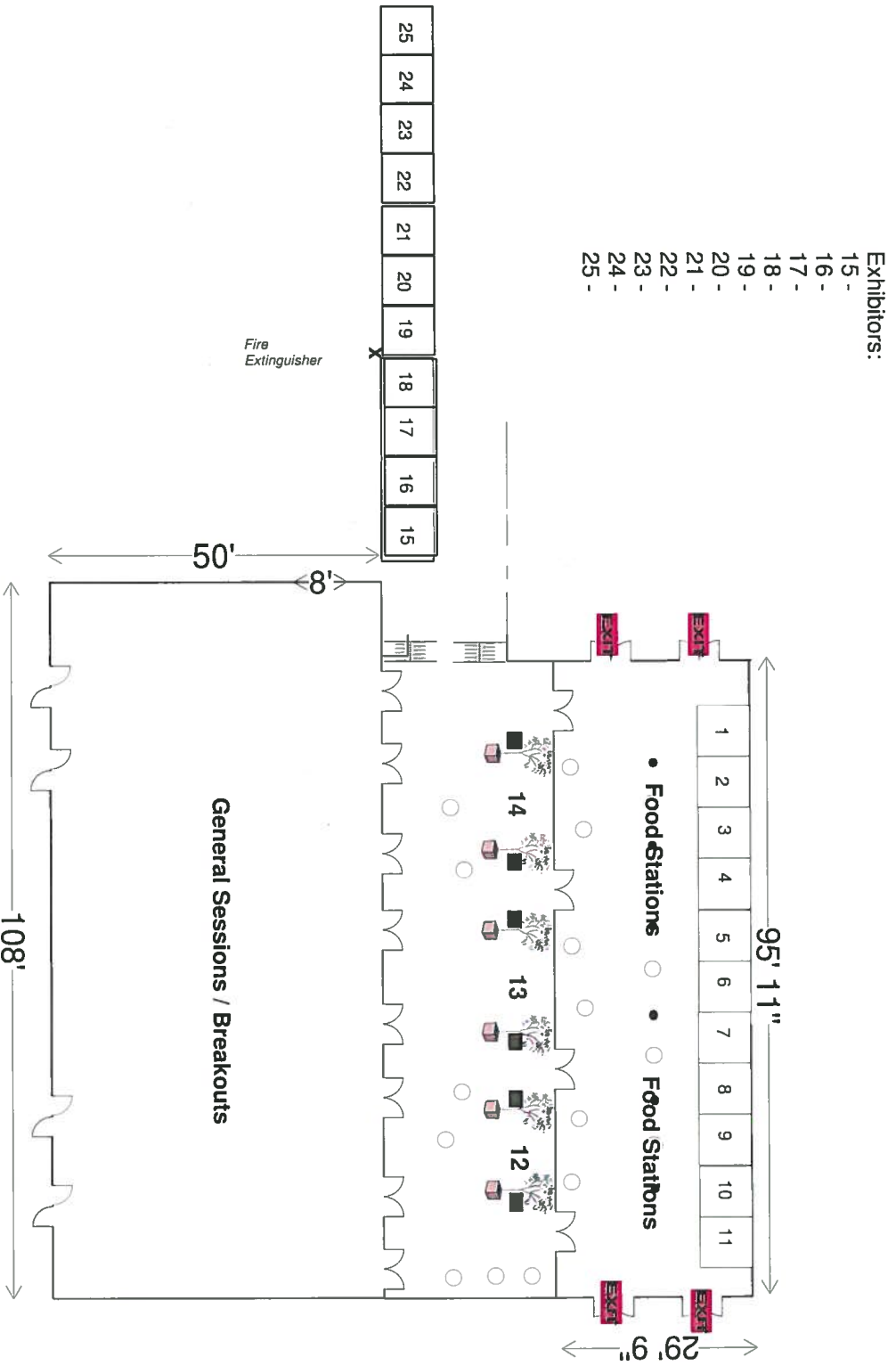


# URG Exhibit Showcase Area

## Summit Ballroom, Colorado Lounge and Upper Mountain View



- Exhibitors:
- 15 -
  - 16 -
  - 17 -
  - 18 -
  - 19 -
  - 20 -
  - 21 -
  - 22 -
  - 23 -
  - 24 -
  - 25 -

