



# EMBASSY SUITES

by HILTON™

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Oklahoma City Downtown/Medical Center

Welcome Vendor,

The Embassy Suites Oklahoma City Downtown/Medical Center is honored to host (Group/ Event Name). 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,

*Sydney Buck*

Convention Services Manager

[Sydney.Buck@Hilton.com](mailto:Sydney.Buck@Hilton.com)

# Embassy Suites Oklahoma City Downtown/Medical Center

## Waiver of Liability & Property Information

- The meeting space 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 Event 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 South side entrance of hotel closest to meeting space.**
- **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 Oklahoma City Downtown/Medical Center should be made separately.**
- 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.
  - 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.

# Shipping & Handling of Exhibit Materials

Direct Shipping Dates to Hotel: (smaller items)	( Insert Event Date)
Hotel Shipping Contact:	( Insert Hotel Contact)

## **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**
- Direct shipment materials will access a **daily** handling & storage fee (prices are detailed below on page 5).

## **Outbound Shipping**

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

## **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.

## **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 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 40 lbs	\$10.00			
		Incoming Larger Boxes / Display Cases over 40	\$20.00			
		Incoming Pallets	\$150.00			
		Outgoing Boxes up to 40 lbs	\$5.00			
		Outgoing Larger Boxes / Display Cases over 40	\$20.00			
		Outgoing Pallets	\$150.00			

*For Hotel Use*

Subtotal		
25 % Service Charge		
Tax 8.625%		
<b>Total</b>		

Vendor/Company Name & Booth #: \_\_\_\_\_

( Group/ Event Name)