



HDA Business & Leadership
Conference 2023

June 11-14, 2023

The Broadmoor

Colorado Springs, CO

Exhibitor Service Kit

Exhibitor Show Information

HDA Business & Leadership Conference 2023
The Broadmoor
Colorado Springs, CO
June 11-14, 2023

Discount Deadline
Tuesday, May 30, 2023

All orders MUST have a credit card on file.

Booth Equipment:

Each (10'x10') Booth will be provided with 8' high black & beige back wall drape, 3' black side dividers, (2) padded side chairs, (1) 6' x 30" skirted table, (1) wastebasket, and a booth identification sign showing the company name.

Note: The exhibit area is carpeted, but you may still order carpet if you'd like; however, modifications are not allowed to booth pipe and drape orders.

Show Colors: Black & Beige

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Tuesday, May 30, 2023**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, June 5, 2023**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Sunday	June 11, 2023	4:00PM – 7:00PM
Monday	June 12, 2023	7:00AM – 9:00AM

All crates and empty boxes MUST be off the show floor by the close of installation.

Show Hours:

Monday	June 12, 2023	10:20AM – 12:00PM & 1:15PM – 4:35PM
Tuesday	June 13, 2023	9:00AM – 11:55AM & 1:35PM – 6:10PM
Wednesday	June 14, 2023	9:00AM – 11:55AM

Dismantling:

Exhibitors must dismantle their booths on:

Wednesday	June 14, 2023	12:00PM – 2:00PM
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***PCS will begin returning empty containers as soon as the show ends.**

***All freight carriers must check in with Paramount Convention Services by 1:00PM, Wednesday, June 14, 2023 or your freight will be re-consigned onto the show carrier.**

Please feel free to contact your show coordinator, Katie Shashack, at (314) 621-6677 or katie@paramountcs.com with any questions or concerns!

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

REMINDER:

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. In order to secure availability, all orders must be received by the Discount Rate Deadline date.

Show Information



Exhibitor Checklist

To Do Before You Leave for The Show	
Date Completed	Task to be Completed
	Place your orders for equipment/services/labor/electric, etc.
	Arrange for your inbound advance warehouse freight to arrive before the Advance Receiving Deadline or Arrange for your inbound show site freight to arrive during the installation hours.
	Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.
	Make sure shipments are properly labeled *pre-made labels available in Service Kit and at paramountcs.com .*
	Arrange for outbound freight to be picked up before Force Freight Time.

 Bring with You to The Show	
Your orders	Through Paramount or any other contractor, with confirmation.
Inbound Freight Information	The carrier, carrier's phone number and tracking numbers for all inbound shipments. Number of items and weight of each one.
Outbound Shipping Information	Including carrier, destination address and billing information. You may use the show carrier if you do not wish to make other arrangements.
Outbound Shipping Labels	UPS/FedEx/DHL will not pick up shipments without their labels. Bring these labels with you for each piece that you will be shipping.
Outbound Pick Up #	FedEx & UPS shipments only.
Packing Tape	For packing up boxes.
Shrink Wrap	For securing multiple boxes on a skid.

Exhibitor Checklist





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	<p>Healthcare Distribution Alliance</p> <p><u>Booth Assignments:</u> Michelle Leslie – 202-964-6547 mleslie@hda.org</p> <p><u>Registration/Payments:</u> Genesis Argueta – 202-964-2901 gargueta@hda.org</p>	
Booth Cleaning/ Carpet/Floral/ Furniture	<p>Paramount Convention Services Katie Shashack - 314-621-6677 katie@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices</p>	Tuesday, May 30, 2023
Electric/ Internet	<p>The Broadmoor 719-471-6135 Email: eventcenter@broadmoor.com On site orders will be charged at a 20% higher rate</p>	
AV	<p>Inspire 719-491-7296 broadmoor@inspiresolutions.com A 25% fee will apply for all orders cancelled less than 72 hours prior to delivery.</p>	

Credit Card Authorization/Payment Policies

HDA Business & Leadership Conference 2023
The Broadmoor
Colorado Springs, CO
June 11-14, 2023

Discount Deadline
Tuesday, May 30, 2023

All orders MUST have a credit card on file.