- Exhibitors:
- 1 -
  - 2 -
  - 3 -
  - 4 -
  - 5 -
  - 6 -
  - 7 -
  - 8 -
  - 9 -
  - 10 -
  - 11 -
  - 12 -
  - 13 -
  - 14 -



THE INVERNESS  
HOTEL AND CONFERENCE CENTER

## United Recyclers Group Exhibitor Equipment & Service Request Form

Form needs to be completed and returned to hotel by April 1, 2014

<b>Exhibitor Company Name:</b>	<b>Exhibitor On-Site Contact:</b>
<b>Pre-Event Contact:</b>	<b>Mobile #:</b>
<b>Address:</b>	<b>Exhibit Room/Booth #:</b>
	Set Up Date: Thursday, April 10 12:00 Noon -
<b>Phone:</b>	Event Days: Friday/Saturday 8:00am-5:00pm (Friday) and 8:00am-4:00pm (Saturday)
<b>Hotel C/S Manager: Peggy Scaggs</b>	Strike Date: Saturday, 4pm-6pm
<b>Phone: 303.397.6207 Fax: 303.397.7377</b>	

Qty	Requirement	# of Days	Rate per Item	Total Price
	Hard Line Internet – Exhibit Booth	Flat Rate	\$ 150.00	
	Standard (110V/5 Amp) Electrical Drop inclusive of One Power Strip	Flat Rate	Included - 1 Power Strip	
	Additional Power Strips (Same Booth)	Flat Rate	\$ 25.00	
	32" Flat Screen Monitor		\$ 325.00 /Day	
	37" Flat Screen Monitor		\$ 375.00 /Day	
	42" Flat Screen Monitor		\$ 425.00 /Day	
	<b>Larger Screens Available please call.</b>			
	<b>All other power or special requests – please call for quote</b>			
			Sub-Total	
			23% Taxable Svc Charge	
			Tax – 4.25%	
			<b>Total</b>	

**Notes: Special Electrical needs must be requested a minimum of 2 weeks prior to event**

1. Hotel Engineering will not service or hook-up equipment not provided by the hotel
2. Special Electrical hookups available upon request –Quote provided based on needs
3. Special Electrical installation may be required for some requests. Labor/Installation rate is \$ 150.00 per Hour. Additional fees will be based upon requirements.



**THE INVERNESS**  
HOTEL AND CONFERENCE CENTER

**GROUP CREDIT CARD AUTHORIZATION FORM**

**This form cannot be accepted via Email  
Please Use Secured Fax 303.397.6312**

TODAY'S DATE \_\_\_\_\_  
 ACCOUNT / COMPANY NAME \_\_\_\_\_  
 EVENT NAME URG Exhibit Area  
 DATE OF FUNCTION April 10-13, 2014  
 GROUP CODE 2PS7HE

**I authorize the following charges: (check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Advance Deposit \$ _____   | <input type="checkbox"/> Cancellation Charges                             |
| <input type="checkbox"/> All Master Account Charges | <input type="checkbox"/> Attrition Charges                                |
| <input type="checkbox"/> Food & Beverage            | <input type="checkbox"/> Room & Tax Charges                               |
| <input type="checkbox"/> Meeting Room Rental / AV   | <input type="checkbox"/> No Show / Unpaid Incident:                       |
| <input type="checkbox"/> Group Catered Functions    | <input type="checkbox"/> Valet Parking                                    |
| <input type="checkbox"/> Meeting Packages           | <input checked="" type="checkbox"/> Other <u>Exhibit Special Requests</u> |

**To be applied to the below mentioned credit card**

CREDIT CARD TYPE \_\_\_\_\_  
 EXACT NAME ON CARD \_\_\_\_\_  
**CREDIT CARD NUMBER** \_\_\_\_\_  
 EXPIRATION DATE \_\_\_\_\_  
 CREDIT CARD BILLING ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
**DAYTIME PHONE NUMBER:** \_\_\_\_\_

CONTRACTED MINIMUM (INCLUDING TAXES) TO BE CHARGED WITHIN  
 5-7 BUSINESS DAYS OF THE GROUPS DEPARTURE : \_\_\_\_\_

ANY ADDITIONAL CHARGES WILL BE PAID VIA: Credit Card provided above

**XX Send a back-up copy of the charges to above address**

**I, the cardholder, authorize the Inverness Hotel and Conference Center to charge the credit card mentioned above for all the charges incurred and noted above. I agree to ensure proper authorization / credit is available on the credit card for the above charges. If IHCC is unable to charge the credit card, we will be assessed interest at 1.5% per month on the balance due.**

