

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: _____ Conference Services Mgr.: _____
 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.** Sales tax of 9% will be added to all charges. 22% Service Charge for all orders. Tax subject to change without notice.*

Trade Show / Exhibit Booth Power Requirements

_____ Single Phase 120V 20A W/ Power Strip \$75 _____

Other Charges Non- Electrical

_____ Hang Banners less than 32sf \$40 _____
 _____ Hang Banners 33sf to 100sf \$50 _____
 _____ Hang Banners over 100sf \$65 _____
 _____ Engineering Assistance per Hour (5 Hr Min) \$65 _____
 _____ Hydraulic Platform Lift (Operator Required) \$250 _____

Internet/Telephone Services

_____ 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 _____

Wireless Internet is Provided to all Guest Complimentary

Audio Visual Services

_____ 20" Flat Panel Monitor \$175 _____
 _____ 32" Flat Panel Monitor \$205 _____
 _____ 40" Flat Panel Monitor \$320 _____
 _____ 50" Flat Panel Monitor W/ Stand \$475 _____
 _____ 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.

Form of Payment 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

Separate outlets must be ordered for each meeting or Booth to be connected. 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. All vehicles to be displayed inside the Resort are required to be emptied of fuel and the battery disconnected prior to entrance. Banner / Signage: any damages incurred to walls or ceilings due to tape, nails and / or screws will result in additional charges for the repairs of such damages. **Questions and this form should be directed to Allen Schewe, Director of Event Technology, PSAV 480-789-5523 (Fax 480-789-5525)**

