



EMBASSY SUITES®

Norman - Hotel & Conference Center

2018 OAPA Annual Conference

Welcome Vendor,

The Embassy Suites Norman – Hotel and Conference Center is honored to host the 2018 OAPA Annual 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 your 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,

Jennifer Bradford

Event Services Manager

Jennifer.bradford@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 make arrangements if these 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

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Company/Vendor Name and Booth #: _____

Shipping & Handling of Exhibit Materials

Direct Shipping Dates to Hotel: (smaller items)	No EARLIER than Monday Sept. 17, 2018
Hotel Shipping Contact:	Jennifer Bradford 405-253-3532

Inbound Shipping

- Exhibit materials may be sent directly to the Hotel but not before the direct shipment dates listed above.
- **All packages must be clearly marked with the conference name and exhibitors name to insure timely delivery – You can use the label on page 5**
- Direct shipment materials will access a **daily** handling & storage fee (prices are detailed below on page 6).

Outbound Shipping

- It is this exhibitor's responsibility to make arrangement with the carrier for pickup the day of teardown or the following day.
- If arrangements have not been made, the Hotel will have FedEx bills available for your convenience.
- Outbound shipping is at the expense of the exhibitor.

Setup Information

- All materials will be placed in your exhibit booth prior to your setup time assuming the proper information is included on the labels.
- Any empty crate, boxes, or pallets can be stored at the hotel.

Teardown Information

- All freight must be properly secured with shipping forms directly attached to all materials.
- If any materials are left in the booth without proper shipping instruction, we will ship out using FedEx and will charge the card on your billing sheet submitted to the hotel.

Direct Shipping Label Format:

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Contact Name & Phone #: _____

Exhibitor or Booth Name & Number: _____

**SHIP TO: Embassy Suites Norman
Hotel & Conference Center
Exhibitor Name:**

**2501 Conference Drive
Norman, OK 73069**

Direct Shipment to the Hotel

Any exhibit materials received at the Hotel will be assessed a **daily** handling & storage fee as follows.
Prices are quoted per individual package.

Qty	Qty-Actual For Hotel Use	ITEM	Price per day	Day(s)	Days Actual For Hotel Use	Total
		Incoming Boxes up to 36" x 24" x 24"	\$5.00			
		Incoming Larger Boxes / Display Cases	\$10.00			
		Incoming Pallets	\$150.00			
		Outgoing Boxes up to 36" x 24" x 24"	\$5.00			
		Outgoing Larger Boxes / Display Cases	\$15.00			
		Outgoing Pallets	\$150.00			

For Hotel Use

Subtotal		
24 % Service Charge		
Tax 8.75%		
Total		

Vendor/Company Name & Booth #: _____

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OAPA 9/19 – 9/20

Audio Visual Request Sheet One Time Charge

QTY	Item	Price	Price after Deadline of 9/10/18	Total
	High Speed Wireless Internet	\$25	\$35	
	Electrical Connection to Include: 5 amps, power strip, extension cord	\$15	\$25	
		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 Jennifer Bradford at jennifer.bradford@atriumhospitality.com or Fax to (405) 253-3550 by Monday Sept. 10, 2018.



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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.



After Printing, Fill in the Remaining Fields, Sign and FAX. Do Not Email

Credit Card Payment Authorization Form

Please complete all cardholder areas below and submit the signed and dated form to the FAX number listed below.
Do not send the completed form by Email.
This form must be received at least five (5) days prior to Check-In, or by the date specified within the event contract, to ensure that the credit card is accepted and approved.

Please Fax Completed Form To: _____ Attention: _____
Date Submitted: _____

For Hotel Use Only:

Authorized Amount: _____ Approval Code: _____ Date: _____

Cardholder: Please complete the following section. Sign and date at the bottom of this form.

Guest / Group Name: _____		Check-In / Event Date: _____	
Name of Person Making Reservation: _____		Phone: _____	
Cardholder Name Exactly as it Appears on the Credit Card: _____			
Cardholder Billing Address: _____			
Daytime / Business Phone: _____		Evening Phone: _____	
Credit Card Type: (Circle One)			
Visa	MasterCard	American Express	Discover JCB Diners Club
Credit Card Number: _____		Expiration Date: _____	
Credit Card Issuing Bank Name: _____		Phone: _____	
I agree to cover, and pay for, the following categories of charges: (Please circle all that apply)			
All Charges	Room & Tax	Food & Beverage	Catering Liquor Paid Movies Valet Parking Standard Parking
Laundry	Gift Shop	Spa Services	Spa Retail Recreation Long Distance Phone Local Phone Federal Express
I agree to cover, and pay for, the above categories of charges up to a Maximum Amount of: _____			

Direct Bill Account Payments Only:

Name on Invoice / Statement: _____	Date on Invoice / Statement: _____
Invoice / Statement Number: _____	Authorized Amount: \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to the Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" has been selected, then all guest / group related charges (less Deposit) will be charged to the above card number at the time of Check-Out or event conclusion.

Cardholder Signature: _____ Date: _____