

**Hilton Denver City Center Hotel
Exhibitor Order Form
The IT Summit**

1) Electrical

ITEM	Outlet	Quantity	Dates needed	RATE PER DAY	# of Days	TOTAL COST
110 VOLT SINGLE PHASE	20 AMP			\$67.69		

* All labor for work beyond electrical service set-ups or request for an engineer to be on standby for the function.

2) Audio-Visual

ITEM	Quantity	Dates needed	RATE PER DAY	# of Days	TOTAL COST
High Speed Internet line (wired or wireless)			\$67.69		
52" LCD Monitor			\$710.78		
42" LCD Monitor			\$575.40		
32" LCD Monitor			\$440.01		
OTHER EQUIPMENT					

All prices are inclusive of 25% service charge and 8.31% tax.

A complete list of AV items is available upon request.

3) Billing Information

Company _____

Hotel Guest Yes No

Event/Conference _____

Charge to Room Yes No

Date Needed _____

Signature _____

Booth # _____

Print Name _____

Group Contact _____

Email _____

Street Address _____

Phone Number _____

City, State, Zip Code _____

Hotel Use Only: Master Acct# _____

For payment of **Master Account charges by credit card**, you must provide the Hotel with your valid credit card information **at least 14 days in advance of your event**. A member of the Hotel staff will contact you (or you can provide the applicable card during one of your site visits) so that you may verbally provide the valid credit card information of an authorized signatory. The credit card information will be stored and processed by the Hotel in a secured manner. At that time, the Hotel will charge the provided credit card according to the contracted payment schedule or an authorization hold will be placed on the initial credit card for the total anticipated Master Account charges for your event. At departure, we will charge all invoiced Master Account payments due to the initial credit card you provide to us on file. If you wish to make payment of Master Account charges in a different manner you must inform us in writing (email is acceptable). If you wish to provide an alternative credit card please contact Enter Contact Name and Direct Line. All Hotel records related to your group's Master Account spend (including meeting room rental, audio/visual equipment, flipcharts, F&B functions, etc.) will, upon request, be presented to one of your authorized signatories to be checked and signed on a daily basis. Failure of your authorized signatory to review any or all charges on a daily basis will not be grounds for disputing the charges. If any charges are disputed by your group in good faith, you agree to provide us with an itemized list of disputed charges within 3 business days of receiving your receipt (with the credit card settlement included).

Hilton Denver City Center Hotel, 1701 California Street, Denver, CO 80202

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