\_\_\_\_\_  
*Signature of Cardholder*



THE INVERNESS  
HOTEL AND CONFERENCE CENTER

**SHIPPING INSTRUCTIONS**

**Please Label All Packages as follows:**

United Recyclers Group - Exhibitor  
ATTN: CONFERENCE SERVICES /Peggy Scaggs  
The Inverness Hotel & Conference Center  
200 Inverness Drive West  
Englewood, CO 80112

**HOLD FOR: (Name of Guest/Company who will request package)**

*We recommend that guests travel with the tracking numbers, this will assist us in locating their packages if they do not arrive as scheduled.*

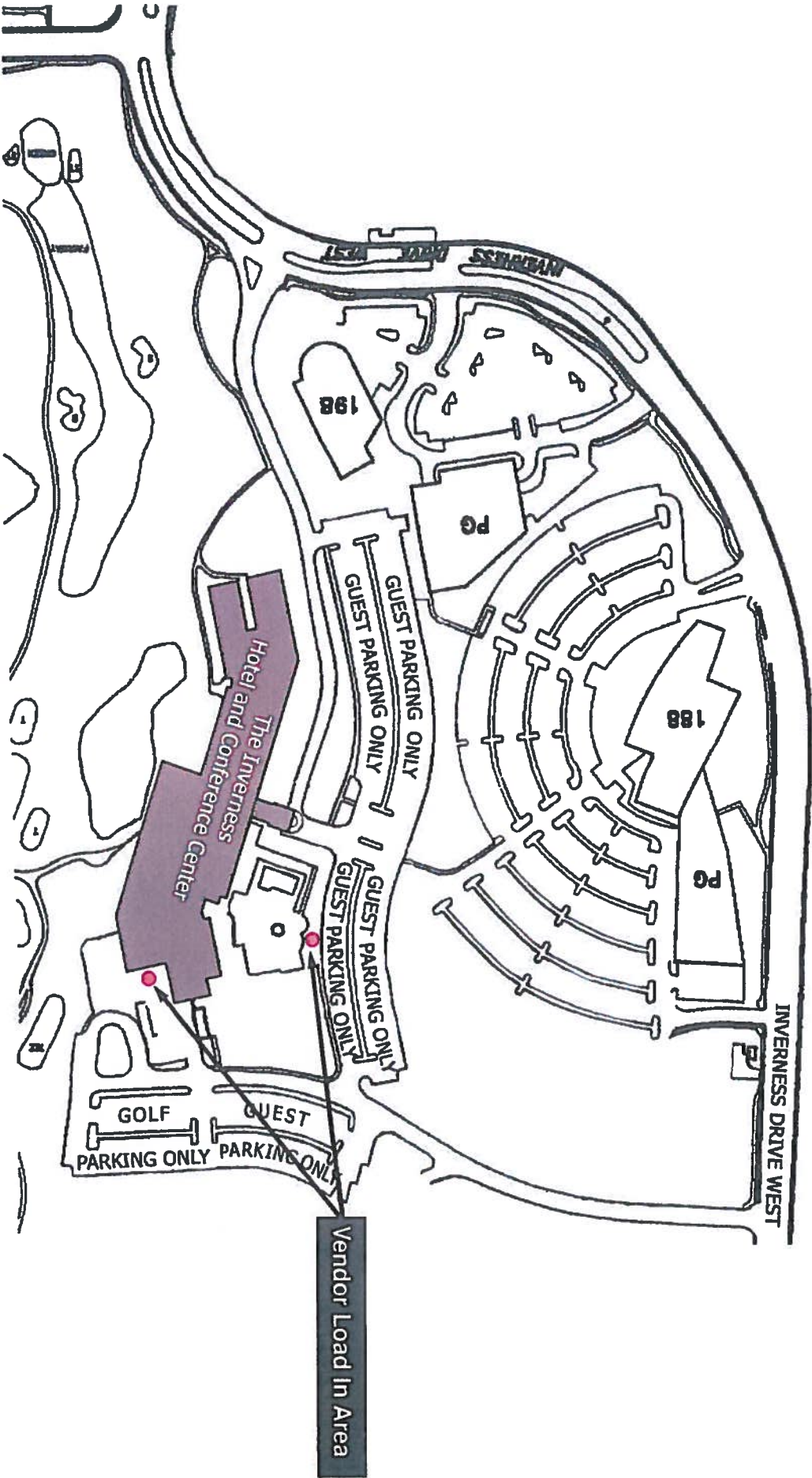
**As the conference center has limited storage:**

