



EMBASSY SUITES®

Norman - Hotel & Conference Center

2018 Oklahoma Agriculture Expo

Welcome Vendor,

The Embassy Suites Norman – Hotel and Conference Center is honored to host the 2018 Oklahoma Agriculture Expo Conference. We are looking forward to your arrival and the opportunity for you to experience our hospitality! I am confident that our facilities, amenities and service will exceed your expectations.

This packet includes various information and some forms that will need to be returned to me by the deadlines designated. Please read each page carefully and indicate your needs on the appropriate forms. We ask that regardless of you needs that you send the return pages back so that we can accurately prepare for your arrival. The final page will give you instructions on returning the needed forms to the hotel.

Sincerely,

Dee Cody

Director of Event Sales

deann.cody@atriumhospitality.com

Embassy Suites Norman – Hotel & Conference Center

Waiver of Liability & Property Information

- The Conference Center area is carpeted.
- Outside food and beverage is not allowed in the conference center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel please contact the Convention Services Manager listed below.
- The use of electrical pallets jacks or fork lift is not permitted without permission from the hotel. Please contact the hotel to secure approval and to decide if these are required for unloading or transporting your materials.
- **For deliveries or loading/unloading materials and equipment for convention, meeting or events, please use the Receiving Area on the North side of the building, next to the loading dock.**
- **Vehicles may remain unattended while unloading/loading materials and equipment. After equipment has been unloaded and delivered to appropriate room, vehicles need to be moved to an appropriated parking area.**
- **Special arrangements for in/out privileges in the Embassy Suites Norman Hotel & Conference Center should be made separately.**
- The garage door size is 14' tall x 16' wide. Any item larger than the garage door opening will not be able to enter the hotel. It is your responsibility to make arrangements with the shipping company to have a lift available to unload the materials off the truck.
- Open flame is not allowed in the Conference Center.
- Smoking is only allowed in the designated areas.
- Easement access to any and all fire emergency exits must not be blocked or obstructed in any way. This includes, exit signs, exit doors, strobes.
- All electrical cords must be secured and are at the discretion of the Hotel.
- Please prearrange with the Hotel any tools, ladders, or equipment items needed for your setup – fees may apply. The Hotel is waived of all liability of use these items including those that are borrowed or rented from the hotel.
- In order for a vehicle to enter the hotel, specific arrangements must be made with the hotel. Once arrangements are agreed upon the following must be met in order for the vehicle to enter.
 - The vehicle will be marshaled in by the Engineer on duty.
 - **Vehicles and equipment must be brought in through the overhead door in Oklahoma Ballroom D. Please contact your Convention Services Manager to determine if space is available for group to load in.**
 - Sheets of masonite are to be laid on top of the carpet to protect the carpet as the vehicle is moved in.
 - 1/8 of tank of gasoline or less in the vehicle
 - Once vehicle is in place, the keys will be turned over to the Engineer and stored in the Manager on Duty lock box at the Hotel's Front Desk.
 - Once vehicle is in place, battery cables will be disconnected.
 - Plastic is to be placed under the vehicle.
 - Hotel is not responsible for damage to or loss of property inside Hotel.
- The hotel does not assume liability or responsibility for any damage or loss to the Hotels carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl or paint due to any form of automobile (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removal of the item.
 - The hotel does not provide storage space for any exhibit display materials or merchandise. All material must be removed from the hotel premises by the predetermined strike time.
 - Exhibit layout must be approved by your catering representative at least 60 days prior to arrival
 - Exhibit teardown must occur within 2 hours of end of show, unless otherwise arranged with catering representative.

By signing this page, you are agreeing to waive any and all liability of the Embassy Suites Norman, or its staff. All vendors must have a signed copy of this document at the Embassy,Suites Norman – Hotel & Conference Center on file before day of setup.

Signature:

Print Name:

Date

2018 Oklahoma Agriculture Expo

Company/Vendor Name and Booth #: _____



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Norman - Hotel & Conference Center
Audio Visual Request Sheet

QTY	Item	Price per Day	Price per Day after Deadline of 10/19/2018	# of Days	Total
Connectivity					
	High Speed Internet (Wired)	\$150	\$200		
	Wireless Internet	\$25	\$35		
Electrical					
	Electrical Connection to Include:				
	5 amps, power strip, extension cord	\$25	\$45		
	Specific power requests please contact hotel AV				
	At 405-253-3525				
Packages					

