



1775 East Cheyenne Mountain Boulevard
Colorado Springs, Colorado 80906
Main Hotel Number: 719-576-8900 & Fax Number: 719-527-4602

SHIPPING & RECEIVING EXHIBITOR/VENDOR FORM

Please, make sure that you have read all instructions and thoroughly filled out all information. Once all documents have been filled out completely please send them to Becca Gossage and once I have received your information I will send a notification.

Below is my information:

Email: klujan@csdoubletree.com

Direct Phone Number: 719-527-4691

Upon sending the information please allow 24-96 hours for a receipt of payment and confirmation.

ALL PACKAGES/BOXES SHOULD BE LABELED AS ILLUSTRATED BELOW:

Hold For Guest: (Guest Name) (Guest Cell Number)
(Convention/Conference/Group/Event Name)
c/o **YOUR FIRST AND LAST NAME – YOUR
POSITION/TITLE**
1775 E. Cheyenne Mountain Blvd
Colorado Springs, CO 80906
Box_____ of _____

[illegible]



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CONFERENCE/CONVENTION NAME:

DATE(S) OF CONFERENCE/CONVENTION:

EXHIBITOR/VENDOR NAME:

EXHIBITOR/VENDOR BOOTH #:

VENDOR/EXHIBITOR ON-SITE CONTACT NAME:

VENDOR/EXHIBITOR ON-SITE CONTACT EMAIL:

DOUBLETREE CONTACT: Kelley Lujan

DOUBLETREE CONTACT DIRECT PHONE NUMBER: 719-527-4691

DOUBLETREE CONTACT EMAIL: klujan@csdoubletree.com
