

California Society of Respiratory Care 2023 - S02CRC3

EXHIBITOR INFORMATION

The following information will provide Exhibitors with shipping, receiving & storage guidelines as well as information regarding additional needs.

SHIPPING MATERIALS/MERCHANDISE/EXHIBITS

Exhibitors are responsible for the arrangements and all expenses of shipping all items to and from .

ADDRESS

All shipments *must* be addressed using the following example for the appropriate property:

Harrah's/Harveys Lake Tahoe

Attn: Convention Stewards

(Exhibitor Name)/California Society of Respiratory Care 2023/S02CRC3

18 US Highway 50

Stateline, NV 89449

DRAYAGE/HANDLING CHARGES

The following charges apply for all incoming and outgoing shipments. Drayage charges are the responsibility of each vendor. Charges can must be posted to a Credit Card. (Prices are subject to change)

0 – 35 lbs -\$20.00 36 – 70 lbs-\$30.00 71 – 99 lbs-\$40.00 over 100 lbs-\$.50 per pound Pallet Price-\$.50 per pound

PAID PARKING

The property charges for valet and self parking unless waived in the contract concession clause in the contract. Drop off only available at Valet.

STORAGE

All shipments received using the above example will be delivered to Convention Stewards and placed in storage on the Convention Center floor. **Banquet storage areas are not securable.**

Note: has limited storage facilities. Boxes should be scheduled for delivery no more than 2-3 days prior to the group arrival.

Please note: The UPS and Shipping Warehouse is closed on Sundays. Please advise your Convention Services Manager if special arrangements need to be made for accessing shipped items on a Sunday. Please keep all tracking numbers for all items shipped.

RECEIVING BOXES ON PROPERTY

All boxes must be signed for by each exhibitor as indicated on the address label. Boxes will be made available to exhibitors at the time specified on the Banquet Event Order for Exhibitor Load In. If locating boxes outside this time, please contact the Convention Stewards Department at the follow number: **Convention Steward Cell Phone (775) 762-7290**

Note: Please have your tracking numbers available for assisting us with lost or misplaced items

VENDOR ON SITE BELL DESK ASSISTANCE

Any assistance that is required by the Bell Staff for deliveries to the Convention Center upon arrival or departure will incur a \$15 Service Charge per cart in and out. The forms of payment accepted are: Cash and Harrah's or Harveys Room Charge payable at time of service.

RETURN SHIPPING

Prior to Exhibitor Breakdown, Convention Steward Staff will provide Outgoing Shipping and Drayage Forms. This, along with the appropriate UPS or Federal Express label must be completed in its entirety and adhered to the box. FedEx and UPS Shipping Labels are available through the Convention Stewards or the Group Services Office. Contact Convention Steward Staff to pick up and process: Cell 1-775-790-3206

Note: FedEx is the only company that has scheduled drop-off and pick-up times at our Receiving Dock.

If using a freight Company other than FedEx, sender is responsible for calling that shipping company.

- It is the responsibility of the sender to ensure that all items to be shipped are labeled and packaged properly.
- No items will be shipped without the completed Outgoing Drayage Sheet and correct shipping label.
- Payment for Drayage Fees cannot be charged to Hotel room folios. A credit card must be provided.
- FedEx and UPS require either a credit card or appropriate account number.
- For the "Shippers Address" on the FedEx/UPS Label, please utilize the correct address provided.
- Retain the Shippers Copy of the shipping label for record and tracking number.

FED EX: Daily delivery Monday – Friday between 10:00am and 12:00pm

NO WEEKEND DELIVERY

GROUP NAME:	<u>California Society of</u>	GROUP CODE:	<u>S02CRC3</u>
	<u>Respiratory Care 2023</u>		
EXHIBITOR:	_____	ON PROPERTY CELL:	_____
BOOTH			
NUMBER:	_____		

# OF UNITS	DESCRIPTION	WEIGHT

Tracking Numbers: _____

Exhibitor Signature of Receipt of Packages _____ Date: _____

CHARGE TO: DRAYAGE FEES CAN NOT BE CHARGED TO HOTEL GUEST ROOM

PRINT NAME: _____

SIGNATURE: _____

IF YOU NEED A CC RECEIPT, PLEASE INCLUDE FAX # OR E-MAIL ADDRESS:

[illegible]

Completed by on property staff

TOTAL WEIGHT: _____ **DRAYAGE FEE:** _____

DRAYAGE FEES:

0 – 35 Pounds	\$20.00	Over 100 Pounds	\$.50 Per Pound
36 – 70 Pounds	\$30.00	Pallet Price	\$.50 Per Pound
71 – 99 Pounds	\$40.00		

EXHIBITOR EQUIPMENT RENTAL REQUIREMENTS

Please return via Fax to Convention Services (775) 586-6590 as soon as possible

GROUP NAME: California Society of GROUP CODE: S02CRC3
 Respiratory Care
 2023

EXHIBITOR ON PROPERTY
 NAME: CELL #:
 BOOTH SETUP TEARDOWN
 NUMBER: DATE/TIME: DATE/TIME:

PROPERTY OF FUNCTION:

Item Description	Rental Fee	Quantity	Quantity Returned (Internal Use)	Replacement Fee (Applicable if not returned)
Electrical to Booth – Includes Power/Powerstrips	\$25.00 Each Per Day			\$200.00 Each
Easels	\$10.00 Each Per Day			\$50.00 Each
Miscellaneous – Contact AV for Pricing (775) 240-0393				
TOTALS				

Note: All pricing is Per Day. All charges including 7.1% Sales Tax and 23.0% service charge will be posted to the credit card on file. A credit card is required for all equipment rented. Items not returned will be charged to the credit card on file at the replacement cost.

NOTE:

- NO Access to Back of House or Equipment. Vendors to be entirely self-sufficient
- Booths shall have no Horizontal Overhead Projections. Use of Canopies and Tents is NOT permitted
- Use of Open Flames NOT permitted
- Extension Cords may NOT be "chained" together. All power to be plugged directly into receptacle
- Use of Cooking Appliances shall be approved by the Fire District
- Use of Decorative Materials, including Draperies and Vegetation shall be in accordance with Nevada State Fire Code. Use of Foam Plastics is strictly regulated

CHARGE TO:

CREDIT CARD #: EXP:

PRINT NAME:

SIGNATURE:

IF YOU NEED A CC RECEIPT, PLEASE INCLUDE FAX # OR E-MAIL ADDRESS:

Upon Returning Items

Client Signature

Steward Staff Signature

Please return via Fax to Convention Services (775) 586-6590 as soon as possible