

EXHIBITOR REQUESTS



CONVENTION SERVICES DEPARTMENT

Scan to Emily Borg
eborg@cptsnyc.com
TEL: (212) 315 6010

RETURN FORM WITH CREDIT CARD
OR COMPANY CHECK TO:
Crowne Plaza Manhattan
1605 Broadway, New York, NY 10019

RETURN NO LATER THAN: **2 weeks prior to Set up**
(After above date late order applies)

EVENT NAME: _____

TODAY'S DATE: _____

ON-SITE CONTACT: _____

COMPANY NAME: _____

STREET ADDRESS: _____

ROOM/BOOTH: _____

PHONE #: _____

DATE OF EVENT: _____

AUTHORIZED SIGNATURE: _____

Exhibiting Company: _____

Email address: _____

| ITEM | # NEEDED | REGULAR PRICE | LATE ORDER | COST |
|--|----------|-----------------|------------|---------------|
| †15A Power Strip & Extension Cord /day | | \$65.00 | \$97.50 | |
| **WIFI Access 5Mb Min, up to 3 users. (additional bandwidth available at \$500.00 per 5Mb upgrade) | | \$300.00 | \$450.00 | |
| **High Speed Internet Connection** (Hard Line) | | \$550.00 | \$825.00 | |
| **Access for Additional Computer** | | \$150.00 | \$225.00 | |
| **42" LCD Monitor per day | | \$400.00 | \$600.00 | |
| **60" LCD Monitor per day | | \$900.00 | \$1,350.00 | |
| *Outside phone line* | | \$125.00 | \$187.50 | |
| † Plugging own equipment directly into hotels outlets is not permitted | | SUBTOTAL: | | \$0.00 |
| *Phone lines cannot be restricted to toll free & local calls. | | 22% SERVICE FEE | | \$0.00 |
| **Denotes services provided by PSAV, our In-house AV Company. If additional AV Equipment is needed please call Joe Schodowski @ 212-315-6031 | | 8.875% NYS TAX: | | \$0.00 |
| | | TOTAL: | | \$0.00 |

PORTERAGE: Once materials have been received by the Hotel via a shipping service or messenger, a labor fee will be applied for the movement, storage and retrieval of these materials before, during and after the program.

**** NAME OF EVENT AND EXHIBITING COMPANY TO BE CLEARLY LABELED ON EACH BOX ****

| BOXES | PRICE PER BOX / CRATE | NUMBER OF BOXES | COST |
|---|-----------------------|-----------------|------|
| 0 – 24 lbs | \$5.00 | | |
| 25 - 49 lbs | \$10.00 | | |
| 50 - 74 lbs | \$25.00 | | |
| 75 - 100 lbs | \$50.00 | | |
| Small Crate | \$15.00 | | |
| Medium Crate | \$25.00 | | |
| Large Crate | \$50.00 | | |
| Extra Large Crate | \$100.00 | | |
| All material exceeding 200 pounds will require special handling | | | |
| | TOTAL: | | |

I hereby authorize the Crowne Plaza Times Square Manhattan to charge my credit card number below for all charges incurred for the above-mentioned group.

CREDIT CARD #: _____ EXPIRATION DATE: _____

CARDHOLDER'S SIGNATURE: _____

NAME AS IT APPEARS ON THE CREDIT CARD: _____

BILLING ADDRESS OF CREDIT CARD HOLDERS

Street _____

City _____ State _____ Zip Code _____

Payment Policy: Full payment must accompany this order form two (2) weeks prior to set up date. Orders received after this date will be subject to listed late order rates. Only company checks or major credit cards are accepted

NON-FLAMMABLE MATERIALS: All material used in the Exhibit Hall, Ballroom or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of New York City. Electrical wiring and equipment installation must conform to appropriate NYC codes. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors or other powered equipment may be operated only with the consent of the Chief Engineer of the Hotel.

WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF NEW YORK:

New York City code requires that no electrical equipment or apparatus can be connected unless it conforms to the electrical code as stated below. The Hotel will supply qualified electricians to correct any infractions at prevailing costs. All electrical apparatus and splices must be installed in a metal enclosure. All metal raceways, metal lighting fixtures, metal housings of electrically powered equipment shall be grounded. All extension cables shall be three (3) wire cords or other approved type and not more than 10 feet long. One of the wires with green colored insulation is to be used as a ground. The cable must be large enough for the load and have a grounded male plug. Flexible cords are not permitted. Plug in strips shall be mounted not less than two (2) feet six (6) inches above the floor and shall be securely fastened. All late charges for electrical service will be collected on the floor.

SPECIAL NOTICES: Nails, bracing wires or tape used in erecting displays or signs may not be attached to the building without written consent of the Chief Engineer at the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor at the exhibitor's expense. Banners that are approved by the Hotel will be hung by the Engineering Department at a cost of \$50.00 - \$75.00 each.

All signage displayed in the Hotel must be approved, professionally printed and conform to the Hotel's 22" x 28" foam-core format. The Hotel reserves the right to remove signage not conforming to these standards. Note: Handwritten signage and lobby/street level solicitation is strictly prohibited.

All materials and equipment furnished by the Crowne Plaza on this order are to remain its property and to be removed by the Crowne Plaza after close of the show.

New York City Fire Department regulations prohibit the storage of any materials behind exhibit displays.

Banquet Housemen are responsible for the basic set-up of exhibit and meeting space.

LIABILITY: The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property or any person prior, during or subsequent to (he period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

INSURANCE: Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

SECURITY: The Hotel can provide you with recommendations for Security Companies and in some cases (given ample notice) provide you with additional Hotel Security at \$65.00 per hour, per guard.

SHIPPING / RECEIVING: Based on limited storage space availability, materials will be accepted by the Hotel no earlier than one (72 hours)3 days prior to the show. Materials received before this will be subject to an additional storage fee of \$75.00 per day.

Materials should be clearly labeled with: name of show; dates of show; name of exhibitor's company (if exhibition); name of recipient and name of hotel's Convention Services Manager. Note: the Hotel will not accept C.O.D packages.

If your show set-up will be handled by an outside drayage company, the company must utilize union labor. In addition, all aspects of set-up including delivery and pick-up of materials to be handled by said drayage company.

As a full service Hotel, we will aid in the shipping of post-conference materials. Based on the volume of materials shipped in and out on a daily basis, we require all materials to be properly repackaged, clearly labeled and accompanied by **completed** shipping labels. All materials must have adequate prepaid billing information. The Hotel does not supply shipping labels and/or packaging materials. If your items do not meet the above criteria they will be stored in the Hotel's Receiving Dept for one week (7 days) after the end of the event. During this time a clerk from receiving can be reached at 212-315-6027 to make arrangements for your item(s) to be shipped out, additional fees may apply. After that period if no contact is made with the Receiving Dept. the hotel will consider it unwanted material and it will be discarded. If using UPS, we recommend contacting UPS and having "call tags" issued with a post-conference pick-up date.

This Form MUST be signed & returned even if no additional services are required

Standard Conditions for Exhibitors and Displays

Signature _____ Date _____

Print Name _____ Company Name _____