



# EXHIBITOR SERVICES ORDER FORMS

ORDERS MUST BE PLACED NO LATER THAN  
7 BUSINESS DAYS PRIOR TO FIRST SHOW MOVE-IN DATE



EMBASSY SUITES®

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Loveland - Hotel, Spa & Conference Center  
4705 Clydesdale Pkwy, Loveland, CO 80538  
970-593-6200



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## PHONE & INTERNET ORDER FORM

All orders must be received 7 days prior to the first contracted show move-in date to qualify for the discount/preorder price.

All orders received after the deadline are considered "Floor Orders" and will be assessed a 50% surcharge.

Rates are charged per event day.

Any order requiring special location placement may be subject to additional charges.

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Available Internet/Phone Services:	PREORDER	QUANTITY PER DAY	SUBTOTAL	25% SC	6.7% TAX	TOTAL
High Speed Internet (WIRED) <sup>1</sup>	\$125	_____	_____	_____	_____	_____
High Speed Internet (WIRELESS) <sup>2</sup>	\$35	_____	_____	_____	_____	_____

<sup>1</sup> Single user per device. Shared Ethernet connection 5 Mbps. Password will be provided on set-up day.

<sup>2</sup> Single user per device. Shared Wi-Fi connection 1.5Mbps. Password will be provided on set-up day.

ALL PRICES ARE LISTED **PER DAY.**

### Special Requirements:

\_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**EVENT MOVE-IN DATE:** \_\_\_\_\_

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Booth Contact: \_\_\_\_\_ Contact's Phone #: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Hotel will send a **credit card authorization form via Sertifi**. I understand that I will be held solely responsible for the payment of said charges.

**Signature** \_\_\_\_\_

It is our intent to provide quality utility services for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, loss of building telephone service or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the clients to ensure that their equipment is unplugged & properly secured during non-operating hours.

All prices are subject to and will be charged service charge and tax, currently 25% and 6.7% respectively.

PLEASE EMAIL COMPLETED FORMS TO THE EMBASSY SUITES LOVELAND AT: **malia.foster@atriumhospitality.com**

## AUDIO VISUAL ORDER FORM

All orders must be received 7 days prior to the first contracted show move-in date to qualify for the discount/preorder price.

All orders received after the deadline are considered "Floor Orders" and will be assessed a 50% surcharge.

Rates are charged per event day.

Any order requiring special location placement may be subject to additional charges.

<u>PLASMA / FLAT SCREEN DISPLAY</u>	<u>PREORDER</u>	<u>QUANTITY</u>
20" Flat Screen Monitor	\$85/day	
32" Flat Screen Monitor	\$275/day	
49" LED	\$400/day	
60" LED	\$450/day	
<u>LCD PROJECTORS</u>		
Eiki LCD Projector (6,500 Lumens, 1920x1080 resolution)	\$350/day	
<u>VIDEO PLAYERS / RECORDERS</u>		
Blue Ray DVD Player	\$85/day	
<u>COMPUTERS &amp; ACCESSORIES</u>		
Laptop Computer	\$175/day	
Computer Speakers	\$45/day	
Draped Video Cart	\$45/day	
Tripod Screen: 6', 7', or 8'	\$125/day	
Large TV Floor Stand	\$100/day	
<u>TECHNICAL SUPPORT</u>		
Labor (rates charged per hour with one-hour minimum)	\$75/hour	
If you do not see your AV or computer needs listed, please call us at <b>970-612-2436</b> . Prices include delivery, installation and pick-up at your booth. Prices do NOT include electrical power. <b>ALL PRICES ARE LISTED PER DAY.</b> We require payment in full when order is placed. Please review all policies and procedures included with this order form. NOTE: A representative from your company must be on-site to sign for equipment.		

Items canceled less than 24 hours prior to show move-in will be charged at 100%.

**EVENT NAME:** \_\_\_\_\_

**EVENT MOVE-IN DATE:** \_\_\_\_\_

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Booth Contact: \_\_\_\_\_ Contact's Phone #: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Hotel will send a **credit card authorization form via Sertifi**. I understand that I will be held solely responsible for the payment of said charges.

**Signature** \_\_\_\_\_

All prices are subject to and will be charged service charge and tax, currently 25% and 6.7% respectively