Payment Policy

1. A Credit Card Authorization form MUST be included with all advance and show site orders. Orders WILL NOT be processed without the Credit Card Authorization form filled out and returned to Paramount Convention Services, Inc. with the requested services.
2. Any additional costs incurred for orders or services placed at show site, including labor and or material handling will be charged to your credit card account. If paying in advance or at show site by check, the credit card authorization must still accompany the payment.
3. Advance rates apply only to orders received with a completed credit card authorization form prior to the advance order deadline, stated on each order form. **NO EXCEPTIONS!**
4. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
5. If shipping materials to show site or the advance warehouse and other services are not required, Paramount Convention Services, Inc. must receive the Credit Card Authorization form completely filled out. Paramount Convention Services reserves the right to hold any materials shipped in/out without a credit card on file.
6. Purchase orders are not an acceptable form of payment.
7. All claims or discrepancies must be settled at the Paramount service desk prior to show closing.
8. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.
9. If you are tax exempt in the state which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Paramount Convention Services must receive your certificate by the advance order deadline printed on the order forms, otherwise tax will appear on your invoice. If you fail to submit your Sales Tax Exemption Certificate by the Advance Order Deadline, you will be subject to a crediting fee for removing any applied tax.
10. Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery unless otherwise stated on the order form.

Please complete the information and return payment in full with this form and your orders. We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show or an appropriate form of payment must be on file. Payments may be made by check, drawn on U.S. Funds Account, Travelers Check, Cashier's Check, Discover, MasterCard, American Express, or Visa credit cards.

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

Credit Card #: _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.]

The CVV (Card Verification Value) is an important security feature for credit card transactions.

A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

Furniture Rental	\$
Table Rental	\$
Specialty Furniture Rental	\$
Material Handling	\$
Exhibit Labor	\$
Floral Service	\$
Video	\$
Total Estimated Advance Order	\$

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by you or your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account.

I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".

Cardholder Signature _____

Company Name: _____ **Booth#:** _____

Email: _____ **Phone:** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Credit Card Authorization/Payment Policies



FREIGHT REGULATIONS

Please be aware that the following rules and regulations will be in effect for HDA Business & Leadership Conference 2023 at the The Broadmoor in Colorado Springs, CO.

Union regulations require that ALL freight moving in and out of the exhibit hall be handled by one of their representatives. To make this process as smooth as possible for all exhibitors, Paramount Convention Services have implemented the following procedures:

- A representative of Paramount Convention Services WILL deliver ALL freight to your booth. The hotel WILL NOT deliver any freight into the exhibit hall. DUE TO UNION REGULATIONS, THERE WILL BE NO EXCEPTIONS TO THIS RULE.
 - o This will occur regardless of whether you ship your freight directly to the hotel or take advantage of our advance freight rates and storage.
- If you do ship directly to the hotel prior to the set-up date please be advised of the following:
 - o The hotel does not generally accept exhibit materials and may refuse your shipment; this includes shipments to individual guest names.
 - o If your materials are accepted you will be charged an additional freight handling fee of \$15 per box for shipments under 75 lbs. and \$100 per shipment over 75 lbs. in addition to the CWT charges and any penalties.
 - o The hotel will only deliver your freight to our service desk and we will complete delivery upon payment.
- To expedite the delivery of your materials to your booth please be advised that Paramount will NOT deliver your shipment unless we have a credit card authorization form on file prior to the first move in date.
- The best way to assure your freight arrives in a timely and cost effective manner is to take advantage of our advance shipping procedures outlined in this exhibitor service kit.

Thank you for your assistance in this matter and if you have any questions or concerns please feel free to contact Paramount at 314-621-6677.



Shipping Information

HDA Business & Leadership Conference 2023
The Broadmoor
Colorado Springs, CO
June 11-14, 2023

Advance Receiving Deadline
Monday, June 5, 2023

All orders MUST have a credit card on file.

Advance Shipments To Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
ABF
880 Ford St.
Colorado Springs, CO 80915
For: HDA Business & Leadership
Conference 2023

ADVANCE RECEIVING DEADLINE:

Monday, June 5, 2023

ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.

LAST DAY SHIPMENT RECEIVING AT WAREHOUSE WITH SURCHARGE: 06/08/2023

All shipments will receive a material handling charge that will be charged to the credit card on file. This rate is in this service kit and online under material handling.

Direct Shipments To Show Site:

Exhibitors desiring to ship direct to the convention site FOR DELIVERY DURING EXHIBITOR SET-UP PERIOD ONLY, must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
The Broadmoor
Broadmoor Halls A & B
1 Lake Ave
Colorado Springs, CO 80906
For: HDA Business & Leadership Conference
2023

FOR DELIVERY DURING INSTALLATION TIMES AND DATES ONLY. ALL OTHER DELIVERIES WILL BE REFUSED. SHIPMENTS ARRIVING OUTSIDE THE DESIGNATED TIMES OR LABELED INCORRECTLY WILL BE SUBJECT TO A 25% SURCHARGE AND ANY FACILITY CHARGES THAT MAY APPLY.

