



2020 ELECTRICAL SERVICE ORDER FORM

Send all correspondence to the attention of:
 Conference Planning Department
 P.O. Box 1439, Colorado Springs, CO 80901
 Phone: 719-471-6121/Fax: 719-471-6231 **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 #	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amer. Express
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
<u>Basic Load</u> (Up to 10 Amps) - Best for single monitor, booth lighting, mobile charging		\$155.00	
<u>Moderate Load</u> (Up to 50Amps) - Best for multiple monitors, complex lighting, small appliances		\$450.00	
<u>Heavy Load</u> (Up to 100AMPs) - Best for large booths with complex lighting and AV needs		\$1200.00	
<u>Custom</u> (10 Amps per unit)		\$155.00	
<u>Three Phase</u> (50Amps per unit)		\$450.00	
Additional Extension Cord		\$20.00	
TOTAL			
Email for receipt:		Date:	