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## ELECTRICAL ORDER FORM

	<u>PREORDER</u>	<u>FLOOR ORDER</u>	<u>CONTINUOUS 24-hour Power</u>	<u>QUANTITY</u>	<u>TOTAL</u>
<u>SINGLE PHASE SERVICES</u>					
5 AMPS or 500 WATTS (Single outlet)	\$75.00/day	\$112.50/day	\$150.00		
10 AMPS or 1000 WATTS (Single outlet)	\$85.00/day	\$127.50/day	\$170.00		
15 AMPS or 1500 WATTS (Single outlet)	\$95.00/day	\$142.50/day	\$190.00		
20 AMPS or 2000 WATTS (Single outlet)	\$100.00/day	\$150.00/day	\$200.00		
<u>THREE PHASE SERVICES</u>					
100 AMPS or 14,400 WATTS	\$600.00/day	\$900.00/day	\$1,200.00		
200 AMPS or 17,200 WATTS	\$1,200.00/day	\$1,800.00/day	\$2,400.00		
<u>ACCESSORIES &amp; LABOR</u>					
6-plug Power Strip (power NOT included)	\$15.00/day	\$22.50/day			
25' Extension Cord (power NOT included)	\$15.00/day	\$22.50/day			
Spider Box Only (power NOT included)	\$45.00/day	\$67.50/day			
Labor-Special placement, overhead power, changes or repairs charged in 1-hour minimums.	\$65.00/hour				
	Subtotal:				
<b>Items canceled less than 24 hours prior to show move-in will be charged at 100%.</b>			Add 25 % Service Charge:		
					Add 6.7 % Sales Tax:
			Balance Due:		

**NOTE: For 30 AMP service or higher, customer must supply own connecting cables.**

**EVENT NAME:** \_\_\_\_\_

**EVENT MOVE-IN DATE:** \_\_\_\_\_

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Booth Contact: \_\_\_\_\_ Contact's Phone #: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Hotel will send a **credit card authorization form via Sertifi**. I understand that I will be held solely responsible for the payment of said charges.

**Signature** \_\_\_\_\_

All prices are subject to and will be charged service charge and tax, currently 25% and 6.7% respectively.

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## Shipping Instructions and Fees

### Inbound Guest Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by ESL require a release signature before being released from ESL's custody to the intended recipient. Release signatures are captured at the time of package delivery by ESL staff to the recipient. Inbound receiving and applicable delivery fees will be applied on a per package basis, as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges. Please use the name of the recipient whom will be onsite to receive and sign for the package(s). Please do not address your package(s) to the Hotel Staff or a Show Manager as this could cause confusion in package sorting or your package(s) to be delayed.

**Please schedule your shipment(s) to arrive 1 - 2 days prior to the event start date.**

<b>Event Shipment(s) – Label Standard:</b> Affix a label with the following information (in addition to the airbill).	<b>Individual Shipment(s) – Label Standard:</b> Affix a label with the following information (in addition to the airbill)
<b>Embassy Suites Loveland</b> <i>(Event Name) (Arrival Date)</i> <b>Hold for Guest: (Guest Name) (Guest Cell Number)</b> <i>(Guest Company Name) (Meeting Room) (Booth Number)</i> <b>4705 Clydesdale Parkway</b> <b>Loveland, CO 80538</b>	<b>Embassy Suites Loveland</b> <b>Hold for Guest: (Guest Name) (Arrival Date)</b> <b>(Guest Cell Number)</b> <b>4705 Clydesdale Parkway</b> <b>Loveland, CO 80538</b>

### Outbound Guest Packages - Shipping Instructions

All outbound packages must have a completed carrier airbill affixed to each package. Guests must furnish their own shipping supplies and airbill forms. Outbound packages being picked up by a third-party courier should be coordinated in advance with the Embassy Suites Event Manager. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

### Package Handling Fees

Package handling fees may be charged to a guest room, master account, or billed to a credit card. Fees are applied on a per item basis.

<b>Weight Class</b>	<b>Inbound Receiving/Delivery Fee</b>
Letters	\$0.00
Boxes up to 36" X 24" X 24"	\$10
Larger boxes/Display Cases	\$25
Crate & Pallet	\$85 per 100 lb

A Labor Fee of \$75.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request.

### Package Storage and Oversize Item Fees

In addition to Package Handling fees, Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed an additional Oversize Fee if stored for more than five calendar days.

<b>Days</b>	<b>Storage Fee/Day</b>
1-2 Days	No Charge
3-7 Days	\$25.00 per
8 Days & Over	\$50.00 per

Terms & Conditions: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. The Hotel does not provide such insurance. The Hotel nor the employees, agents or contractors of the hotel will not be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel may establish from time to time for receiving and delivering of packages.



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## SHIPPING ITEMS FORM

Weight Class	Inbound Receiving/Delivery Fee	Total with 6.7% tax and 25% service charge	Quantity	Total
Letters	\$0.00	\$0.00		
Boxes up to 36" X 24" X 24"	\$10.00 per box	\$13.17 inclusive		
Larger boxes/Display Cases	\$25.00 per box	\$32.93 inclusive		
Crate & Pallet	\$85.00 per 100 lb	\$111.95 inclusive		
Labor for breaking down pallet	\$75.00 per hour	\$98.78 inclusive		
Storage 3-7 days	\$25.00 per package	\$32.93 inclusive		
Storage 8 days and over	\$50.00 per package	\$65.85 inclusive		
6' x 30" w/ Black Skirting	\$20.00 per table	\$26.34 inclusive		
8' x 30" w/ Black Skirting	\$25.50 per table	\$33.58 inclusive		
42" tall Cocktail Table	\$15.00 per table	\$19.76 inclusive		
Easel	\$15.00 per easel	\$19.76 inclusive		
			<b>Total Balance Due:</b>	

\* ESL has two pallet jacks, 48" in length with a 6000-pound rating. If any crate/pallet shipped exceeds 48" in length it is considered oversized and will require a forklift.