- A credit card **MUST** be on file for shipments to be accepted and delivered.
- The ABF warehouse will receive shipments Monday through Friday, 8AM – 5PM.
- All shipping charges **MUST** be prepaid. PCS will not accept any COD shipments.
- All shipments should be co-signed to Paramount Convention Services, Inc.
- Please use shipping labels provided to ensure accurate shipping, make copies as necessary.
- All shipments must have a bill of lading that shows number of pieces and weight, and or, a certified weight receipt showing the weight of the vehicle before loading as well as after unloading. Drayage charges are based on the total weight of each shipment.
- The warehouse will accept crates, cartons, skids, trunks/cases, and carpets. Loose or pad wrapped materials must be sent directly to show site.
- Please call PCS if you have any questions regarding shipping procedures. Please read the shipping and material handling information thoroughly.

OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Show Information form) for any reason, your freight will be re-consigned onto our convention carrier.

Paramount Convention Services

Phone: 314-621-6677

Online ordering: www.paramountcs.com/exhibitorservices



Shipping Information

Material Handling

HDA Business & Leadership Conference 2023
 The Broadmoor
 Colorado Springs, CO
 June 11-14, 2023

Advance Receiving Deadline
 Monday, June 5, 2023

All orders MUST have a credit card on file.

Material Handling

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Monday, June 5, 2023

Uncrated and loose display shipments will NOT be received at the warehouse. This form of shipment should be sent directly to show site. Paramount Convention Services will receive crated, boxed, or skidded materials at the warehouse up to 30 days in advance and deliver to respective booths at show site. Empty containers will be removed from booth, placed in storage, and returned to the booth at the close of the show. Materials then moved from the booth to the dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Over Time / Over Time	Lbs/100	CWT	\$110.00 per CWT	\$
Shipments received at the warehouse between 06/06/23 – 06/08/23 then handled in and out of booth on Over Time / Over Time	Lbs/100	CWT	\$137.50 per CWT	
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading on Over Time / Over Time	Lbs/100	CWT	\$125.00 per CWT	\$
Shipments received at the warehouse between 06/06/23 – 06/08/23 WITHOUT a bill of lading on Over Time / Over Time	Lbs/100	CWT	\$156.25 per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 06/08/2023**

Direct Shipments to Show Site:

Paramount Convention Services will receive materials at the convention site and deliver to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the show. Materials then moved from booth to dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Over Time / Over Time	Lbs/100	CWT	\$115.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading on Over Time / Over Time	Lbs/100	CWT	\$125.00 per CWT	\$

***Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! All other deliveries will be refused. Shipments arriving outside of the designated times or labeled incorrectly will be subject to a 25% surcharge and any facility charges that may apply. Please see the included labels for your reference.**

Overtime:

Warehouse and/or convention site shipments moved in or out on overtime, due to scheduling conflicts beyond the control of Paramount will have an additional 25% surcharge to the above rates. Shipments moved in and out on overtime, through no fault of Paramount, will have an additional 50% surcharge to the above rates. Overtime is any time before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

Material Handling Rates and Charges:

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weights rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.



Off Date Delivery Fees:

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received before the first exhibitor move in date or after the show opens; an additional 25% surcharge to the above rates will be included for trucking and unloading services supplied. Any financial penalties incurred because of inappropriate address, collect shipments, and early or late arrival, causing the re-consignment charges, storage, etc. will be the responsibility of the exhibitor.

Van Lines, Uncrated, and Loose Display Shipments:

Add 50% to the quoted rates for van line, uncrated and loose display shipments. UNLESS PRIOR ARRANGEMENTS ARE MADE, VAN LINE, UNCRATED, AND LOOSE DISPLAY MATERIALS WILL NOT BE RECEIVED AT THE ADVANCE WAREHOUSE. Uncrated and loose display shipments are defined as open displays shipped in vans – not in crates, cases, boxes, or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks.

Empty Container Labels:

Empty container labels will be available at the service desk FOR FREIGHT BROUGHT IN BY PARAMOUNT CONVENTION SERVICES ONLY. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous shipping labels should be removed. Paramount Convention Services assumes no responsibility for:

1. Errors to the above procedures.
2. Removal of containers with old empty labels and without Paramount Convention Services empty labels.
3. Improper information on empty labels.
4. Valuables stored in containers with empty labels.

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece.

Inbound bill of Lading or Delivery Receipt:

All shipments must have a bill of lading or delivery receipt showing number of pieces, weight, and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weight station and obtain documentation before unloading or a mutual decision between Paramount and the exhibitor as the approximate weight will be agreed upon and will be binding on both parties.

Outbound Shipping:

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information. Labels and bills of lading will be available at the Paramount Service Desk. Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be forced onto the show carrier. Paramount Convention Services reserves the right to route exhibit material via an alternate carrier if the requested carrier fails to check in at the service desk by the designated time.

Limits of Liability:

After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor. Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.

All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.

Paramount Convention Services

Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices



Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Friday, May 12, 2023
ABF WAREHOUSE RECEIVING DEADLINE: Monday, June 5, 2023
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: 06/08/2023

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
880 Ford St.
Colorado Springs, CO 80915

WAREHOUSE

EVENT: HDA Business & Leadership
Conference 2023

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIED.

