



DENVER  TECH CENTER

ATTENTION ALL EXHIBITORS

Please note the instructions noted below for the following exhibitor forms:

- I. EXHIBITOR INFORMATION – General information that is helpful before coming on site for your event
- II. LIABILITY RELEASE – All Exhibitors are required to fill out this form prior to arrival at the hotel.
- III. PACKAGE SHIPPING/HANDLING POLICY – Information on shipping and handling charges for any items you will be shipping to the hotel.
- IV. PAYMENT/CREDIT CARD INFORMATION – This form only to be filled out if exhibitor is shipping any packages to the hotel.

All forms must be filled out and emailed to the Event Manager directly or faxed to the Event's Office no later than (2) weeks prior to the event. Fax number: 303-770-6112

If the Hotel does not receive a signed Liability Release form from the Exhibitor, they will be prohibited from utilizing exhibition premises.

If you have any questions you may contact your conference representative.

Thank you for your cooperation and we look forward to seeing you at the conference.



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MARRIOTT EXHIBIT INFORMATION

Exhibit Set-up

Each vendor will receive set-up and teardown of the following:

- One 6' table with a black drape
- Two chairs
- One wastebasket

If there is anything else that is needed besides what is listed above, please let us know.

General Waiver

- Attached waiver must be signed by each vendor
- Signed waiver should be emailed to the program coordinator or contact
- All signed waivers to be collected by program coordinator and presented to Hotel contact (Event Manager) by day of set-up

Load-in

- Load-in is only allowed through the loading dock. Absolutely no load-in will be allowed through main Hotel entrance.
- The dock is 13'8" and is at standard service truck height. A pallet jack is helpful for unloading material. We have a dock plate that will allow the gap to be covered between the truck and the dock.
- The "Car Door" entrance connects directly to the Rocky Mountain Event center is 156" high and 121" wide. You will need to have a fork-lift, lift gate or ramp for unloading from a truck or unload the items separately onto carts.

Audio Visual

- PSAV is the Marriott's in-house Audio Visual partner. PSAV should be contacted at the below information if you should require internet, power, or AV equipment
- Craig Henderson is our PSAV director chenderson@PSAV.com or 303-740-2539.
- Please contact PSAV directly with any audio-visual requests

Shipping/Box Handling Policies

- Please refer to the hotel's shipping and handling policies for information of boxes, packages, and pallets
- If return shipping is necessary, please provide personal shipping labels. We have extra Fed-Ex labels that we can provide for return shipping. Client is responsible for all costs associated with shipping.
- You must schedule pickups from your chosen carrier, but please let us know who and when.

Security

- The exhibit area is not secured
- Please do not leave valuable items unattended at anytime
- Keep all valuables in guestroom before/after the tradeshow to ensure security of items



LIABILITY RELEASE FORM
(Form due no later than (2) weeks prior to the event date)

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Marriott (DENVER MARRIOTT TECH CENTER), its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Marriott (DENVER MARRIOTT TECH CENTER), its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Conference Name: _____

Exhibitor Company Name: _____

Event Date(s): _____

Booth Number: _____

On-site Contact: _____ Phone #: _____

Exhibitor Signature: _____

Print Name: _____

Date: _____



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PACKAGE SHIPPING/HANDLING POLICY FOR MEETING PACKAGE & DELIVERIES

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

The Hotel's receiving entrance is open from 7:00 a.m. to 4:00 p.m., Monday through Friday, and on Saturday from 7:00am to 3:00pm.

To ensure proper storage and delivery of boxes in a timely manner any materials being sent to the hotel must be marked as follows:

**Denver Marriott Tech Center
4900 S Syracuse Street
Denver, CO 80237
EXHIBITOR NAME
CONFERENCE NAME
C/O (Hotel Event Manager Name)**

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2, etc.

Please note the following charges relating to package deliveries and shipment to and from the hotel:

- Pallets or Oversized Packages, Incoming and Outgoing \$150.00/ pallet
- Packages, Incoming and Outgoing (Up to 25 Pounds) \$10.00/box
- Packages, Incoming and Outgoing (25 pounds or more) \$25.00/box
- Envelopes, Incoming and Outgoing \$5.00/envelope
- Plastic Road Cases, Incoming and Outgoing \$75.00/case
- The Hotel allows boxes/packages to be shipped (3) three days prior to the event
- Any packages/boxes arriving earlier than (3) days prior to the event will be assessed a fee of \$10.00/day per item and pallets at \$50.00/day
- Charges for inbound and outgoing shipments will be billed on-site
- Outbound Shipping Request forms with payment instructions will be provided by the hotel on request
- We request that we are informed of how many boxes/packages/pallets are coming to the hotel for your exhibit.



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PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION
(Form due no later than (2) weeks prior to the event date)

Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____

I authorize the following charges to be settled through the credit card listed below,

Shipping/Handling:

OR

Check enclosed for full payment made payable to Marriott Denver Tech Center

Credit Card Type: _____
Exact Name on Card: _____
Card Number: _____
Expiration Date: _____
Cardholder Signature :
(person authorizing charges): _____