Seven Springs Exhibitor Services

Exhibitor Information

Name of Event _____

Company Name_____

Address_____

City_____ State _____ Zip Code_____

On-site contact Name_____

E-mail_____ Phone_____

Liability Waiver

The exhibitor assumes the entire responsibility and liability for injury, losses, damages, and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its agents, servants, and employees from any, and all such injury, losses, damages, and claims. 7Springs will not be responsible or liable for any injury, loss, damage or claims arising out of the exhibitor's activities on 7Springs premises except for any injury, claims, loss, or damages arising directly from its negligence. We reserve the right to refuse a shipment for any reason.

Signed_____ Print Name_____ Date_____

Electrical

All electrical requests must be received at least 14 days prior to your arrival. Any late requests cannot be guaranteed. If we are able to accommodate the late request, additional charges will apply.

Standard 110-VOLT 20 AMP Edison outlet (basic extension cord and power strip)

Quantity_____@$55.00 + Tax and 22% Service Booth Number: _____

For ALOM Spring Conference: Booth numbers are provided 7-10 days prior to the event; please leave blank and ALOM will provide to Seven Springs.

☐ **Check this Box for 208 VOLT or greater power requests and a conference manager will contact you.**

Internet

Limited Wireless internet access (20mbs) is complimentary. The SSID is 'Conference' and the password is 86753099. Please keep in mind, this is a shared connection with 500+ guests who may have multiple devices connected. Due to the limited bandwidth, and high number of users, the complimentary internet access is not recommended for presentations, virtual meeting platforms, or web-based videos.

For heavy use, or when a secure connection is needed, we strongly recommend a Dedicated Hard Wired Connection. Select how many Dedicated Connections you request

Quantity_____@$65.00 + Tax and 22% Service Booth Number: _____

Audio/Visual

Exhibitors are permitted to have their own laptop computer and/or large screen TV in their exhibit booth. Anything else must be arranged in advance with your Seven Springs Conference Service Manager. The exhibitor is responsible for handling, installation, operation and removal of all equipment not owned by Seven Springs. Rental equipment is available with advance notice.

☐ **Check this Box for additional AV requests and a conference manager will contact you.**

Food and Beverage

Cooking of any sort is not permitted in any event location or guestroom. **Any food or beverage "samples" must be approved in advance by the Director of Food and Beverage. Liability Insurance will be required and the exhibitor is responsible for all equipment, preparation, and service.** Removal of bulk trash, packaging, empty crates, and pallets must be pre-arranged with your Conference Service Manager.

Shipping, Handling and Storage

Storage for conference materials is limited. We request that any items being shipped arrive no sooner than two weeks of the event date. Shipments received sooner than two weeks prior to the event may be scheduled, however will be subject to additional handling and storage fees.
Due to our location, not all carriers will ship "overnight." Regardless of the time carriers commit to delivery, daily deliveries arrive Monday through Friday, between 2:00pm and 6:00pm.

Package Handling Fees: Amount

Letter, Package/Box (0-40 lbs.) $15 +6% Tax and 22% Service each ____
Package/Box (over 40 lbs.) $25.00 +6% Tax and 22% Service each ____
Pallets and Large Crates $100.00 +6% Tax and 22% Service each ____
Forklift and Operator $100.00 hour (1hour minimum) ____

*Contact your convention manager to schedule freight delivery and forklift.

Shipping Instructions:

ALL MATERIALS MUST BE CLEARLY LABELLED AS FOLLOWS

1. Organization Name or Show Name and the name of meeting planner or group leader
2. Name of Company Exhibiting and the name of on-site contact person claiming material
3. Date of Show and Exhibit Booth number

SHIP TO

SEVEN SPRINGS MOUNTAIN RESORT
777 Waterwheel Drive
Champion, PA 15622

On Site

Properly labeled packages will be delivered to your exhibit location. Please be sure to track your package to ensure it was, in fact delivered to us. It is sometimes possible that a package could be delayed and waiting to make its way from the UPS terminal in Hunker PA

NOTE: It is imperative that you correctly label your parcel to ensure a successful delivery.

Outgoing Shipments

All equipment must be removed no later than the last day of the event. Outgoing shipments can be arranged with our Conference Services team prior to the end of the event. **Exhibitors/Vendors are responsible for packaging and labeling of all items and all return shipping costs. We do not have supplies (boxes, tape, or labels).**

Thank you for completing the form!

Scan and e-mail completed form to tammy.s.shawley@vailresorts.com and a Vial Resorts service representative will contact you for payment.

For ALOM Spring Conference: Please copy crystal@alleghenyleague.org on submission email to ensure that ALOM is aware you have requested technical services.