



*Holiday Inn*

## **Holiday Inn Vendor Packet**

Welcome to the Northwest Arkansas Holiday Inn & Convention Center!

We are excited to be partnering with Women's Living Expo and want your stay to be comfortable and memorable. Please let us know of any special requests or comments and we will do our best to accommodate your needs. We proudly offer the following services and amenities to our Women's Living Expo guests:

- On-site Event Service staff to assist with any last minute details
- On-site Engineering staff to assist with any water requirements
- On-site Audio Visual through PSAV for any technical or AV needs

**All forms must be completed and returned to the hotel prior to December 22, 2016. All forms received after December 22, 2016 will be subject to floor pricing rates and all items will be subject to availability.** An email confirmation will be sent upon receipt of a vendor packet; if you fail to receive an email confirmation the hotel has not received your vendor packet and cannot guarantee appropriate vendor setup or add-ons. Should you have any questions or comments during the duration of your stay, please feel free to contact our Sales and Catering Office at [Emily.Evans@AtriumHospitality.com](mailto:Emily.Evans@AtriumHospitality.com) or 479-872-5977.



## **ELECTRICAL ORDER FORM**

The following are available electrical services at the Holiday Inn & Northwest Arkansas Convention Center. Circuit Orders received outside of **(21)** business days prior to the event move-in date are considered pre-orders. Any orders received **(21)** business days or within **(21)** business days of the event are considered Floor orders. All orders must be accompanied by payment for services requested.

**Installations will not take place until payment has been made.**

SERVICE	RATE	FLOOR	Quantity	Total
110V Power (up to 10 amps per)	\$50.00	\$80.00		
220V Power	\$150.00	\$300.00		
100 Amp (single or up to three phase)	\$350.00	\$500.00		
400 Amp (single or up to three phase)	\$500.00	\$700.00		
Power Strip (must order 110V power)	\$35.00	\$70.00		
<b>Subtotal</b>				
<b>10.75% Sales Tax</b>				
<b>22% Service Charge</b>				
<b>9.75% Tax on SC</b>				
<b>Grand Total</b>				

Power strips or other multiple-plug adapters are not allowed unless overload protected. Customers must provide plug ends for 208 & 220 services, or equipment can be hard-wired by Hotel engineering staff if necessary. We will hard-wire the appliance only if requested. All rates quoted below are for PRE-ORDERS and include installation of services to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special services may be subject to additional service or labor charges. If you have special requirements, please note them in the space provided.

**Floor order rates subject to additional labor charge based on individual circumstance**

Special Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company		Event Name	
Contact		Move-in Date	
Email Address		Booth Number (if known)	
Phone Number		Room Number (if staying on-site)	

It is our intent to provide quality utility service for our clients, however the Northwest Arkansas Holiday Inn & Convention Center cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power 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 an act in good faith with installation & removal

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of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.

## **EXHIBITOR INTERNET, AUDIO VISUAL, AND PHONE ORDER FORM**

The following are available services at the Holiday Inn & Northwest Arkansas Convention Center. Orders received outside of (21) business days prior to the event move-in date are considered pre-orders. Any orders received (21) business days or within (21) business days of the event are considered Floor orders. All orders must be accompanied by payment for services requested.

**Installations will not take place until payment has been made.**

All rates quoted below are for PRE-ORDERS and include installation of service to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special service may be subject to additional services or labor charges.

SERVICE	RATE	FLOOR	Quantity	Total
Wired Internet Connectivity (for 1 <sup>st</sup> hook-up, must have 24 hour notice)	\$150.00	\$200.00		
19" Data Monitor for Computer w/ Cart	\$100.00	\$125.00		
40" Plasma Monitor (data/video)	\$375.00	\$450.00		
Powered Speaker (each)	\$125.00	\$150.00		
Audio CD Player	\$85.00	\$100.00		
Laptop or House Audio Patch	\$75.00	\$100.00		
Local Phone Access Line (dial 9 & 800 #'s)	\$50.00	\$75.00		
Dedicated Outside Telephone Line w/ Phone	\$150.00	\$200.00		
<b>Subtotal</b>				
<b>10.75% Sales Tax</b>				
<b>22% Service Charge</b>				
<b>9.75% Tax on SC</b>				
<b>Grand Total</b>				

