



EMBASSY SUITES®

Loveland - Hotel, Spa & Conference Center

4705 Clydesdale Parkway
Loveland, Colorado 80538
Phone: (970) 593-6200
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John Q Hammons
HOTELS & RESORTS

VENDOR/EXHIBITOR ORDER FORM (Payment responsibility of Vendor)

Any order received day of move-in or after are considered Floor orders. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made. All rates quoted below are for PRE-ORDERS & include all labor for both set-up prior to event & removal after event closing. Rates are flat charge per event (not daily unless otherwise specified). Any order requiring special services may be subject to additional service or labor charges. Floor orders are charged at 1.5x pre-order rates.

EVENT NAME: COAHPERD

EVENT MOVE-IN DATE: October 20 & 21, 2010

VENDOR NAME: _____

Table LOCATION*: _____

*As assigned by Event Coordinator if known.

Table with 4 columns: ITEM, RATE, QUANTITY, TOTAL. Includes rows for 'One 6' skirted table w/ 2 chairs will be provided at no cost.' and 'Additional Tables' with various items and rates.

1 - If space allows. * Daily rate. **Cost to be set by Embassy Staff upon request.

Special Requirements: _____

I hereby authorize the following charges to the attached credit card for additional services listed above at the Embassy Suites Loveland - Hotel, Spa & Conference Center. I understand that I will be held solely responsible for the payment of said charges.

Signature _____

It is our intent to provide quality utility services for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, loss of building telephone service or any failure deemed an "Act of God".

ALL MOVE IN AND MOVE OUT MUST BE THROUGH BACK LOADING AREA OF CONFERENCE CENTER.