



### Exhibit Booth Guidelines

**Company Information**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

Event Dates: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Room: \_\_\_\_\_

**We will exhibit the following products/service:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All Shipping to the hotel must display the following information:**

Erin Weller  
C/o Hilton Hartford Hotel  
315 Trumbull Street  
Hartford, CT 06103

Your name  
Date of Event  
Name of Event

Packages should be shipped within 2 business days of the group's first meeting day. Handling fees are as follows:

- Packages up to 10 lbs \$ 5.00/each
- Packages over 10 lbs \$ 10.00/each

**Please note:**

- ✓ Due to very limited storage space, any supplies or materials which arrive earlier than 2 business days prior to the scheduled event will be charged a storage fee of \$40/day per box/item. Items which arrive within 2 business days of the scheduled event will be stored on a complimentary basis.
- ✓ All items, trash, etc, must be removed from the area no later than 1 hour after the scheduled conclusion of the event.
- ✓ All exhibitors will use the marked secondary loading dock entrance located at the rear of the hotel.
- ✓ All exhibitor vehicles, trucks or transport vehicles must be parked on the North corner of the guest parking lot.
- ✓ Under no circumstances will any exhibitors be allowed to utilize the front or side entrances of the Hotel for loading or unloading.
- ✓ The Hotel does not provide carts or moving equipment.
- ✓ Exhibitors must supply their own serving utensils, platters, food containers, forks, knives, spoons, napkins, cups or any other supplies needed to serve the product.
- ✓ Use of ovens, equipment, refrigeration, or other kitchen/prep related equipment is not guaranteed. These items are available on a first-come, first-serve basis, and subject to hotel business levels.
- ✓ Electrical and Telephone request forms and pricing are under a separate cover.

The above rental agreement includes:

1. The exhibit facility as programmed
2. General maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation.

The above rental agreement does not include:

1. Drayage and placement of display equipment
2. Decorations and related services
3. Security services
4. Labor; for example, carpenters, electricians, and drapers
5. Storage of any exhibit-related materials
6. Lighting and electrical power - \$45.00 per booth. Internet \$125 per line

The Exhibitor's contract includes the following "Hold Harmless Clause:"

"The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel's premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims."

Hotel will not be responsible or liable for any loss, damage, or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from the Hotel's own negligence. «ACCOUNT» will be responsible to negotiate the contract with its exhibitors.

All signage and banners that the exhibitor is requesting to be hung must be submitted to the Catering Sales Manager for approval. To ensure that the Hotel is protected, no signage is to be affixed to any walls or hotel structure with out direct permission by the Hilton Hartford Hotel. The Hilton Hartford Hotel must hang all signage. There will be a \$25.00 charge for each banner or sign hung.

Exhibit Guidelines reviewed and accepted by:

Firm Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_