

# denver merchandise mart equipment order form

## The following equipment is included in the cost of your room/booth rental

Tables and risers are not covered/skirted, contact the official service contractor for covers, table skirting and upgraded furniture.

---

|   |                 |                 |                 |
|---|-----------------|-----------------|-----------------|
| <b>number of tables</b><br><i>30" wide, 29 1/2" floor to top of table</i> | 8' tables _____ | 6' tables _____ | 4' tables _____ |
|---|-----------------|-----------------|-----------------|

---

|  |  |  |
|--|--|--|
| <b>number of clothing racks</b><br><i>total width 5'</i> | single (4' hang space x 5' high) _____ | double (4' hang space x 6' high) _____ |
|--|--|--|

---

|  |                                  |                                 |                                  |                                 |                                  |                                 |
|--|----------------------------------|---------------------------------|----------------------------------|---------------------------------|----------------------------------|---------------------------------|
| <b>number of table risers</b><br><i>11" wide</i> | 8' boards on<br>10" risers _____ | 8' boards on<br>5" risers _____ | 6' boards on<br>10" risers _____ | 6' boards on<br>5" risers _____ | 4' boards on<br>10" risers _____ | 4' boards on<br>5" risers _____ |
|--|----------------------------------|---------------------------------|----------------------------------|---------------------------------|----------------------------------|---------------------------------|

---

|                                |       |
|--------------------------------|-------|
| <b>number of chairs</b>        | _____ |
| <b>number of waste baskets</b> | _____ |

---

we do not need equipment

event name \_\_\_\_\_ event date \_\_\_\_\_

company name \_\_\_\_\_ booth number \_\_\_\_\_

address \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

phone number \_\_\_\_\_ fax number \_\_\_\_\_

ordered by \_\_\_\_\_ title \_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_

### RETURN TO

Denver Merchandise Mart  
Attention: Event Services Manager  
451 East 58th Avenue, Suite 4270  
Denver, CO 80216-8470

### QUESTIONS?

Call 303/292.6278

**RETURN NO LATER THAN 10 BUSINESS DAYS PRIOR TO EVENT**

**THE DENVER MERCHANDISE MART IS CONVENIENTLY LOCATED AT I-25 AND 58TH AVENUE**

451 East 58th Avenue | Denver, Colorado 80216 | phone 303/292.6278 800/289.6278 | fax 303/297.8473 | email sales@denvermart.com | www.denvermart.com