor (32")		\$ 350.00	
			Sub-total	
			Tax	
			Total	

Notes: Special Electrical Needs must be given to hotel no later than (2 weeks before show)

1. Special Electrical hookups available upon request and availability at time of request.
2. If 208 Volt Circuit is three phase instead of single phase additional charges may apply.
3. Hotel Staff will not service or hook-up equipment not provided by the hotel
4. Special Electrical Requests and 208V distribution installation fees; \$ 75.00 per Hour
5. Additional Audio-Visual Rates Available upon Request

Shipping Instructions:

RMTA High Altitude and Near Space Conference
Exhibitor Name:
Attn: Mike Edwards
200 Inverness Drive West
Englewood, CO 80112

**** FORM MUST BE RETURNED NO LATER THAN (2 weeks before show) ****