

We-Ko-Pa Resort & Conference Center

Group/Meeting Name: _____ Set-up Date/Time: _____

Booth# _____ Event Location: We-Ko-Pa Resort & Conference Center _____ Breakdown Date/Time: _____

Client Company: _____ Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Extension: _____ Email: _____

Deadline: This order must arrive at least 7 days prior to event date. Full payment must accompany order. *If payment and or order are not received 7 days prior to event date, electricity will not be guaranteed. All exhibit booths will be inspected daily.*
ALL AMOUNTS LISTED ARE PER DAY EXCLUDING SETUP DAY. Sales tax of 9% will be added to all charges. **22% Service Charge will be added for Audio Visual Items.** Tax subject to change without notice.

		DAYS	TOTAL
<u>Trade Show / Exhibit Booth Power Requirements</u>			
_____ Single Phase 120V 20A W/ Power Strip	\$75	_____	_____
<u>Internet/Telephone Services</u>			
_____ Wired Internet Connection (First Day)	\$250	_____	_____
_____ Wired Internet Additional Day	\$200	_____	_____
_____ Internet 16-Port 10/100 Switch	\$100	_____	_____
_____ Internet Line	\$15	_____	_____
_____ Power Drop	\$250	_____	_____
_____ Digital Telephone	\$50	_____	_____
_____ Telephone Hook-Up (Digital)	\$50	_____	_____
_____ Analog Telephone Adapter	\$35	_____	_____
<u>Audio Visual Services</u>			
_____ 20" Flat Panel Monitor	\$120	_____	_____
_____ 32" Flat Panel Monitor	\$220	_____	_____
_____ 40" Flat Panel Monitor	\$350	_____	_____
_____ 55" Flat Panel Monitor W/ Stand	\$600	_____	_____
_____ Small EON Sound System	\$180	_____	_____

A full lime of professional audio visual equipment is available. Because each use is unique, please speak to our AV representative regarding your individual requirements.

<u>Form of Payment</u>	Check # _____ Master # or Room # _____	Sub Total _____
Credit Card Type _____	Expiration Date _____	Tax 9% _____
Credit Card # _____	Code _____	Grand Total _____

Print Card Holders Name

Signature

General Conditions

All materials and equipment furnished remain the property of the Hotel. Local Ordinance prohibits more than four (4) connections per outlet box to prevent overloading of circuits. When requesting special plug-in / receptacles the NEMA configuration number is required. We reserve the right to refuse connections to hazardous wiring and equipment. **Questions and this form should be directed to Allen Schewe, Director of Event Technology, PSAV 480-789-5523 (Fax 480-789-5525). If you prefer to email the form the credit card number you can include the credit card expiration date, code, card holder name, and signature but the card number must be left blank. Card number can be taken over the phone after form is emailed. Email it to aschewe@psav.com**