Paramount Convention Services

R U S H

DO NOT DELAY

ABF FIRST DAY RECEIVING: Friday, May 12, 2023
ABF WAREHOUSE RECEIVING DEADLINE: Monday, June 5, 2023
ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE
ON MATERIAL HANDLING CHARGES.
LAST DAY SHIPMENTS RECEIVED AT WAREHOUSE: 06/08/2023

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
880 Ford St.
Colorado Springs, CO 80915

WAREHOUSE

EVENT: HDA Business & Leadership
Conference 2023

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIED.

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Sat, June 10, 2023

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

The Broadmoor

Broadmoor Halls A & B

1 Lake Ave

Colorado Springs, CO 80906

For: HDA Business & Leadership

Conference 2023

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Sat, June 10, 2023

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

The Broadmoor

Broadmoor Halls A & B

1 Lake Ave

Colorado Springs, CO 80906

For: HDA Business & Leadership

Conference 2023

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Pre-Printed Outbound Material Handling Agreement And Outbound Label Request

Outbound Material Handling



Company Name:	Booth #
Show Name:	

Complete this form for pre-printed outbound material handling documents and shipping labels. Send this to Paramount prior to the show installation. Or you can fill this form out online with your login and password.

ONE FORM FOR EACH DESTINATION.

STEP 1. SHIP TO ADDRESS:

Company Name:	Attention:	Booth #	
Street Address:			
City:	State:	Zip Code:	Country:
Number of plain labels for this destination:			

Complete only if shipping to another show	Show:	Booth #
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STEP 2. CARRIER:

<input type="checkbox"/> ABF (Show Carrier)	<input type="checkbox"/> OTHER _____ (Please provide name of carrier)
In the event your selected carrier fails to show by the check in time listed in the service kit, your freight will be re-consigned to the show carrier.	
Please fill out if your return freight is time sensitive. Date Needed _____ Phone _____	

STEP 3. FREIGHT CHARGES CONTACT:

Company Name:	Attention:	Phone:	
Email			
Street Address:			
City:	State:	Zip Code:	Country:

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the 4 copy outbound material handling form that we put in your booth at the show site to the Paramount Service Desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out. Shipments without paperwork turned in will be forced onto the show carrier at the exhibitor's expense.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages.

PARAMOUNT'S PRE-PRINTED LABELS WILL NOT WORK FOR FEDEX OR UPS

An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.

Paramount Convention Services Online ordering: www.paramountcs.com/exhibitorservices
 Phone: 314-621-6677 Fax: 314-621-6416

Outbound Shipping Procedures

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information. Plain Labels to print (not UPS or FedEx labels) and outbound material handling agreements will be available at the service desk. All exhibitor charges must be paid in full before an outbound material handling agreement will be handed out.

A Paramount Convention Services outbound material handling agreement must be completed before any shipments will be released regardless of the shipping firm used. Material handling charges are a onetime fee, if you ship out of the show and did not ship to the show or ABF warehouse, you will receive a material handling charge from Paramount (separate than shipping charges from your carrier or ABF).

After you have packed your exhibit /materials, leave your labeled materials in your booth and please bring the completed outbound material handling agreement to the Paramount service desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out.

Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS WITH THE SHOW CARRIER UNLESS ADVANCE ARRANGEMENTS WITH ANOTHER CARRIER ARE MADE.

Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be re-consigned onto the show carrier by Paramount Convention Services. If you choose to use the show carrier-ABF, there is no need to call anyone, as they will be onsite during move out. **Charges for shipping with ABF are all handled with ABF as they are a separate company from Paramount. The shipping charge is a separate charge then the material handling charge, the credit card you have on file with Paramount will not work with shipping for ABF.**

If you wish to use another carrier, you must notify them to pick up your freight at the close of the show: All freight carriers must check in at the dock with Paramount by 1:00PM, Wednesday, June 14, 2023 or your freight will be re-consigned onto the show carrier ABF.

If you have any questions, please contact the staff at the Paramount service desk.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages (PARAMOUNT'S PLAIN PRE-PRINTED LABELS WILL NOT WORK). An arrangement for pick-up by any carrier other than our show carrier (ABF) is the responsibility of the exhibitor.

Additional Numbers listed for your convenience:

ABF: 1-800-654-7019

UPS- 1-800- PICK-UPS; 1-800-742-5877

FedEx- 1-800- GO-FEDEX; 1-800-463-3339

Showsite Address:

HDA Business & Leadership Conference 2023 The Broadmoor - Broadmoor Halls A & B
1 Lake Ave Colorado Springs, CO 80906

Outbound Shipping Procedures



Official Transportation Provider *via the ABF Freight® Network*

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916

Furniture Rental

HDA Business & Leadership Conference 2023
The Broadmoor
Colorado Springs, CO
June 11-14, 2023

Discount Deadline
Tuesday, May 30, 2023

All orders MUST have a credit card on file.