Subtotal	
+ 24% Service Charge	
+ 8.75% Sales Tax	
Total	

Vendor/Company Name & Booth #: _____

On-Site Contact Name: _____

Contact Address: _____

City, State Zip: _____

Telephone Fax: _____

Email: _____

Please Email Order Form and Credit Card Authorization Form to
deann.cody@atriumhospitality.com or Fax to (405) 253-3550 by Friday, October 19th, 2018



EMBASSY SUITES®

Norman - Hotel & Conference Center
Embassy Suites Norman Hotel & Conference Center
2501 Conference Drive Norman, OK 73069
405-364-8040

1. The Embassy Suites Norman – Hotel & Conference Center and its subcontractors shall not be responsible for any delay of exhibit materials due to strikes, lockouts, acts of god, or work stoppages of any kind.
2. The Embassy Suites Norman – Hotel & Conference Center and its subcontractors shall not be responsible for loss, injury or damage caused by tradesman or equipment furnished by the Embassy Suites Norman – Hotel & Conference Center or its subcontractors.
3. The Embassy Suites Norman – Hotel & Conference Center and its subcontractor's shall not be liable for loss or damage to exhibit materials at any time once received or while on property of the Embassy Suites Norman – Hotel & Conference Center.
4. The Embassy Suites Norman – Hotel & Conference Center and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from the loss, injury or damage to the exhibitor's materials, which may make it impossible or impractical to exhibit in show.
5. Exhibitor must alert The Embassy Suites Norman – Hotel & Conference Center of any hired contractors in writing at least 30 days prior to the first day of setup. If you intend on using any outside contractor other than The Embassy Suites Norman – Hotel & Conference Center we must receive a copy of a "Certificate of Insurance" showing General Liability Coverage of \$2,000,000,000 each occurrence and Workmen's Compensation valid in the state of Oklahoma This form must be received by The Embassy Suites Norman – Hotel & Conference Center at least 30 days prior to the first setup day. If Hotel is not alerted and/or Certificate of Insurance is not received, Hotel will not allow contracted services to occur in or outside of The Embassy Suites Norman – Hotel & Conference Center.
6. The Embassy Suites Norman – Hotel & Conference Center shall not be liable for the loss or damage of product or equipment that might be left in the booth at the conclusion of the show. These items are the responsibility of the exhibitor to secure once the show ends.
7. It is understood that The Embassy Suites Norman – Hotel & Conference Center is not an insurer, and that insurance, if any, should be obtained by the exhibitor. The exhibitor should consult with its insurance carrier for proper insurance coverage for its materials from the time they leave exhibitor's premises until they are returned after the show. The Embassy Suites Norman – Hotel & Conference Center does not provide insurance coverage and its fees do not include an insurance premium.
8. The Embassy Suites Norman – Hotel & Conference Center is not responsibly for any lost or stolen materials left unattended at any time on the Embassy Suites Norman – Hotel & Conference Center Premises. Security is not provided by The Embassy Suites Norman – Hotel & Conference Center. If you should chose to hire security for your unattended booth, please contact the hotel representative to make arrangements. The Embassy Suites Norman – Hotel & Conference Center assumes no liability on any unattended items, however, will work to ensure the all rooms are locked up as soon.



CREDIT CARD AUTHORIZATION
FOR

Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman OK 73069
Phone (405) 364-8040, Fax (405) 253-3550

HOTEL USE ONLY

Please bill credit card for
final payment on
____/____/____
in the amount of

\$ _____
Banquet

\$ _____
Guest rooms

GUEST (Conf #)/GROUP/COMPANY NAME: _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

I, _____ request that the below credit card be used for the stated function (s) or guest room (s) to be held at the **EMBASSY SUITES, NORMAN**. I state that I am the primary card holder or am authorized for the credit card account, and will pay all charges incurred as agreed upon.

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically-taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure.

I am providing the credit card information for the following:

_____ For deposit in the amount of \$ _____ to be applied to the above event(s).

_____ For payments in full for the above events not to exceed \$ _____

_____ For guaranty in the event that all fees not paid in accordance with direct bill terms.

Please charge the credit card for:

_____ Guest Room & Tax

_____ Parking

_____ Incidentals

_____ Meeting Room Rental

_____ Meeting Food & Beverage

_____ Other (Please notate)

Type of Credit Card _____ Today's Date _____

Name on Card (Please Print) _____

Last 4 Digits of Credit Card Number (full number will be requested via phone) _____ Exp _____

Authorized Signature _____ Contact Ph# _____

Name of person(s) authorized to sign for the above charges on the day of event, if different from signatory:

THIS FORM MUST BE STORED IN A SECURED AND LOCKED AREA.