Welcome to the Embassy Suites by Hilton San Marcos Hotel & Conference Center. For our many exhibitors attending a conference or trade show at the San Marcos Convention Center, our in-house Audio-Visual Department is the exclusive utility service provider. To meet all of your needs, we provide a wide range of services from shipping and receiving to all of the essentials needed for your exhibitor booth. Enclosed is an information packet containing descriptions of each of our offered services, pricing, and order forms as well as our service terms and conditions. Please read through and complete the enclosed order forms paying special attention to the deadline dates for pricing and restrictions of services offered.

Please note that we offer a Discount, Standard and Floor rate on our Exhibitor Service Orders. To receive the Discount Rate your order must be completed and submitted by email or postmarked fourteen (14) days before the first contracted date of the event you are attending. The Standard rate applies to services ordered thirteen (13) days to four (4) days before the first contract date of the event. All orders received within three (3) days of the first contract date of the event or during the event are subject to the Floor Rate pricing. Note, if services are not paid by end of setup day, installed services will be removed until bill is settled.

If you have questions or require services not listed, please call in advance.

Sincerely,

Akane Martinez
Catering and Event Manager
D: 512-805-5312
E: akane.martinez@atriumhospitality.com
Embassy Suites San Marcos Hotel & Conference Center
1001 E McCarty Ln, San Marcos, TX 78666
(512) 392-6450

EMBASSY SUITES by HILTON

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Exhibitor Information and Requirements

Location

Exhibitor registration and the trade show will be held at Embassy Suites by Hilton San Marcos Hotel and Convention Center 1001 E. McCarty Lane, San Marcos, TX 78666
The Embassy Suites will serve as General Service Contractor (GSC) for the event and will provide all labor, equipment and supervision. Complete information and instructions, a schedule of prices regarding shipping and storage, labor for erecting and dismantling electrical work will be provided to each exhibitor after confirming the space.

Exhibit Schedule

A schedule for move in, show hours and move out will be determined based on the client information provided to the GSC and agreed on per contract.

Loading area

Load in and out will be on the north side of the building. Trucks that are dock height may load in via the loading dock. All other vehicles including trucks with a lift gate may load in through the 16x16 Roll up door. Loading in any materials that can not be carried by hand through any other entry point is strictly prohibited and may result in a fine.

Booth equipment

Standard booth equipment consists of black drape assembled on piping structures for 8-foot-high back walls and 36- inch-high side rails, a draped table and two chairs, a small waste basket, and a name identification sign unless otherwise arranged with conference organizer. See Conference Organizer for any exceptions. The exhibit hall is carpeted.

Care of Exhibit Space

The exhibit hall shall be returned to the facility in the condition which it was received apart from reasonable wear and tear. All trash cans will be picked up by Embassy Suites Staff. Boxes that are left in the exhibit hall after closure of room will be discarded unless the intent to ship or load out is explicitly communicated to Hotel Staff. Embassy Suites is not responsible for exhibitor material or personal belongings. Do not dump liquids into trash can. No one is allowed in back service hall.

I have read & understand Embassy Suites Exhibitor Policies. ☐

Exhibitor General Information

- In general, all entities are responsible for complying with the Uniform Fire code and the below are guidelines, not an attempt to cover the criteria and standards contained in such.
- No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
- Aisle space must be kept clear during exhibit show hours. All display material and items must be contained in the exhibitors assigned space.
- The exhibitors are encouraged to insure themselves against property loss or damage and against liability for personal injury at their own expense and obtain a certificate of insurance from any outside contractor hired by the exhibitor.
- Exhibitors may be asked to show Identification upon entering exhibit hall.
- Nothing shall be tacked, taped, nailed, screwed or otherwise attached to air walls, walls, floors or other parts of the building or furniture.
- Visqueen or alternate surface protectors are required with all heavy equipment.

Security

Hotel does not provide security services but can help arrange such service. Hotel is not responsible for items left in exhibit hall.

Shipping

All inbound shipment will incur a Drayage fee see Page 6: Exhibitor Receiving & Storage Services

Shipping Form must be completed, signed and payment received before shipment is scheduled. All shipments require signature upon delivery to destination. All Packages are allowed Free storage 48 Hrs. upon arrival and departure. Ensure an Exhibitor Package Label is attached to packages sent to the Hotel. Full Payment is due on site prior to Exhibit Show opening. Exhibitor is responsible for scheduling shipments to and from the Hotel with outside vendor. Packages left on site after 48hrs. will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees. Materials designated for outbound shipment must be accompanied by necessary paperwork (Bill of Lading, shipping label, etc. contact your shipper for necessary paperwork). Inform hotel staff when outbound shipments are ready to be moved in to outbound staging area and provide paperwork at that time. Do not enter staff area without explicit permission from hotel staff.

I have read & understand
Embassy Suites Exhibitor Policies. ☐

EMBASSY SUITES by HILTON

Exhibitor General Information (cont.)

Vehicles

- Hotel will prepare and coordinate load in of all vehicles, additional Fees will apply. (See Page 10)
- Vehicle batteries must be disconnected
- Overweight or oversized vehicles or equipment are subject to additional fees.
- Protecting the carpet under a vehicle is required either with Visqueen or other protective cover.

Signs

- Hanging signs from the ceiling are prohibited
- Use of balloons are prohibited inside the exhibit hall
- Adhering any item to walls of the facility is prohibited

Electrical Services

208/220 Volts - (This notice DOES NOT apply to standard 120 Volt electrical services.)

