

**VENDOR / EXHIBITOR ORDER FORM**

Any order requiring special services may be subject to additional service or labor charges. If you have questions or need additional items, please contact the Ridgeline Hotel Sales office: 970-538-7509

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name |  | Dates of Event |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor Name |  | Phone |  |
|  Company Name |  | Email |  |
| Credit Card #: |  | Exp Date |  | CVV CCVV |  |

**\*\*For your protection, please only include the last 4 digits of your credit card above. You may provide the rest of your credit card info by calling the Ridgeline Hotel Sales Office at 970-538-7509**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cardholder Name: |  |  | Billing Address: |  |
| Phone Number: |  |  | City/State/Zip |  |
| Email Address: |  |  |
|  | (receipt will be emailed to this address) |
|  Signature: |  | Date: |  |

**AVAILABLE INTERNET/PHONE SERVICES PRE-ORDER FLOOR ORDER QUANTITY TOTAL**

High Speed Internet (WIRED)**1** $55.00 per day $75.00 per day

High Speed Internet (WIRELESS)**2** Complimentary

 **ORDER FORM**

**If we do not have full payment information, prior to event, Vendor will be charged Day of Floor order pricing.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Power and TVs** | **Pre Order Cost** | **Day of /****Floor Order Cost** | **Days/Dates of Service** | **Qty / Total Needed** |
| 6 Port Power Strip Power | $35 | $55 |  |  |
| 32” TV | $250 | $250 |  |  |
| 42” TV | $350 | $375 |  |  |
| 70” TV | $500 | $600 |  |  |
| **COMPUTERS & ACCESSORIES** |  |  |  |  |
| Laptop Computer | $125.00 | $187.50 |  |  |
| Computer Speakers | $35.00 | $52.50 |  |  |
| Draped Video Cart | $35.00 | $52.50 |  |  |
| Tripod Screen: 6’, 7’, or 8’ | $50.00 | $75.00 |  |  |
| Large TV Floor Stand | $100.00 | $150.00 |  |  |
| **TECHNICAL SUPPORT** |  |  |  |  |
| Labor (rates charged per hour with one-hour minimum) | $55.00 | $82.50 |  |  |
| Notes/Comments: |  |