*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Chairs

Code	QTY	Description	Discount	Standard
(1001)	___	Gray Upholstered Padded Side Chair	\$73.50	\$95.50
(1002)	___	Black Vinyl Padded Side Chair	\$73.50	\$95.50
(1004)	___	Black Secretarial Chair on Casters	\$78.75	\$102.50
(1005)	___	Gray Upholstered Arm Chair	\$89.25	\$116.00
(1007)	___	Gray Upholstered High Stool	\$110.00	\$143.00
(1010)	___	Black Mid Back Leather Sled Chair	\$115.00	\$150.00
(1011)	___	Black High Back Executive Chair on Casters	\$115.00	\$150.00

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$36.50	\$47.75
(1400)	___	Wastebasket	\$26.25	\$34.00
(1401)	___	Tripod Easel	\$31.50	\$41.00
(1402)	___	Bag Holder	\$94.50	\$123.00
(1403)	___	Literature Rack (5 pocket)	\$105.00	\$136.50
(1404)	___	Stanchion (Tensa Barriers)	\$36.50	\$47.75

SUBTOTAL \$ _____ Tax: 8.2% _____ TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Furniture Rental



Table Rental

HDA Business & Leadership Conference 2023
 The Broadmoor
 Colorado Springs, CO
 June 11-14, 2023

Discount Deadline
 Tuesday, May 30, 2023

All orders MUST have a credit card on file.

*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Skirted Tables

**If color is not indicated, show colors will automatically be provided*

Code	QTY	Draped Tables	Discount	Standard
(1100)	___	4' Table-30" High	\$100.00	\$130.00
(1101)	___	42" Counter High	\$110.25	\$143.50
(1102)	___	6' Table-30" High	\$110.25	\$143.50
(1103)	___	42" Counter High	\$120.75	\$157.00
(1104)	___	8' Table-30" High	\$131.25	\$170.50
(1105)	___	42" Counter High	\$136.50	\$184.25

6' and 8' draped tables are only skirted on 3 sides. Tops of all above tables are covered in white vinyl.

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Unskirted Tables

Code	QTY	Undraped Tables	Discount	standard
(1106)	___	4' Table-30" High	\$57.25	\$75.00
(1107)	___	42" Counter High	\$57.25	\$75.00
(1108)	___	6' Table 30" High	\$68.25	\$88.75
(1109)	___	42" Counter High	\$68.25	\$88.75
(1110)	___	8' Table 30" High	\$89.25	\$116.00
(1111)	___	42" Counter High	\$89.25	\$116.00

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$42.00	\$54.50
(1113)	___	4 th Side Drape 42" Tall	\$52.50	\$68.25

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Round Pedestal Tables with Black Spandex

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$110.25	\$143.50
(1116)	___	42" High 30" Wide	\$120.75	\$157.00

Table Top Risers

Code	QTY	Risers	Discount	Standard
(1118)	___	6' long table riser	\$42.00	\$54.50
(1119)	___	8' long table riser	\$52.50	\$68.25

SUBTOTAL \$ _____
Tax: 8.2% _____
TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Table Rental



Specialty Furniture Rental

HDA Business & Leadership Conference 2023
The Broadmoor
Colorado Springs, CO
June 11-14, 2023

Discount Deadline
Tuesday, May 30, 2023

All orders MUST have a credit card on file.

*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Specialty Furniture

Code	QTY	Description	Discount	Standard
(1500)	___	Desk Lamp	\$42.00	\$54.50
(1501)	___	Table Lamp	\$52.50	\$68.25
(1502)	___	Floor Lamp	\$63.00	\$82.00
(1503)	___	End Table	\$84.00	\$109.25
(1504)	___	Coffee Table	\$94.50	\$122.75
(1505)	___	Coat Rack on wheels with 25 Hangers	\$52.50	\$68.25
(1506)	___	2 Drawer Locking File Cabinet	\$68.25	\$88.75
(1507)	___	2 Door Locking Cabinet (6' Tall)	\$99.75	\$129.75
(1508)	___	Sofa - Black	\$420.00	\$546.00
(1509)	___	Lounge Chair - Black	\$315.00	\$409.50
(1510)	___	30" Tall Refrigerator	\$131.25	\$170.50
(1511)	___	Raffle Drum	\$68.25	\$88.75
(1512)	___	Plastic Fish Bowl	\$36.75	\$47.75
(1530)	___	6' Glass Display Case	\$367.50	\$472.50
(1533)	___	Cell Phone/Tablets Charging Unit	\$1000.00	\$1300.00

*For other custom furniture needs, please call your exhibitor services representative.

