

Welcome to the Embassy Suites by Hilton San Marcos Hotel, Spa & Conference Center. We provide a wide range of services, enclosed is a listing of services, prices and additional restrictions specific to the service ordered. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The Embassy Suites by Hilton San Marcos Hotel, Spa & Conference Center Audio Visual Department is the exclusive utility service provider for the Conference Center. We offer a discount, standard and floor rate. Discount rate services must be completed and faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. The Standard rate applies to services ordered thirteen (13) days to four (4) days before the first contract date of the event, with payment in full. Orders received within three (3) days of the first contract date of the event are charged at the floor rate. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event

If you have questions or require services not listed, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Christopher Benton
Director of Audio/Visual Event Technology
D:(512) 805-5343
E: Christopher.Benton@JQH.com
Embassy Suites San Marcos Hotel Spa & Conference Center
1001 E McCarty Ln, San Marcos, TX 78666
(512) 392-6450

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Exhibitor Information and Requirements

Location

Exhibitor registration and the tradeshow will be held at Embassy Suites by Hilton San Marcos Hotel, Spa and Convention Center 1001 E. McCarty Lane, San Marcos, TX 78666

The Embassy Suites will serve as General Service Contractor (GSC) for the event and will provide all labor, equipment and supervision. Complete information and instructions, a schedule of prices regarding shipping and storage, labor for erecting and dismantling electrical work will be provided to each exhibitor after confirming the space. The Embassy suites will maintain an exhibitor service desk on the exhibit floor to facilitate services requested from exhibitors.

Exhibit Schedule

A schedule for move in, show hours and move out will be determined based on the client information provided to the GSC and agreed on per contract.

Loading area

Load in and out can be accessed via the loading dock of the conference center on the north side of the conference center. The loading dock has a raised loading area or access to a 16'X16' roll up door for trucks that need a lift gate access, is available located on the north side of the building for larger equipment and pallet delivery.

Booth equipment

Standard booth equipment consists of black drape assembled on piping structures for 8-foot-high back walls and 36-inch-high side rails, a draped table and two chairs, a small waste basket, and a name identification sign. The exhibit hall is carpeted.

Care of Exhibit Space

The exhibit hall shall be returned to the facility in the condition which it was received with the exception of reasonable wear and tear. All trash will be picked up by Embassy Housemen. Boxes must be completely broken down or they will not be picked up. Do not dump liquids into trash can. No one is allowed in back service hall.

Exhibitor General Information

- In general, all entities are responsible for complying with the Uniform Fire code and the below are guidelines, not an attempt to cover the criteria and standards contained in such.
- No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
- Aisle space must be kept clear during exhibit show hours. All display material and items must be contained in the exhibitors assigned space.
- The exhibitors are encouraged to insure themselves against property loss or damage and against liability for personal injury at their own expense and obtain a certificate of insurance from any outside contractor hired by the exhibitor.
- Exhibitors may be asked to show Identification upon entering exhibit hall.
- Nothing Shall be tacked, taped, nailed, screwed or otherwise attached to air walls, walls, floors or other parts of the building or furniture.
- Visqueen or alternate surface protectors are required with all heavy equipment.

Security

Hotel does not provide security services, but can help arrange such service. Hotel is not responsible for items left in exhibit hall.

Drayage

Contact Shipping-Receiving Department for outbound shipping quote. Shipping Form must be completed, signed and payment received before shipment is scheduled. All shipments require signature upon delivery to destination. All Packages are allowed Free storage 48 Hrs. upon arrival and departure. Ensure an Exhibitor Package Label is attached to packages sent to the Hotel. Full payment is due 10 business days prior to group event. Exhibitor is responsible for scheduling shipping directly with outside vendor or may use Hotel shipping services. Packages left on site after 48hrs. will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees.

Exhibitor General Information (cont.)

Vehicles

- Vehicle fuel tanks cannot have greater than 5 gallons or ¼ tank of fuel, whichever is less.
- Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle is sufficient for vehicles where the gas cap cover can only be accessed from inside the vehicle.
- Vehicle batteries must be disconnected
- Wrapping vehicle tires with Visqueen is required when driving into the facility.
- Protecting the carpet under a vehicle is required either with Visqueen or other protective cover.
- It is exhibitor's responsibility to provide Visqueen.

Signs

- Hanging signs from the ceiling are prohibited
- Use of balloons are prohibited inside the exhibit hall
- Adhering any item to walls of the facility is prohibited

Payment Terms Conditions

- Full payment, including sales tax, is due 10 business days prior to group event. Purchase orders are not accepted.
- Labor Charges may apply for services rendered on site.
- **Cancellations** less than 24 hours prior to exhibit load-in will be charged 100% of one day's rate.
- Exhibitor agrees to be billed for any damages or loss equipment while in exhibitor's care or control. Any additions or variances will be billed within 24 hours after close of the event.
- **A 24% Service Charge will be applied to all AV services rendered for each day's use.**

Exhibitor Receiving & Storage Services

COMPANY INFORMATION	
Exhibitor Company Name:	
On-Site Exhibitor Name:	
Billing Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	

EXHIBIT ROOM INFORMATION

Program: _____

Function Room: _____ Booth #: _____

Set Up Date: _____ Set Up Time: _____

End Date: _____ End Time: _____

Need to Know

- All Packages are allowed Free storage 48 Hrs. upon arrival and departure.
- Use the Exhibitor Package Label on all packages being sent to the Hotel.
- Full payment is due 10 business days prior to group event. Purchase orders are not accepted.
- Must Schedule pick up or will be subject to Hotel fees.
- Exhibitor Responsible for scheduling Shipping directly with outside vendor or may use Hotel Shipping Services.
- Any Packages left on site after 48hrs. will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees.

Package Storage Fees

Weight	Cost	QTY	Days	Total
1-10 pounds	\$3 per package			
11-20 pounds	\$6 per package			
21-50 pounds	\$9 per package			
51-100 pounds	\$12 per package			
100+ pounds	\$15 per package			

Pallets

Type	Cost	QTY	Days	Total
Inbound Storage	\$55 per pallet, each for 2 days			
Outbound Storage	\$45 per pallet, each for 2 days			
Extended Storage	\$75 per pallet, per day after 2nd day			

Payment (Credit card questions? Call 512-805-5309 or brittany.querrero@jgh.com)

Credit Card Check

Card Holders Name:

Account Number:

Expiration Date:

Card Type:

Verification Code:

Signature:

Subtotal	
24% Service Charge	
8.25% Sales Tax	
(Subtotal x 24%) x 8.25% = Grand Total	
GRAND TOTAL	

Exhibitor Shipping Services Form

Exhibitor Room Information

Program: _____

Ship To: _____

Company Information

Exhibitor Company Name:

On-Sight Exhibitor Name:

Billing Address:

City, State, Zip:

Telephone Number:

E-Mail Address:

Need to Know

- Contact Shipping-Receiving Department for shipping quote
- This Form must be completed, signed and payment received before shipment is scheduled.
- All shipments require signature upon delivery to destination.

Payment (Credit card questions? Call 512-805-5309 or brittany.querrero@iqh.com)

Credit Card Check

Card Holders Name:

Account Number:

Expiration Date:

Card Type:

Verification Code:

Signature:

Shipping Quote.	Description of outbound package	Total

Pallets		Total
	Description of outbound package	

Scheduling Fee	14.00
Subtotal	
24% Service Charge	
8.25% Sales Tax	
<i>(Subtotal x 24%) x 8.25% = Grand Total</i>	
GRAND TOTAL	



EMBASSY SUITES®

EXHIBITOR PACKAGE

To: Embassy Suites – San Marcos
1001 E. McCarty Lane
San Marcos, TX 78666

Group: _____

On-Site Exhibitor Name: _____

Company: _____

Booth #: _____

Date of Arrival: _____

Box _____ of _____ PCS



**EMBASSY
SUITES**
by HILTON

Exhibitor Services Order Form

Company Information:	Exhibitor Information <i>(Please Complete the requested)</i>
Exhibitor Company Name	Event _____
On-site Contact Name	Booth # _____ Set Up Date _____
Billing Address	Payment <i>(Credit card questions? Call 512-805-5309 or brittany.querrero@iqh.com)</i>
City, State, Zip	<input type="radio"/> Credit Card <input type="radio"/> Check <input type="radio"/> Master Account <input type="radio"/> Guest Room #
Telephone Number	Card Holder's Name: _____
Fax Number	Account Number: _____
Email Address	Expiration Date: _____
	Card Type: _____
	Verification Code: _____
	Signature: _____
	Payment Terms Conditions
	<ul style="list-style-type: none"> Payment Total is due 10 business days prior to group event. Any additions or variances will be billed within 24 hours after close of the event. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in is charged 100% of one day's rate. Must Fax The Forms To 512-805-5310 Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control. A 24% Service Charge will be applied to all AV services rendered for each day's use. Discount Price available 14 days prior to event, Standard Price available 13 to 4 days prior to event, Floor Price available 3 days prior to event and on-site.

ELECTRICITY	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Basic Power*	\$20	\$30	\$45			
20 AMP Power**	\$55	\$75	\$95			

HIGH SPEED INTERNET	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Wireless Connection	\$10	\$15	\$20			

Audio Visual	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
43" Monitor	\$75	\$95	\$115			
Laptop Computer	\$150	\$200	\$250			
55" TV with stand	\$100	\$150	\$200			
25' VGA Cable	\$15	\$25	\$35			
Blu Ray	\$45	\$55	\$75			
Wireless Mouse	\$30	\$40	\$55			
Flip Chart	\$25	\$45	\$65			
Up lights	\$30	\$60	\$80			
Self-Powered Speaker	\$60	\$80	\$100			
4 Channel Mixer	\$50	\$50	\$70			
Wired Microphone	\$75	\$95	\$125			
Wireless Microphone	\$65	\$85	\$115			
Computer Sound	\$30	\$50	\$70			
Computer Speakers	\$15	\$25	\$55			

Accessories	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Labor/hour	\$35	\$45	\$60			
Cocktail Table or AV Cart	\$25	\$35	\$55			
6' or 8' Table	\$35	\$45	\$55			
Soft Seating	\$45	\$55	\$65			
Ice per pound	\$5	\$10	\$15			
Hot Water per gallon	\$25	\$35	\$45			

*Includes electricity, power cord & labor

**Includes dedicated 20 AMP circuit, power cord & labor

Grand Total = (Subtotal x 24%) x 8.25%

	Subtotal
Service Charge	24%
Sales Tax	8.25%
Grand Total	