

# 2024 ELECTRICAL SERVICE ORDER FORM

Send all correspondence to the attention of:  
 Conference Planning Department  
 P.O. Box 1439, Colorado Springs, CO 80901  
**E-mail: eventcenter@broadmoor.com**

- Ordering:** To order electrical service for your booth, please fill out this form and return it with your payment to the above address at least two weeks prior to the installation date. Please see “**TERMS AND CONDITIONS PAGE**” for further information.
- Pricing:** All prices are for show dates only. Extensive hook-ups may require additional charges. please call The BRO<sup>A</sup>DMOOR Conferences Services Department for price and availability of any additional requirements.
- Payment:** Payment must be made in advance by credit card or check made payable to the BRO<sup>A</sup>DMOOR. **Requests will not be honored until payment is received.** On-site orders will be charged at a 20% higher rate.
- Connections:** To prevent overloading circuits, exhibitors will not be permitted to connect into the building’s existing electrical system, only in the electrical box installed at your booth. Rates The Broadmoor does not supply labor for connecting or rung electrical inside booth area.

Show Name			Show Location			
Date & Time Required			Date & Time Out			
Exhibitor/ Company Name			Booth #			
Address		City		State	Zip Code	
Contact	Phone	Check #	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Amer. Express <input type="checkbox"/>	
Cardholder’s Name	Credit Card No. (First 4 and last 4 digits only): ____-XXXX-XXXX-____	Exp. Date	Signature			

NOTE: Please do not provide the full credit card number. We will contact you by phone or email for the remaining digits.

Description	Quantity	Unit Cost	Total Cost
800-1000 Watts - 10 AMP (two outlet duplex)		\$175.00	
20 AMP Dedicated Circuit		\$230.00	
30 AMP Dedicated Circuit		\$250.00	
30-50 AMP Single Phase		\$270.00	
60-100 AMP Single Phase		\$330.00	
20-100 AMP Three Phase		\$480.00	
150-200 AMP Three Phase		\$530.00	
400 AMP AMP Three Phase		\$765.00	
Additional Extension Cord		\$25.00	
Other:			
<b>NOTE: PLEASE SEE TERMS AND CONDITIONS FOR EXHIBITORS AND DISPLAYS</b>			
<b>NOTE: Current Available —</b>		<b>TOTAL</b>	
110 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Three Phase 60 Cycle			
<b>Email for receipt:</b>		<b>Date:</b>	