**Availability of custom furniture cannot be guaranteed on site.

SUBTOTAL \$ _____
Tax: 8.2% _____
TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Specialty Furniture Rental



Exhibit Labor

HDA Business & Leadership Conference 2023

The Broadmoor
Colorado Springs, CO

June 11-14, 2023

Discount Deadline

Tuesday, May 30, 2023

All orders MUST have a credit card on file.

Exhibit Straight Labor Request:

Straight Time: (One hour minimum per man)

8:00 a.m. – 4:30 p.m. Monday through Friday

Overtime: (One hour minimum per man)

4:30 p.m. - 6:30 p.m., 6:00 a.m. – 8:00 a.m. Monday-Friday and 8:00 a.m. – 6:30 p.m. on Saturday.

Discount	Standard
\$68.25	\$88.75

\$88.73	\$115.38
---------	----------

Select the plan that meets your needs and fill in the requested information. (MUST CHECK ONE)

Plan A-Supervision by Paramount

To save time and personnel supervision, Paramount Convention Services will supervise the installation of your exhibit, upon arrival of your freight. A supervision charge of 25% will be added to your total labor bill for this service. Please note that under the Paramount plan, Paramount Convention Services will set and dismantle your booth at their earliest convenience.

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience based on arrival of materials. Please be sure to send display and graphic drawings either to our office or with the display. **Please Note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

INSTALLATION:

_____	_____	_____	_____
# of men	approx. hours	Date	Day of week

DISMANTLE:

_____	_____	_____	_____
# of men	approx. hours	Date	Day of week

Ladder(s) needed? _____ 8' _____ 12' _____ 14'

Set-Up Instructions/crate keys

Sent to PCS Office Sent with display
(Circle One)

Plan B-Supervision by Exhibit Personnel

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Upon completion of work, exhibitors must also check laborers out at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. **IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED, unless a 48-hour notification is given.**

INSTALLATION:

_____	_____	_____	_____	_____
# of men	approx. hours	Date	Day of week	Time

DISMANTLE:

_____	_____	_____	_____	_____
# of men	approx. hours	Date	Day of week	Time

Supervisor will be: _____

Supervisor's On-Site Phone#: _____

Ladder(s) needed? _____ 8' _____ 12' _____ 14'

Cancellation policy: Labor services cancelled less than 48 hours prior to first day of move in will be charged 1 hour per man requested.

Company Name: _____ **Booth #** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Labor requested after the Discount Rate Deadline is not guaranteed to be available. To secure availability, all orders must be received by the Discount Rate Deadline date.

Exhibit Labor



Key Information

HDA Business & Leadership Conference 2023

The Broadmoor

Colorado Springs, CO

June 11-14, 2023

Discount Deadline

Tuesday, May 30, 2023

All orders must have a credit card on file.

Please complete and return this page only if you have ordered PCS supervised labor.

Inbound Freight Information

Carrier: _____ Shipped by: _____ Date: _____

of Pieces: _____ Weight: _____ Pro #: _____

Description: _____

Shipped To: (circle one) Warehouse Show Site

Outbound Freight Information

***if you are using a carrier other than the preferred show carrier, you must contact them for an appointment to pick up your freight.**

SHIP TO: _____ c/o _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Phone # _____

Outbound Freight Charges Guaranteed By:

Company Name: _____ Attention: _____

Permanent address of shipper: _____

City: _____ State: _____ Zip: _____

Authorized Company Rep Signature: _____

Authorized Company Rep Print: _____

Circle One: Pre-Paid Collect Bill to: _____

Shipping Method: **Circle One:** Common Carrier Air Freight Van Line Company Truck Customer Pick-Up

Carrier: _____

Company Name: _____ **Booth #** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Labor requested after the Discount Rate Deadline is not guaranteed to be available. To secure availability, all orders must be received by the Discount Rate Deadline date.

Key Information



Floral Service

HDA Business & Leadership Conference 2023
 The Broadmoor
 Colorado Springs, CO
 June 11-14, 2023

Discount Deadline
 Tuesday, May 30, 2023

All orders MUST have a credit card on file.

Floral Service

Plant Rentals:

Code	Quantity	Description	Discount	Standard
(6000)	_____	2' - 3' Tropical Plant	\$70.00	\$108.00
(6001)	_____	4' - 5' Tropical Plant	\$110.00	\$176.00
(6002)	_____	5' - 6' Tropical Plant	\$164.00	\$220.00
(6003)	_____	6' - 8' Tropical Plant	\$220.00	\$274.00
(6004)	_____	Ferns (circle one)	\$70.00	\$96.00

All containers for tropical plants will be provided in black

Colors and availability may vary depending upon season and location.

