

# INATS

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## Welcome to Denver and to Crowne Plaza Denver Airport Convention Center!

We are excited to be partnering with INATS and want your stay to be comfortable and memorable. Please let us know of any special requests or comments and we will do our best to accommodate your needs. Due to the special partnership between Crowne Plaza Denver Airport Convention Center and INATS, we proudly offer the following services and amenities to our INATS guests:

- Experience Colorado dining in The Terrace Restaurant or relax and enjoy a beverage and snack in The Atrium Lounge
- Enjoy In-Room dining 24 hours a day while reading your complimentary newspaper
- New Fitness center with state of the art Precor equipment, free weights
- Indoor Pool and whirlpool
- New Business Center and equipment with multiple workstations
- Valet laundry/dry cleaning with same day service available  
Monday- Friday

All forms must be completed and returned to the hotel prior to 6/3/16. **All forms received after 6/3/16 will be subject to floor pricing rates and all items will be subject to availability.** An email confirmation will be sent upon receipt of a vendor packet; if you fail to receive an email confirmation the hotel has not received your vendor packet and cannot guarantee appropriate vendor setup or add-ons. Should you have any questions or comments during the duration of your stay, please feel free to contact Sales and Catering at [Pastache.Leaphart@atriumhospitality.com](mailto:Pastache.Leaphart@atriumhospitality.com) or 303-302-4148.



Please email all forms to our Sales and Catering Office at [Pastache.Leaphart@atriumhospitality.com](mailto:Pastache.Leaphart@atriumhospitality.com)

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## ELECTRICAL ORDER FORM

The following are available electrical services at the Crowne Plaza Denver International Airport Hotel & Convention Center. Circuit orders received outside of ( 7 ) business days prior to the event move-in date are considered pre-orders. Any orders received ( 7 ) business days or within ( 7 ) business days prior to event are considered Floor orders. All orders must be accompanied by payment for services requested. **Installations will not take place until payment has been made. \*\*First 500 watt outlet is included in the booth price and does not have to be ordered\*\* Please utilize this form to order additional power if needed.**

Power strips or other multiple-plug adapters are not allowed unless overload protected. Customers must provide plug ends for 208 & 220 services, or equipment can be hard-wired by Hotel engineering staff if necessary. We will hard-wire the appliance only if requested. All rates quoted below are for PRE-ORDERS and include installation of services to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special services may be subject to additional service or labor charges. If you have special requirements, please note them in the space provided.

AVAILABLE SERVICE & PRICE	RATE	FLOOR	AMOUNT	TOTAL
110 – 1 (110) v hot, 1 neutral & 1 ground (includes extension cord and power strip)	\$65.00	\$95.00		
208 Single-phase – 40 amp max	\$175.00	\$250.00		
208/120 50 A Three-phase – 5 wire (must specify if neutral is needed )	\$250.00	\$350.00		
208/120 3 ph 5 wire 150 A	\$600.00	\$750.00		
<b>TOTAL</b>				

Floor order rates subject to additional labor charge based on individual circumstance

Special Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company		Event Name	
Contact		Move-in Date	
Address		Booth Number	
City, State, Zip		Phone Number	

It is our intent to provide quality utility service for our clients, however Crowne Plaza Denver International Airport cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and an act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.



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## Credit Card Payment Authorization Form

**For Hotel Use Only:**

Authorized Amount		Approval Code		Date	
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**Cardholder:** Please complete the following section. Sign and date at the bottom of this form.

Guest / Group Name	Check-In / Event Date
Name of Person Making Reservation	Phone
Cardholder Name Exactly as it Appears on the Credit Card	
Cardholder Billing Address	
Daytime / Business Phone	Evening Phone

**Credit Card Type: (Circle One)**

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> JCB	<input type="checkbox"/> Diners Club
Credit Card Number			Expiration Date		
Credit Card Issuing Bank Name			Phone		

**I agree to cover, and pay for, the following categories of charges: (Please circle all that apply)**

<input type="checkbox"/> All Charges	<input type="checkbox"/> Room & Tax	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Catering	<input type="checkbox"/> Liquor	<input type="checkbox"/> Paid Movies	<input type="checkbox"/> Valet Parking	<input type="checkbox"/> Standard Parking
<input type="checkbox"/> Laundry	<input type="checkbox"/> Gift Shop	<input type="checkbox"/> Spa Services	<input type="checkbox"/> Spa Retail	<input type="checkbox"/> Long Distance Phone Calls	<input type="checkbox"/> Local Phone Calls	<input type="checkbox"/> Federal Express	<input type="checkbox"/> Electrical

I agree to cover, and pay for, the above categories of charges up to a Maximum Amount of: \_\_\_\_\_

**Direct Bill Account Payments Only:**

Name on Invoice / Statement	Date on Invoice / Statement
Invoice / Statement Number	Authorized Amount

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.**

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

**Final Balance Billed to the Credit Card (hotel use only):** \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" has been selected, then all guest / group related charges (less Deposit) will be charged to the above card number at the time of Check-Out or event conclusion.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

