



Thank you for choosing Copper Mountain Resort to host your exhibit event.

Attached, you will find an exhibitor information template for organizing your booth.

As noted, Copper Mountain will need the attached exhibit form returned at least two weeks in advance. This will allow sufficient time to make sure that each exhibit booth is set up properly. Please be certain to include your booth name and number when you return the exhibitor information.

Pricing is indicated on the exhibitor information sheet. You will notice that each sheet has a space provided for credit card information. Should you choose to pay by check, the proper mailing address is listed. All payments are required two weeks in advance.

Listed below are shipping companies and their telephone numbers to assist you in making arrangements to have your exhibit materials shipped out of Copper Mountain.

**You are responsible for:**

- (1) preparing your packages for shipment (please bring shipping tape)*
- (2) labeling the packages correctly (please bring mailing labels)*
- (3) calling the shipping company*
- (4) providing them with a method of payment*
- (5) arranging when the shipping is to be picked up.*

<b>UPS</b>	<b>(800) 742-5877</b>
<b>Federal Express</b>	<b>(800) 463-3339</b>
<b>Airborne Express</b>	<b>(800) 247-2676</b>
<b>DHL Courier</b>	<b>(800) 225-5345</b>
<b>Emery Worldwide</b>	<b>(800) 443-6379</b>

Copper Mountain is pleased to assist you with this event. Should you have any questions pertaining to the exhibitor information sheet, please feel free to contact Copper Mountain Conference Services at 970-968-2318 x45930.

# EXHIBITOR INFORMATION

PLEASE COMPLETE & RETURN TO: FAX # (970) 968-3158

**THIS FORM MUST BE SUBMITTED 2 WEEKS PRIOR TO YOUR SET UP DAY**

**PLEASE PRINT**

Name: \_\_\_\_\_ Table #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Conference Attending \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Set Up Date & Time: \_\_\_\_\_ Tear Down Date & Time \_\_\_\_\_

Payment Method (if applicable): Check  or Credit Card  -

**See attached sheet for CC authorization**

**Do you require any of the following?**

\_\_\_ Additional Tables (please consult your services manager for pricing) 8'x18" or 6'x18" (Based on availability and space constraints)

\_\_\_ Chairs-How many? (2 provided at No Charge -Please specify how many you would like at your booth)

\_\_\_ Telephone with Long Distance Access- (\$100.00 plus Long Distance Charges)

\_\_\_ Telephone Line Only (For Modem, etc.)- (\$100.00 plus Long Distance Charges)

\_\_\_ Data Line for high speed connection - (\$100.00 per line per day)

\_\_\_ Electricity- if yes, indicate voltage and approximate AMPS required below:

\_\_\_ **120 Volt Circuit** - Standard Plug (\$25.00 Per Day)

\_\_\_ **208 Volt Circuit Rates:** Single phase and Triple phase with up to 25 feet of cord

Please include current in amps of total wattage, *Neema* number and cord cap

info: \_\_\_\_\_

0-4000 Watts/\$90 per day: \_\_\_\_\_ Circuits X \_\_\_\_\_ Days X \$90.00 = \_\_\_\_\_ Total

4k - 8k Watts/\$110 per day: \_\_\_\_\_ Circuits X \_\_\_\_\_ Days X \$110.00 = \_\_\_\_\_ Total

8k - 12k Watts/\$130 per day: \_\_\_\_\_ Circuits X \_\_\_\_\_ Days X \$130.00 = \_\_\_\_\_ Total

12k - 18k Watts/\$150 per day: \_\_\_\_\_ Circuits X \_\_\_\_\_ Days X \$150.00 = \_\_\_\_\_ Total

**Electrical Equipment**

\_\_\_ Power Cord with built in 4-Plex outlet (Single Circuit) \_\_\_\_\_ Cords X \_\_\_\_\_ Days X \$20.00 = \_\_\_\_\_

\_\_\_ Plug power strip with surge protector: \_\_\_\_\_ Strips X \_\_\_\_\_ Days X \$15.00 = \_\_\_\_\_

\_\_\_ Other, please specify: (Price TBD) - \_\_\_\_\_

Please list any special needs that you have **in detail**: - \_\_\_\_\_

**Shipping Information:**

Please refer to the Estimated Material Handling Order Form that must be faxed to Conference Services with this form at 970-968-3158.

If mailing a Check with Exhibitor Information Sheet, send to:

Copper Mountain, Conference Services, P.O. Box 3465, Copper Mountain, CO 80443

Any changes to your submitted exhibit request made within **7 days of arrival** will result in additional labor charges.

Copper Mountain will not guarantee your requested requirements unless this form is received **two weeks prior** to set-up date.

**\*\*EXHIBITOR MUST MAKE OWN ARRANGEMENTS TO HAVE MATERIALS SHIPPED OUT\*\***

Copper Mountain Resort, P.O. Box 3465, Copper Mountain, CO 80443, (800) 458-8386 x45930



***Right In The Middle Of It All  
Copper Conference Center at Copper Mountain, Colorado  
Dates of Conference***

**This packet of information contains material handling information, shipping information and an electrical or audiovisual order form for your exhibit booth. Orders will not be processed and exhibit shipments will not be delivered to your booth without a credit card on file. PLEASE PRINT!**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ I do not have any shipping, handling, electrical or AV needs for my exhibit.

\_\_\_\_\_ I have filled out all of the required information with regards to shipping, handling, electrical and AV needs for my upcoming exhibit.

**Payment Information:**

Credit Card: AMEX      MC      VISA

CC #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name Printed on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Fax Information to:  
Conference Services  
Copper Mountain(970)968-3158  
By Date: \_\_\_\_\_**