- Connecting HOTEL wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- HOTEL requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.
- Please contact Hotel's Catering and Events Manager

Payment Terms Conditions

- Full payment, including sales tax, is due on the date of setup. Purchase orders are not accepted, please have valid credit card.
- Labor Charges may apply for services rendered on site.
- A deposit prior to event date may be required for any specialty items requested. Deposits are non refundable.
- Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitor's care or control. Any additions or variances will be billed within 24 hours after close of the event.

I have read & understand Embassy Suites Exhibitor Policies. ☐

Exhibitor Receiving & Storage Services

COMPANY INFORMATION
Exhibitor Company Name:
On-Site Exhibitor Name:
Billing Address:
City, State, Zip:
Telephone Number:
Email Address:

EXHIBIT ROOM INFORMATION

Program: _____

Function Room: _____ Booth #: _____

Set Up Date: _____ Set Up Time: _____

End Date: _____ End Time: _____

Need to Know

- Vendors are not allowed to pick up packages on their own.
- All Packages are allowed **free** storage 48 Hrs. upon arrival and departure.
- Use the Exhibitor Package Label on all packages being sent to the Hotel.
- Full payment is due 10 business days prior to group event. Purchase orders are not accepted.
- Must Schedule pick up or will be subject to Hotel fees.
- Exhibitor Responsible for scheduling Shipping directly with outside vendor or may use Hotel Shipping Services.
- Any Packages left on site after 48hrs. will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees.

Package Storage Fees

Type	Cost	QTY	Days	Total
1-10 pounds	$5 per package			
11-20 pounds	$8 per package			
21-50 pounds	$12 per package			
51-100 pounds	$15 per package			
100+ pounds	$20 per package			
Pallets				
Inbound Storage	$55 per pallet *First Day			
Outbound Storage	$45 per pallet *First Day			
Extended Storage	$75 per pallet *Second day onward			
Drayage Fees				
Under 10 lbs.	$5 per package		N/A	
Between 10-60 lbs.	$15 per package		N/A	
Over 60 lbs.	$35 per package		N/A	
			Subtotal	
			25% Service Charge	
			8.25% Sales Tax	
			Subtotal + 25% + 8.25% = Grand Total	
			GRAND TOTAL	

I have indicated above all Receiving & Storage Services I will need: ◯

I will not need Receiving & Storage Services: ◯

Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.
By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.

For questions regarding pricing & services please contact you Catering and Event Manager:

Phone: 512-805-5312

Email: akane.martinez@atriumhospitality.com

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EXHIBITOR PACKAGE

To: Embassy Suites – San Marcos
1001 E. McCarty Lane
San Marcos, TX 78666

Group: _____

On-Site Exhibitor Name: _____

Company: _____

Booth #: _____

Date of Arrival: _____

Box _____ of _____ PCS

EMBASSY SUITES by HILTON

EMBASSY SUITES by HILTON

EXHIBITOR PACKAGE

To: Embassy Suites – San Marcos
1001 E. McCarty Lane
San Marcos, TX 78666

Group: _____

On-Site Exhibitor Name: _____

Company: _____

Booth #: _____

Date of Arrival: _____

Box _____ of _____ PCS

EMBASSY SUITES by HILTON

ATRIUM HOSPITALITY

Exhibitor Services Order Form

Company Information:

Exhibitor Company Name

On-site Contact Name

Billing Address

City, State, Zip

Telephone Number

Fax Number

Email Address

Exhibitor Information *(Please Complete the requested)*

Event _____

Booth # _____ Set Up Date _____

Payment Terms & Conditions

- Payment Total is due on exhibitor setup day. Any unpaid balances at the close of day will be removed until payment is settled in full.
- Purchase orders and checks are not accepted. Please have a valid credit card available for payment.
- Specialty items may require an advance deposit prior to arrival. Deposits are non-refundable.
- Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control.
- **A 25% Service Charge will be applied to all AV services rendered for each day's use.**
- **Discount Price available 14 days prior to event, Standard Price available 13 to 4 days prior to event, Floor Price available 3 days prior to event and on-site.**

For questions regarding pricing & services please contact you Catering and Event Manager:

Phone: 512-805-5312

Email: akane.martinez@atriumhospitality.com

ELECTRICITY	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Basic Power*	$20	$30	$45			
20 AMP Power**	$55	$75	$95			
HIGH SPEED INTERNET						
Wi-Fi Connections (2 Users)	$10	$15	$20			
Audio Visual						
43" Monitor	$100	$125	$200			
Laptop Computer	$225	$275	$350			
HDMI Cable	$15	$25	$35			
25' VGA Cable	$15	$25	$35			
6' MIL Protective Plastic 8x10/10x10 Exhibit booth	$45	$65	$75			
Flip Chart	$25	$45	$65			
Up lights	$30	$60	$80			
Self-Powered Speaker	$60	$80	$100			
4 Channel Mixer	$50	$50	$70			
Wired Microphone	$75	$95	$125			
Wireless Microphone	$65	$85	$115			
Computer Sound Package	$180	$225	$275			
Computer Speakers	$15	$25	$55			
Accessories						
Labor- Half Hour Min.	$45	$55	$60			
Cocktail Table or AV Cart	$25	$35	$55			
6' or 8' Table	$70	$75	$85			
Ice per 10 lbs.	$10	$15	$20			
Hot Water per gallon	$10	$15	$20			
Vehicle Load in	$150-$250	$250-$300	$350			
					Subtotal	
				Service Charge	25%	
				Sales Tax	8.25%	
				Grand Total = Subtotal + 25% + 8.25%	Grand Total	

*Includes electricity, power cord & labor

**Includes dedicated 20 AMP circuit, power cord & labor

I have indicated all Exhibitor Services I will need : ◯

I will not need any Exhibitor Services: ◯

Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.

By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.