



2025 Exhibitor Services Order Form

For Vendors

Order must be placed no later than two weeks prior to first show move-in date.

Return Order Forms to:

Amaranta Arellano
aarellano@cheyenne.littleamerica.com
Senior Catering & Services Manager
307-775-8474



Exhibitor Services
Order Form

Event Name _____
 Booth # _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

Please note that a standard booth will come with a draped table, 2 chairs and 1 wastebasket (table size will be based on booth size)

Electrical Services	Qty	Daily Standard Rate	# of Days	Total
Vendor Power Package (Includes 20amp Power and 6-Outlet Surge Protector)		\$75.00		
Total Payment				

Additional Audio Visual & Setup -Electrical Services must be ordered first-	Qty	Daily Standard Rate	# of Days	Total
25' Extension Cord		\$25.00		
LCD Projector		\$450.00		
42" Flat Screen TV		\$265.00		
8' Tripod Screen with Drape		\$125.00		
DVD Player		\$75.00		
Easel		\$30.00		
8', 6', 4', Half Moon or Serpentine Table		\$30.00		
Cocktail or High Boy Table		\$25.00		
Additional Banquet Chair		\$5.00		
Labor (1-hour Increments) (Special Placement, Changes or Excessive Needs)		\$75.00 per hour		
Total Payment				

Delivery's	Shipment Arrival Date	Shipment Departure Date	Qty	Price Per Item	Total
Package/Box Handling Fee (Each) Up to 20 lbs. ** First (3) Boxes Free**				\$15.00	
Pallets (Each) Up to 200 lbs.				\$50.00	
Total Payment					

Customer Initials _____ Hotel Initials _____ Date Received _____

**ONSITE SURCHARGE – ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 20% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.
A 24% Service Charge and applicable Sales Tax will be added to all items and services.**

Please note the following:

- Address package labels as follows:

ATTN: Amaranta Arellano (*YOUR COMPANY NAME*)
Box ___ of ___
Little America Hotel and Resort
2800 West Lincolnway
Cheyenne, WY 82009

- Packages can be accepted at the hotel no earlier than 5 days prior to event **October 1st, 2025**
- Packages will be placed at your booth prior to vendor access
 - Outgoing Packages will need to be placed in the front of the banquet room prior to vacating booth
 - All Outgoing Packages must be labeled and scheduled for pick-up by the appropriate service (i.e. UPS, FedEx)
- Please note that the packaging and labeling arrangements must be made in advance by exhibitor for any outgoing packages.
- Items selected are subject to a 24% Service Charge and 6% Sales Tax

PAYMENT:

Upon completion and receiving of this form, a credit card authorization link will be sent to you via email for collection of payment for items ordered. Little America will utilize the email given above. Payment must be received prior to services rendered.

Should it be preferred to have the Credit Card Authorization Link sent to a different contact than what is listed above, please list the updated contact name and email below.

Contact Name: _____

Contact Email: _____

By initialing this form you agree to the terms listed above.

Customer Initials _____

Hotel Initials _____

Date Received _____