INSPIRE Event Technologies at The Broadmoor

Exhibit Order Form – 2026 Edition

EXHIBITOR INFORMATION		
Company Name:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
On Site Contact Name:		
On Site Contact Cell #:		
Delivery Date:	Time:	
Return Date:	Time:	
Booth Number:		
Event Name:		
Event Dates:	to	

Upon receipt of a completed Exhibit Order, a payment link will be provided, and **100% of the total exhibit cost must be paid in full no later than 14 days prior to load-in.** Orders submitted after this deadline will incur late processing fees:

- 15% if submitted 7–14 days before load-in
- 25% if submitted less than 7 days before load-in

INSPIRE reserves the right to decline services if there is insufficient time to deliver the equipment.

Equipment rental prices are **inclusive of all applicable sales taxes** and are calculated on a **per-day basis**, with a **minimum rental period of one day**.

Orders exceeding **$10,000** are subject to a **2% processing fee**.

Exhibitors assume **full financial responsibility** for any loss or damage to rented equipment.

Exhibitor Delivery Policy: All exhibitors must be present at the scheduled delivery time. If the exhibitor is not available, the equipment will not be delivered until requested, and all labor and equipment charges will still apply at **100% of the agreed cost**.

Cancellation Policy: Charges will apply based on the date the written notice is received in relation to the event start date as follows:

- **Less than two (2) weeks** prior to the first day of the event: subject to a **25% cancellation fee** of the total estimated charges.
- **Less than one (1) week** prior to the first day of the event: subject to a **50% cancellation fee** of the total estimated charges.
- **Seventy-two (72) hours or less** prior to the first day of the event: subject to a **100% cancellation fee** of the total estimated charges.

By submitting this document for processing, you acknowledge and agree to the terms outlined above.

EQUIPMENT RENTAL	QTY	Days	All-Inclusive Daily Rate
Wireless Microphone (Hand or Lav)			$243.44
Bluetooth Speaker			$135.24
15" Powered Speaker with Stand			$189.34
6-Channel Audio Mixer			$102.78
27" Monitor & Tabletop Stand			$324.59
43" Monitor & Floor Stand			$432.79
55" Monitor & Floor Stand			$595.09
Additional Monitor Sizes Available			Call for pricing
Leko or Source 4 Par			$59.50
LED Uplight			$91.96
8-Channel Lighting Controller			$97.37
Additional Lighting Equipment Available			Call for pricing
Laptop (PC)			$302.95
MacBook Pro			$362.46
HDMI or Apple Adaptors/Misc. Cables			$27.04
Projection Packages Available			Call for pricing
Flip Chart with Pad & Markers			$129.83
Display Easel			$10.81

A **$175.00 Setup Fee** and a **$175.00 Strike Fee** will be applied to all basic equipment orders. These fees are all-inclusive and cover standard delivery, installation, and removal of equipment. Additional labor charges may apply for large-scale, complex, or custom installations requiring extended setup or teardown time.

If your event requires any **rigging services**, please note that **INSPIRE Event Technologies** is the **exclusive in-house rigging provider** for The Broadmoor. As such, INSPIRE must **review and approve all rigging designs** and will **supply all rigging labor, chain hoists, and related equipment**. For detailed requirements, pricing, and safety guidelines, please refer to our **Rigging Policy**. A **signed copy of the Rigging Policy** is required in conjunction with this Exhibit Order Form before any rigging work can be scheduled or approved.

For additional details, pricing, or assistance with completing your order, please contact your INSPIRE Account Manager.
Thank you for your cooperation, and we look forward to ensuring the success of your event!

INSPIRE @ THE BROADMOOR
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