



# 2026 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>AD</sup>MOOR 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>AD</sup>MOOR. **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.

The General Contractor is responsible for the distribution of power to outlet locations within the booth; concealed cords under or over carpeting; cords overhead to equipment or lighting operation of man-lifts; scissor lifts; forklifts; and other locations where power is needed.

The Broadmoor does not supply labor for connecting electrical cords inside booth area.

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

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

<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
800-1000 Watts - 10 AMP (two outlet duplex)		\$195.00	
20 AMP Dedicated Circuit		\$265.00	
30 AMP Dedicated Circuit		\$285.00	
30-50 AMP Single Phase		\$295.00	
60-100 AMP Single Phase		\$365.00	
20-100 AMP Three Phase		\$520.00	
150-200 AMP Three Phase		\$565.00	
400 AMP Three Phase (Broadmoor Hall Only)		\$795.00	
Additional Extension Cord   Convention Services to coordinate		\$40.00	
Other:			
<b>NOTE: PLEASE SEE TERMS AND CONDITIONS FOR EXHIBITORS AND DISPLAYS</b>			
<b>NOTE: Current Available —</b> 110 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Three Phase 60 Cycle		<b>TOTAL</b>	
<b>Email for receipt:</b>	<b>Date:</b>		



### **Calculating Power**

When calculating the amount of power needed for your exhibit, you'll first want to think about booth layout/design and all of the equipment that requires power. Electric to run equipment is usually measured in amps. If you need assistance determining the amount of power a piece of equipment requires, read the ratings from the metal plates or stamps usually located on the bottom or back of equipment. Note that any piece of equipment that plugs into a standard wall outlet found in your home or office will require 120-volt/basic power. This includes most office equipment, lights and home devices.

The formula for calculating power is: Amps (A) X Volts (V) = Watts (W)

600 watts = 5 amps

1200 watts = 10 amps

1800 watts = 15 amps

2400 watts = 20 amps

### **Calculating Lighting**

Power for lighting fixtures is generally measured in watts. You can determine the amount of electric your exhibit lighting requires by adding the wattage of each bulb. Wattage information can typically be found on the packaging or the bulb itself. Wattage is the number printed on the top of the bulb or possibly on the metal base of the bulb.

<b>Power Usage Guide</b>	<b>Watts</b>
Booth Lights, per	200
Booth Lights, per - LED Lights	50
Computer - (Monitor plus CPU)	200-900
Computer - Laptop	100-300
Computer Monitor	120-200
Computer Printer - Inkjet	100
Computer Printer - Laser	400-1000
Flat Screen TV - 32"-50" Monitor	1000
Plasma Screen, up to 50"	375-500
Heat Lamps - per lamp	250

### **Connection Points**

Consider the electrical load and how many items will be plugged in per outlet. Please note power strips offer six outlets but are only rated for 15 amps.

When placing your order and designing your electrical layout, think about general areas of your exhibit where power could be united from a single outlet or strip.

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The Broadmoor does not supply labor for connecting electrical cords inside booth area.

## Exhibitor Internet Request Form

All Correspondence to the attention of  
 Conference Planning Department  
 P.O. Box 1439, Colorado Springs, CO 80901  
 Phone: 719-471-6135 E-Mail: eventcenter@broadmoor.com

### General Information:

Wired Internet – Provides constant connection with options for dedicated bandwidth. Recommended for connection sensitive applications. Connecting an unauthorized wireless device can result in line termination without refund.

Wireless Internet – Please be aware that Wi-Fi broadcasts within unregulated airspace and speed cannot be guaranteed. This means that many factors outside of our control can disrupt your wireless signal including: MiFi's, cell phone hotspots/tethering, wireless routers, number of users in an area, etc. Wi-Fi Speed is best effort and shared across all devices within the group.

### Pricing:

Basic items and pricing are listed below. Additional services are available at additional cost, please contact the Conferences department for additional information.

### Payment:

Payment must be made in advance by credit card or check made payable to The BROADMOOR. **Requests will not be honored until payment is received.** On site orders will be charged at a 20% higher rate.

Show Name		Show Location				
Date & Time Required		Date & Time Out				
Exhibitor/ Company Name		Booth #				
Address		City			State	Zip Code
Contact	Phone #	Check <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>	
Cardholder's Name	Card # -XXXX-XXXX-	Exp. Date	Email address			

Item	Qty	Cost Each	Total Cost
<b>Hard-line – Shared bandwidth, up to 5Mbps. NO ROUTERS ALLOWED</b>		\$1,400	
<b>Hard-line – Dedicated Speed, ROUTERS ALLOWED, with restrictions</b>		Call for pricing	
<b>Wi-Fi – Five devices, up to 5Mbps shared</b>		\$700	
<b>Wi-Fi – Dedicated speeds available</b>		Call for pricing	
		Total	

Signature:

Date: