


LITTLE
AMERICA
— Hotel —
C H E Y E N N E

2018
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:**

Sara Melendez
2800 West Lincolnway
Cheyenne, WY 82009
307-775-8467

Outside Vendor Order Form  Southwest Liturgical Conference 2018	Event Name _____ Booth # _____ Booth Dimensions _____ Event Dates _____ Company Name _____ Address _____ City _____ St _____ Zip _____ Phone _____ Fax _____ E-mail _____ Onsite Contact _____
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Vendor Set-Up	Qty	Daily Standard Rate	Number of Days	Total	
One Additional 6' Table		\$20.00 Per Day			
One Additional 8' Table		\$25.00 Per Day			
One Additional Banquet Chair		\$10.00 Per Day			
Electrical/Broadband	Qty	Daily Standard Rate	Number of Days	Total	
Single Source Power		\$15.00 Per Day			
Six Plug Strip and Power		\$20.00 Per Day			
Labor <small>(Special Placement or changes are charged in 1 hour increments.)</small>		\$50.00			
Wireless Internet		\$25.00 per Day			
Deliveries	Shipment Arrival Date	Shipment Departure Date	Qty	Price	Total
Package/Box Handling Fee (Each) Up to 50 lbs.				\$10.00 each	
Pallets (Each) Up to 200 lbs.				\$70.00 each	
Total Payment					

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.

All 10x10 and in-line booths services will be installed in the center back of the space. Larger booth exhibitors **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

Note: If a booth floor plan is not provided, services will be placed in the most convenient location. Multiple service orders without a booth floor plan will be serviced on a first come, first serve basis.

Back

Note Adjacent Booth # to
Left side of your booth

Note Adjacent Booth # to
Right side of your booth

Front

Note Adjacent Booth # to Front side of your booth

Customer Initials _____ Hotel Initials _____ Date Received _____



Credit Card Authorization

The Little America Hotel & Resort is authorized to charge my credit card as instructed:

Group Name: _____

Authorized Dates: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Cardholder's Name: _____

(Please Print or Type names as it appears on the card)

Signature: _____

Card Information: Type: _____ Number: _____

Expiration Date: _____ Verification Code: _____ (3-digit number on back of card)

Please provide a legible copy of the front and back of the credit card

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Hotel Facility Policies & Guidelines

Load-In & Load-Out

- It is understood and agreed that the hotel will be left in a neat and orderly condition, free and clear of debris or display refuse no later than the contract completion date and time, or additional charges will apply. The Hotel Banquet Department and exhibitor/vendor/production company etc. on site contact will complete a pre and post Facility Inspection Report.
- Equipment must be loaded and unloaded at the designated loading entrance or the loading dock, in accordance with the hotel's rules and city ordinances.
- All contract vendors must supply their own carts for transporting materials from their vehicles to their designated work areas.
- All equipment delivered to meeting rooms must be transported through the service corridors. Equipment or road cases are not to be transported through public areas of hotel.
- Use of rolling equipment (scissor lifts) must be pre-approved by the Catering Manager and Safety Director due to weight restrictions. Visqueen and/or floorboards must be placed to protect the carpet and thresholds. Protective floor covering is the responsibility of the group or vendor.
- The hotel has no storage facilities for equipment. This is the responsibility of the supplier. Meeting rooms, back hallways, and the loading docks area may not be used for storage. All miscellaneous equipment is to be stored in the function room assigned.
- Production or Exhibit companies who use large vehicles, trucks or trailer to deliver equipment cannot park their vehicles in guest or employee parking lots except during designated load in and load out times. If overnight parking is requested it must be arranged in advance through your Catering Manager.
- No pallets, crates or other materials may be placed on any carpeted surface without protective floor covering (i.e. visqueen) beneath them. Protective floor covering is the responsibility of the group or vendor.

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Exhibits

- An exhibit company/decorator must be contracted for all programs with displays and exhibits.
- For power, internet and phone line information refer to Exhibitor Service Order Form.
- Unless there is a contractual stipulation from the exhibit company/decorator, there will be no direct shipments of the exhibitor materials to the hotel. See example below:
- If freight consigned to the exhibit company/decorator arrives at the hotel loading dock prior to the exhibit company's arrival at the hotel, the hotel will redirect the shipment to the exhibit company's warehouse, or contract the exhibit company to receive and deliver the shipment. If the hotel is unable to contact the exhibit company during move-in or while the show is open the hotel will receive the materials and proceed as outlined above.
- Please see the attached Exhibitor Service Order Form for pricing on Deliveries.

Signage

- Banners are not allowed in public spaces. In banquet rooms banners cannot be attached to any walls or ceilings and must be hung from pipe & drape. An audio visual technician must be arranged 2 weeks prior to the event to hang banners, banner hanging fees will apply.
- No signs, posters, brochures, advertisements or fliers of any kind may be placed on the grounds or in the hotel public space including all designated hallways leading to banquet space. No boxes or debris may be stored in public area view.
- The hotel must approve decorations or displays brought into the hotel prior to the arrival. Items may not be attached to any wall, floor, window or ceiling with nails, staples, tape or any other substance.
- Decorators and florists must use drop cloths when working on flowers, or any type of decorations that require assembly with water, flora sponge or any other items that will adhere to carpet and walls. No glitter or confetti is allowed.

Prohibited Decorations

- Candles, lanterns or any device with an open flame used for decoration is prohibited unless approved by the safety director.
- Dried or highly flammable materials such as crepe paper, hay bales, dried branches, leaves, tires, and etc. must be approved for decoration purposes. All drapes, curtains, table coverings, skirts, carpet or any decorative materials used in exhibits must be flame retardant.
- Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers. No adhesive backed decals, signs, etc. shall be given out on the premises.

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- Painting, mixing of chemicals and explosive materials are not allowed inside the hotel.
- A material safety data sheet is required for any chemical utilized supplier.
- Nails or bracing wires used in production set-ups may not be attached to the building.
- No sawing or cutting of materials with any power tools is allowed within the hotel.
- Any vendor/decorator planning to use a fog machine or indoor pyrotechnics must have approval form the Catering Manager at least six weeks in advance of the function. If approved, a signed waiver from the hotel will be required.
- Hotel fire emergency strobe lights shall not be covered or blocked from view.
- Fire hose, extinguisher and electrical cabinets shall not be covered or blocked from view or access. A minimum of 3 feet shall be maintained from any exhibit set up material in order to gain access to any fire hose, fire extinguisher or electrical cabinets.

Emergency Pull Stations

- Emergency pull stations shall not be blocked, covered or rendered inaccessible.

Facility Exits

- Exhibit construction, banners, posters, booths, A/V equipment or furniture shall not block Exit Signs or exiting from halls, meeting rooms or corridors leading out of the building.
- Exit closures that have been authorized by the city fire marshal or his designate shall have exit signs covered and the exit secured.
- Temporary exit signs required by both the hotel management and city fire marshal shall be placed in a manner and illuminated in such a way that guests can easily see the temporary exit signs.

Food & Beverage

- All food and beverage is provided and controlled exclusively by the hotel. Arrangements for serving food and beverage must be made through the Catering Department. No outside food or beverage will be allowed on premises unless purchased through the Hotel. Please visit with the Catering Sales Manager for Food & Beverage Options.

Display of Motorized Vehicles

- Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine using Class I or Class II fuel such as (but not limited to) automobiles, trucks, motorcycles, aircraft and watercraft.
- A special permit is required for any vehicles displayed on stage or in any area inside the hotel. The vendor must submit a permit application to the Cheyenne Fire Marshall at least 21 days in advance to the show. A copy of the permit must be provided to the Catering Manager.

- When planning to bring a vehicle into the facility, the exhibitor must coordinate with the Catering Manager, for both the move-in and move-out of the vehicle or vehicles.
- The engine must be off and pushed in through the back dock with the battery disconnected and the battery cables covered with a non-conductive tape or material, and the vehicle gas cap shall be taped down or locked to prevent inspection by viewers. Tractors, Chainsaws, generators, and other such fuel-powered equipment shall be safeguarded in similar matter.
- The oil must be drained and fuel in vehicles on display shall not exceed one-fourth (1/4) of the tank.
- Prior to staging, visqueen must be laid on the location that will be underneath the vehicle.
- A drip pan must be placed underneath the front end of the vehicle on display inside the hotel.
- All vehicle wheels must be wrapped before rolling in the hotel.

General Cleaning

- The hotel will vacuum public space (walkways, pre-function non exhibit space) however, vacuuming, trash removal and clean-up of individual booth space is the responsibility of the exhibitor company/decorator.
- It is the responsibility of the vendor to clean any area that they use, and to remove all materials and debris. All trash should be removed.
- Vendors will incur all charges for additional trash pickup required, other than the normal scheduled clean-up. Please see attached Exhibitor Services Order Form for additional charges.
- It is understood and agreed that the hotel premises will be left in a neat and orderly condition free and clear of debris or display refuse no later than the contracted completion date and time, or additional charges may apply.

General Conduct & Appearance

- As professional, it is important to realize your behavior is an integral part of our entire operation. Please conduct yourselves in a manner in keeping with Little America's tradition of excellence.
- The hotel is a place of business and as such, proper behavior and language will be used. Loud or obscene language, roughhousing, and horseplay will not be tolerated and will result in immediate removal from the premises, and possible legal action.
- The possession or use of intoxicants on the hotel property is prohibited. Possession or use of drugs, other than medication prescribed by the employee's physician, is prohibited. Violation will result in immediate removal of the individual from the premises, and possible legal action.
- Eating, or drinking is prohibited within the hotel during load-in and load-out. Room service or catered meals are allowed, at the guest's request, at a cost. Arrangements

can be made for a separate eating and break area for your subcontractor's use. Please discuss this with your Catering Manager.

- Food and Beverage staged or stored in the hotel service corridors is the hotels property and is not for vendor consumption.

General

- All subcontractors (exhibitors, decorations, audio-visual companies, entertainment companies, etc.) will abide by these hotel exhibitor/vendor guidelines, as well as all local, state and federal laws. In the event the vendor or any of its employees or subcontractors violates any of the guidelines, rules, or regulations set forth by Little America Hotel, they will be responsible for such actions or omissions and the hotel reserved the right to remove those individuals from the hotel premises immediately.
- All vendors hereby agree to hold the hotel harmless from all accidents, injuries, or damage arising wholly or partially due to the negligence of the hotel, its agents, or employees. In addition, all vendors hereby release the hotel from any and all claim of liability that occur while in, on or about hotel premises.
- Damages to air wall tracks, lighting fixtures, artwork, furnishes and any other structural damage are the responsibility of the contract vendor. All claims for damages will be submitted to the vendor in writing within ten (10) business days following the final walk-through.
- In the event of a fire alarm, leave the hotel through the nearest hotel exit. Do not attempt to determine the source of the alarm or fight the fire. If you discover a fire or smoke, notify hotel staff or use the nearest house phone to notify the hotel operator (dial 0).

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