



EXHIBITOR REQUEST FORM

900 Walnut Street Boulder CO 80302

Phone 720-406-8204

Fax 720-406-7595

Attn: Tim Gumm

Exhibitor Information (please print or type)			
Company Name:		Meeting/Event Name:	13 th Hypervelocity Impact Symposium
Address:		Meeting/Event Dates:	April 27 th – May 1 st , 2015
City / State / Zip:		Booth #:	
Phone#:		Email Address:	

Method of Payment			
Credit Card Type (VISA, Amex, etc.):			
Card Number:		Exp. Date:	
		CVC#:	
		3-digit code on back of card	

Audio Visual Equipment (Provided by Daylight Productions)	Qty	# of Days	Rate	Total
Sharp 46" 1080P High Resolution LCD Monitor			\$375.00	
Sharp 32" 1080P High Resolution LCD Monitor			\$225.00	
Samsung 20" SVGA Color LCD Monitor			\$75.00	
DVD Player			\$60.00	
Small White Board w/ Markers			\$30.00	
Easel			\$15.00	
Other			Please Call	

Internet/Additional Power	Qty	# of Days	Rate	Total
Wireless Internet	n/a	n/a	No charge	No charge
Hard Line Internet			\$30.00	
Other Electrical requirements (or if you are unsure of your needs)			Please Call	

Banner Hanging	Qty	Rate	Total
Install and Teardown (per banner)		\$50.00	

Receiving (Shipments cannot be received more than 3 days prior to event)	Qty	Rate	Total
Packages 1-10 lbs		\$5.00	
Packages 11-25 lbs		\$10.00	
Packages Over 25 lbs		\$15.00	
Pallet(s)		\$100/hr	

Ordering Instructions	Subtotal
Equipment and services are per day, per room/function/booth space unless otherwise noted. Full payment must be included with order. Orders not received 5 business days in advance will be assessed an additional \$50.00 service charge. Cancellations must be received in writing 72 hours prior to event start time.	Tax (8.36%)
	Service (20%)
Payment Instructions Total Estimated Charges will be posted to this credit card 72 hours prior to event start date. Any additional charges or adjustments will be made at the conclusion of the specified event.	TOTAL

Cardholder Printed Name: (as it appears on card)		Cardholder Signature:		Date:	
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Please Label all Packages as Follows:	Please return completed form to Tim Gumm
St Julien Hotel & Spa 900 Walnut Street Boulder, CO 80302 Attn: 14th Hypervelocity Impact Symposium Care of: (Exhibitor Name/Company) Package(s): (1 of __, 2 of __)	Fax: 720-406-7595 or Email: tgumm@stjulien.com