Special Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company		Event Name	
Contact		Move-in Date	
Email Address		Booth Number (if known)	
Phone Number		Room Number (if staying on-site)	

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

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## **PRE SHOW SHIPPING AND FREIGHT DELIVERY FORM**

The following are rates for material handling at the Holiday Inn & Northwest Arkansas Convention Center. Rates for material handling include all **labor & equipment to unload shipments** received (up to 2000 pounds), store up to **48 hours prior** to the event at the Hotel, **any items received before January 10, 2017 will be charged a \$55 per day storage fee**, deliver to booth/stage, handle empty containers to/from storage and remove from booth for reloading onto outbound carriers. **You must submit this form to The Hotel to insure acceptance of your freight or shipping.** Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. **A \$55 per day storage fee will apply thereafter.** In order to guarantee delivery of shipment/freight to a vendor booth before vendor arrival all forms must be returned to hotel before **January 2, 2017. Delivery will not take place until payment has been made.**

**To insure proper identity freight must be labeled with Responsible Party's Name, Group Name, plus "Hold for Arrival date of Day, Month, Date, Year"**

**Example: Hold for arrival date of Monday, August**

**TO: Northwest Arkansas Holiday Inn & Convention Center  
ATTN: (VENDOR OR CLIENT NAME & Group)  
1500 S. 48<sup>th</sup> St.  
Springdale, AR 72762**

**FROM:**

<b>Company</b>		<b>Event Name</b>	
<b>Contact</b>		<b>Move-in Date</b>	
<b>Address</b>		<b>Booth Number</b>	
<b>City, State, Zip</b>		<b>Phone Number</b>	

Boxes up to 36" x 24" x 24" \$5 per box

Large Boxes / Display Cases \$20 per box

Pallets \$50 per 100lbs

Total Charges \$ \_\_\_\_\_

Number of pieces / Description of Freight: \_\_\_\_\_

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an " Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.

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**MISCELLANEOUS ORDERS**

SERVICE	RATE	FLOOR	Quantity	Total
Hang Banner	\$50.00	\$65.00		
8' x 10' Visqueen floor covering	\$25.00	\$50.00		
10' x 20' Visqueen floor covering for vehicle	\$50.00	\$75.00		
Easel(s)	\$25.00	\$25.00		
	<b>Subtotal</b>			
	<b>10.75% Sales Tax</b>			
	<b>22% Service Charge</b>			
	<b>9.75% Tax on SC</b>			
	<b>Grand Total</b>			

Special Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company		Event Name	
Contact		Move-in Date	
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### **Convention Center Vehicle Addendum**

The Holiday Inn & Convention Center permits fueled vehicles and motorcycles in the Convention Center providing the following policies are adhered to:

- I. City of Springdale provisions of permit:
  - All batteries shall be disconnected
  - Fuel tanks shall not exceed (1) gallons of gas.
  - Fuel tank openings shall be secured/sealed.
  - Vehicles shall not obstruct fire protection equipment or emergency exits.
- II. Hotel Vehicle Policies:
  - Vehicles must be clean and free of debris (upper area as well as undercarriage)
  - Vehicles must be rolled or pushed in on heavy plastic or similar material to protect the carpet.
  - Vehicle tires must rest on heavy plastic or similar material.
  - Plastic, metal tray or large sheet of plastic should be under the engine or any part of the vehicle that may leak on to carpet.
  - Client will be responsible for any damage to Convention Center property or carpet, that may occur from vehicles in the Convention Center.

Signature below certifies that Client understands and agrees to the policies listed above.

\_\_\_\_\_

Client

\_\_\_\_\_

Date

\_\_\_\_\_

Hotel Representative

\_\_\_\_\_

Date