



**PROCESS STEPS:**

Checks can be mailed to:

Marriott Kansas City Overland Park  
Attn: Accounting – ‘Conference Name’  
10800 Metcalf Avenue  
Overland Park, KS 66210

This form and payment must be received no later than 1 week prior to show opening to receive the pre-paid price; the floor price applies thereafter. All requests for services after arrival/during setup are subject to the availability of equipment and services of our electricians. All advance orders will be given priority.

**If you are not certain of your requirements, please call for assistance.**

No services will be provided without a signed copy of this form and payment received.

Name of Convention: \_\_\_\_\_ Show Date: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Booth #: \_\_\_\_\_

Method of Payment: (circle one)    Check    or    Credit Card *(A secure Sertifi link will be emailed to collect credit card info)*

**Rate Information:**

120 Volt, Single Phase

	Discount Price (Paid Prior to Arrival)*	Floor Price (Paid After Arrival)
1 Outlet/5 amps	\$30.00	\$45.00
2 Outlets/10 amps	\$40.00	\$55.00
3 Outlets/15 amps	\$50.00	\$65.00
4 Outlets/20 amps	\$60.00	\$75.00

220 Volt, Single Phase

1-10 Outlet/30 amps	\$125.00	\$150.00
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Please write your order here: \_\_\_\_\_

**\*\*Questions, please reach out to Ryan Ewigman at 913-338-8608 or Ryan.Ewigman@Marriott.com\*\***

**Shipping Instruction:**

For any exhibitors who would like to ship their booths or materials prior to the show please abide by the following. Shipping of materials will be accepted and received four (4) days prior to the show. Any items that are received prior to the four (4) days will not be accepted due to the limited amount of space in our receiving area. In the event this does not happen, a one-time \$25 per item storage fee will apply.

<u>Size</u>	<u>Price</u>
Boxes under 20 pounds	\$5.00 per box
Boxes over 20 pounds	\$20.00 per box
Crates	\$50.00 each
Pallets	\$80.00 each

\*These prices are inclusive and must be paid in advance\*

Send items to:

Marriott Kansas City Overland Park  
10800 Metcalf Avenue  
Overland Park, KS 66210  
HOLD FOR: (convention name & dates of program)

**STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS****SPECIAL REQUIREMENTS**

Where special wiring of equipment is required, labor will be furnished at our current rates plus material costs. Minimum charge will be two man-hours. Electrical work will be done by hotel approved electricians ONLY. Twenty-four (24) hour service on above connections of equipment to the hotel electrical systems must be done by hotel approved electricians. Exhibitors are not permitted to personally make such connections.

**NON-FLAMMABLE MATERIALS**

All materials used in the Ballroom, Foyer or any other room of the hotel MUST be non-flammable to conform with Fire Regulations of Overland Park. Material not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent to the Event Manager of the Hotel.

**SPECIAL NOTICES**

No nails or bracing wires used in erecting displays may be attached to the building without **written** consent of the Event Manager at the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

**LIABILITY**

The hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit's contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the hotel. Each exhibitor expressly releases the hotel from such liability and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.

**INSURANCE**

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

**BILLING**

All charges incurred by each exhibitor must be paid in full prior to hook-up taking place.