Flowering Plants and Floral Arrangements: (Purchase only)

Code	Quantity	Description	Discount	Standard
(6005)	_____	Flowering Mum Plant (circle one) Yellow / White / Pink / Burgundy	\$56.00	\$82.00
(6006)	_____	Small Cut Flower Arrangement	\$130.00	\$169.00
(6007)	_____	Medium Cut Flower Arrangement	\$145.00	\$188.00
(6008)	_____	Large Cut Flower Arrangement	\$160.00	\$208.00

Colors and availability may vary depending upon season and location.

****COLOR DESIRED (Cut Flower Arrangement Only)**

Yellow White Lavender Rust Blue Pastels

Colors and availability may vary depending upon season and location.

ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, once installation has begun no refunds will be given for floral services.

RENTAL PLANTS NOT IN BOOTH AT CLOSE OF SHOW WILL BE CHARGED AT TWICE THE RENTAL PRICE.

SUBTOTAL \$ _____
Tax 8.2% _____
TOTAL \$ _____

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
 Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.



Video Service Form

HDA Business & Leadership Conference 2023
The Broadmoor
Colorado Springs, CO
June 11-14, 2023

Discount Deadline
Tuesday, May 30, 2023

All orders MUST have a credit card on file.

Video Packages:

Add some excitement to your booth by showing off your products and services through video.

	Discount	Standard
<input type="checkbox"/> 32" Monitor Please select all cables that you will need: <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB	\$300.00	\$390.00
<input type="checkbox"/> 42" Monitor Please select all cables that you will need: <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB	\$400.00	\$520.00
<input type="checkbox"/> 55" Monitor Please select all cables that you will need: <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB	\$500.00	\$650.00
<input type="checkbox"/> Rolling TV Stand	\$150.00	\$195.00

* Electric is not included

* Rates are for run of the show

SUBTOTAL \$ _____ Tax 8.2% _____ TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: _____ **Booth #** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Video Service



UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements.

Decorator & Carpenter Jurisdiction

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative for booths up to 10' X 30' in area. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

Teamster Jurisdiction

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading area at all times. For safety reasons, individually hand carried items or vehicles are not allowed through the dock. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle **all** incoming show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!

FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

The information contained in this brief outline does not completely cover the ordinances and regulations. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles unless flame proofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public.
5. All sawdust, shavings, hay and straw shall be stored and maintained in a manner approved by the Fire Marshal.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have **no more than two (2) gallons of fuel in the tank**; all fuel tanks shall be locked or effectively sealed and **battery cables shall be disconnected from the ignition system**. The battery cannot be connected during the show for any reason. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Keys must be left overnight with security. **You must notify Paramount Convention Services of plans to bring in any vehicle so that appropriate arrangements can be made with the local Fire Marshal.**
7. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration when approved by the Fire Marshal.
8. "No smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
9. The exhibitor will provide for daily removal and disposal of trash and rubbish from buildings and tents.
10. All electrical wiring shall be installed in a manner approved by the City's Chief Electrical Inspector.

2023 ELECTRICAL SERVICE ORDER FORM

Send all correspondence to the attention of:
Conference Planning Department
P.O. Box 1439, Colorado Springs, CO 80901
E-mail: eventcenter@broadmoor.com

- Ordering:** To order electrical service for your booth, please fill out this form and return it with your payment to the above address at least two weeks prior to the installation date. Please see **“TERMS AND CONDITIONS PAGE”** for further information.
- Pricing:** All prices are for show dates only. Extensive hook-ups may require additional charges. please call The BRO^ADMOOR Conferences Services Department for price and availability of any additional requirements.
- Payment:** Payment must be made in advance by credit card or check made payable to the BRO^ADMOOR. **Requests will not be honored until payment is received.** On-site orders will be charged at a 20% higher rate.
- Connections:** To prevent overloading circuits, exhibitors will not be permitted to connect into the building’s existing electrical system, only in the electrical box installed at your booth. Rates The Broadmoor does not supply labor for connecting or rung electrical inside booth area.

Show Name			Show Location			
Date & Time Required			Date & Time Out			
Exhibitor/ Company Name			Booth #			
Address		City		State	Zip Code	
Contact	Phone	Check #	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Amer. Express <input type="checkbox"/>	
Cardholder’s Name	Credit Card No. (First 4 and last 4 digits only): ____-XXXX-XXXX-____	Exp. Date	Signature			

NOTE: Please do not provide the full credit card number. We will contact you by phone or email for the remaining digits.