- Please send packages to arrive at hotel no more than three (3) working days prior to conference start date.
- Please advise Conference Manager of any special shipments;  
i.e. large crates/pallettes, courier shipments, freight company deliveries, special handling needs

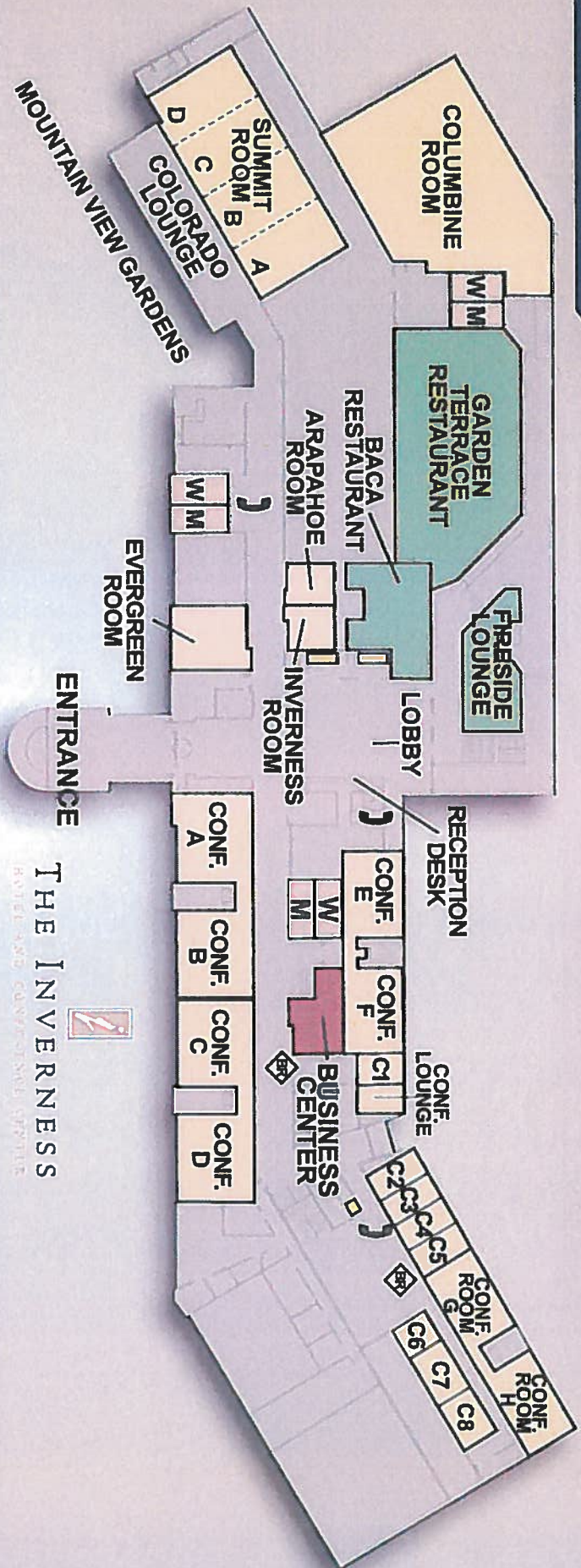
**Return Shipping Instructions:**

- The Business Center has a limited supply of boxes  
Please advise Conference Manager in advance of arrival if your group will have a large need so we may be prepared
- The Business Center offers service via most shippers
- Shipping forms will be distributed for your convenience in returning any items. Handling fees are applicable and charges will be posted to your individual account.
- On-Site Contacts will work with the Business Center and/or Conference Services Concierge for return shipping.
- **Shipping/Handling Fees apply to all outgoing packages - even if utilizing your own shipping labels and account number. Proper form/paperwork must be completed or package will not leave the dock**
- Packaging supplies available for purchase through Business Center
- Please advise Conference Manager of any scheduled pick-ups by freight or courier companies.

# VENDOR LOAD IN AREA



# LOBBY LEVEL



# LOWER LEVEL