**\*\*Fork lifts will need to be ordered from a company of your choosing\*\***

A Labor Fee of \$75 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request.

\*\*All orders must be received 7 business days prior to the first contracted show move-in date to qualify for the discount price. All orders received after this deadline will be charged a 50% surcharge.

## ADDITIONAL ITEMS FORM

Item	Charge	Total with 6.7% tax and 25% service charge	Quantity	Total
			<b>Total Balance Due:</b>	

Other items such as sofas, additional chairs, tables, etc., are available upon request for an additional fee. Please contact the hotel to make arrangements. A two-week lead time may be required on some furniture items.

**EVENT NAME:** \_\_\_\_\_

**EVENT MOVE-IN DATE:** \_\_\_\_\_

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Booth Contact: \_\_\_\_\_ Contact's Phone #: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Hotel will send a **credit card authorization form via Sertifi**. I understand that I will be held solely responsible for the payment of said charges.

All prices are subject to and will be charged a service charge of 25% and sales tax, currently 6.7%.

Signature \_\_\_\_\_

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## PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
  - All orders must be received 7 business days prior to the first contracted show move-in date to qualify for the discount price. All orders received after this deadline will be charged a 50% surcharge.
  - The date received by the Embassy Suites Loveland will determine the applicable rate.
  - All charges incurred during the show must be rendered in full at the time of service.
2. Only cash, credit cards, company checks and money orders, made payable to **Embassy Suites Loveland**, will be accepted for advanced payments.
3. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
4. There is a \$25.00 service charge for all returned payments.

## SUBMITTING YOUR PAYMENT/ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: Embassy Suites Loveland**

### US Mail/ First Class Mail/Couriers or Overnight Express:

Embassy Suites Loveland  
Attn: Accts Receivable  
For: Name of booth you are paying for  
4705 Clydesdale Parkway  
Loveland, CO 80538

## GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
  - a. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
  - b. Helium balloons must not enter the guestroom tower. This is due in part to the fire notification sensors employed in our facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building.
4. Labor costs to remove adhesive stickers and decals will be charged.
5. The **ESL** public elevators are not to be used to transport freight or equipment to rooms in the tower. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
6. Main public entrances into ESL may **NOT** be used for loading boxes, freight, or moving any exhibit materials in or out of the hotel. ALL items must come through the loading dock entrance located on the North side of our building.
7. The **ESL** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

## SIGNS / DISPLAYS / DECORATIONS

1. All signs, displays and decorations are subject to the approval of **ESL** and the Loveland Fire Marshal. All signs must be printed in a professional manner.
2. **Handwritten signs are not permitted.**
3. Glitter is not permitted.
4. Confetti, Streamers and Balloon Drops will be subject to a cleaning fee. Fee will be based on length of times it takes to perform 100% removal of these items.



5. Exhibitors and their agents shall not distribute, display, or place any handbills, rack cards, business cards, or other advertising devices whatsoever outside their displays or on any vehicles parked on **ESL** property.
6. No combustible materials or decorations may be used. All material must be flameproof
7. Hay bales are strictly prohibited...even if sprayed with fire retardant.
8. No items may extend past the front edge of your booth. If you are on an end, no items are to extend to the side of your booth.
9. All audio, video, film, slide or musical advertising and equipment must be kept at a volume level so as not to interfere with other vendors.
10. Exhibitors must protect the convention facility and property from damage done by the vendor, its employees, representations, and agents. Nothing may be tacked, nailed, glued, taped or in any way attached to the hotel or conference center property. The Exhibitor will assume any repair cost incurred to repair such damage.

#### **SMOKING POLICY**

11. The **ESL** is a non-smoking facility. No smoking or vaping is allowed within 20 feet of building entrances and 60 feet of the loading dock entrance when the roll-up door is open.

#### **FOOD AND BEVERAGE**

1. **ESL** has exclusive catering, concession and liquor service rights within the establishment. It is not permissible to bring food or beverages into the **ESL**. Contact the ESL Catering Department at 970-593-6200 to order in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size.

#### **SECURITY**

1. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor. **ESL** is not responsible for lost or stolen items.

#### **RIGGING/SUSPENSION OF LOADS**

The **ESL** must approve all rigging/suspension of loads from any part of the facility structure.

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **ESL**.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **ESL** two copies of your rigging plot to Exhibitor Services one month prior to move in for **ESL** approval.
3. The rigging plot should conform to the following:
  - a. Name of show, show dates, building location, contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
  - b. Rigging plots must be drawn in 1/16"=1' scale.
  - c. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
  - d. Rigging plots must include facility column locations and roof steel locations.
  - e. Call 970.612.2436 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **ESL**.