Description	Quantity	Unit Cost	Total Cost
800-1000 Watts - 10 AMP (two outlet duplex)		\$175.00	
20 AMP Dedicated Circuit		\$230.00	
30 AMP Dedicated Circuit		\$250.00	
30-50 AMP Single Phase		\$270.00	
60-100 AMP Single Phase		\$330.00	
20-100 AMP Three Phase		\$480.00	
150-200 AMP Three Phase		\$530.00	
400 AMP AMP Three Phase		\$765.00	
Additional Extension Cord		\$25.00	
Other:			
NOTE: PLEASE SEE TERMS AND CONDITIONS FOR EXHIBITORS AND DISPLAYS			
NOTE: Current Available —		TOTAL	
110 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Three Phase 60 Cycle			
Email for receipt:		Date:	

Exhibitor Internet Request Form

All Correspondence to the attention of
Conference Planning Department
P.O. Box 1439, Colorado Springs, CO 80901
Phone: 719-471-6135 E-Mail: eventcenter@broadmoor.com

General Information:

Wired Internet – Provides constant connection with options for dedicated bandwidth. Recommended for connection sensitive applications. Connecting an unauthorized wireless device can result in line termination without refund.

Wireless Internet – Please be aware that Wi-Fi broadcasts within unregulated airspace and speed cannot be guaranteed. This means that many factors outside of our control can disrupt your wireless signal Including: MiFi’s, cell phone hotspots/tethering, wireless routers, number of users in an area, etc. Wi-Fi Speed is best effort and shared across all devices within the group.

Pricing:

Basic items and pricing are listed below. Additional services are available at additional cost, please contact the Conferences department for additional information.

Payment:

Payment must be made in advance by credit card or check made payable to The BRO^ADMOOR. **Requests will not be honored until payment is received.** On site orders will be charged at a 20% higher rate.

Show Name		Show Location			
Date & Time Required		Date & Time Out			
Exhibitor/ Company Name		Booth #			
Address		City		State	Zip Code
Contact	Phone #	Check <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>
Cardholder's Name	Card # -XXXX-XXXX-	Exp. Date	Email address		

Item	Qty	Cost Each	Total Cost
Hard-line – Shared bandwidth, up to 5Mbps. NO ROUTERS ALLOWED		\$1,200	
Hard-line – Dedicated Speed, ROUTERS ALLOWED, with restrictions		Call for pricing	
Wi-Fi – Five devices, up to 5Mbps shared		\$300	
Wi-Fi – Dedicated speeds available		Call for pricing	
		Total	

Signature:

Date:



EVENT TECHNOLOGY exhibit order form

THE
BROADMOOR

EXHIBITOR INFORMATION		
Company Name:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
On Site Contact Name:		
On Site Contact Cell #:		
Delivery Date:	Time:	
Pickup Date:	Time:	
Booth Number:		
Event Name:		
Event Dates: _____ to _____		

EQUIPMENT RENTAL				
	QTY	Days	Daily Rate	Total
Wireless Microphone (Hand or Lav)			\$ 205.00	
Computer Speakers			\$ 50.00	
15" Powered Speaker w/ Stand			\$ 175.00	
6 Channel Mixer			\$ 85.00	
25" LCD Display Monitor			\$ 200.00	
43" Monitor & Tabletop Stand			\$ 475.00	
55" Monitor & Floor Stand			\$ 550.00	
Additional Monitor Sizes Available			CALL	
5,000 Lumen LCD Projectors & Brighter			CALL	
Lekos or Source 4 Pars			\$ 50.00	
LED Uplights			\$ 80.00	
6 Channel Dimmer Pack			\$ 85.00	
Additional Lighting Equipment Available			CALL	
Desktop PC with Monitor & Keyboard			\$ 475.00	
Laptop (PC)			\$ 250.00	
MacBook Pro			\$ 350.00	
HDMI or Apple Adaptors/MISC. Cables			CALL	
Computer Presentation Remote			\$ 45.00	
Tripod Screen w/ Skirt			\$ 250.00	
Flip Chart w/ Pad & Markers			\$ 100.00	
Display Easel			\$ 12.00	
All basic equipment orders will incur a \$350.00 Set/Strike Fee. Additional labor will be added for any larger sets. See your Event Technology Representative for additional labor charges.			RENTAL TOTAL	
			LABOR CHARGE	\$ 350.00
			SUBTOTAL	
			TAX 8.20%	
			TOTAL DUE	

- Once a completed Exhibit Order is received a payment link will be sent and 100% of the exhibit total will be required prior to the event.

- Equipment rental prices are per day with a minimum rental period of day on all equipment.

- Any order over \$10,000 will have a 2% processing fee added.
- Exhibitors are responsible for any/all lost or damaged equipment.
- A 25% fee will apply for all orders cancelled less than 72 hours prior to delivery.
- Cancellations after delivery are set up will be charged at 100%.

- ALL EXHIBITORS NEED TO BE PRESENT AT THE TIME REQUESTED FOR DELIVERY OR THE EQUIPMENT WILL NOT BE DELIVERED UNTIL CALLED FOR.
ALL LABOR/EQUIPMENT WILL STILL BE CHARGED AT 100%.

- IF YOU NEED ASSISTANCE COMPLETING YOUR ORDER, PLEASE CALL
(719) 491-7296