



Hilton

CINCINNATI NETHERLAND PLAZA

PACKAGE HANDLING, SHIPPING & RECEIVING INFORMATION

SHIPPING DIRECT TO HOTEL VIA UPS/FEDEX/USPS, ETC.:

Packages or material sent directly to the hotel must reference a registered guest of the Hilton Cincinnati Netherland Plaza and the number of boxes in that shipment: 1 of 4, 2 of 4, 3 of 4 etc....

Please use the following format for your shipping labels:

TO: Hilton Cincinnati Netherland Plaza Hotel

Attn: ***(please list your on-site representative – preferably a hotel guest)***

(Group Name & Conference/Event Name)

(Conference/Event Dates)

35 West Fifth Street

Cincinnati, Ohio 45202

Box #1 of 4 etc...

Upon arriving to the hotel, there will be a message on your guest room reservation. During check in the front desk agent will let you know your package and or packages have arrived and can assist in arranging delivery via the hotel bell stand.

If your packages arrive after check in, the message light will be blinking on your guest room phone. Simply call the operator and they will tell you how many packages have been received in your name and the location of the packages.

A bellman will deliver your packages to wherever you request, and will charge your guest room or the master account as applicable (unless other arrangements are made in advance) according to the following scale:

- Boxes weighing less than 35 lbs. - \$1.50 each
- Boxes weighing between 35-100 lbs. - \$5.00 each
- Boxes weighing more than 100 lbs. will be charged 10% of the box weight.
- Boxed delivered off-property will be assessed an additional \$15.00
- Pallets or crates – see below & contact the Conference Services Manager handling the Group to discuss delivery instructions – there will be additional charges based on weights.

You must be present to sign for the packages and to inform the bellman where to post the delivery charge (i.e. master bill, room account). If you are not a guest in the hotel, you must pay cash for the delivery charge.

The Netherland Plaza will receive a limit of 50 packages per guest. Shipments are accepted up to three days prior to the conference or arrival date. Excessive and or length storage by the hotel will result in daily storage fees.

SHIPPING FROM THE HOTEL VIA UPS/FEDEX/USPS, ETC.:

To ship packages from the hotel, you must provide your own return shipping labels, packing tape, and the account number for a shipper (i.e. UPS, Federal Express, etc.). If an account number is not provided, there will be a 30% surcharge on all shipments.

When your items are “shipping ready”, call the bell stand and they will deliver your packages to the shipping department. Box handling charges remain the same as the arrival delivery charges listed above.

SHIPPING/DELIVERING DIRECT TO HOTEL VIA PRIVATE CARRIER/VEHICLE:

The Hilton Cincinnati Netherland Plaza is part of a complex that includes the Carew Tower and hotel. Deliveries are not permitted through any Carew Tower Arcade or Hotel entrance other than the designated loading dock. The loading dock entrance is located on Race Street just past Hilton Hotel Valet Parking. The City of Cincinnati prohibits parking adjacent to the Carew Tower complex on Race or Fourth Streets.

The loading dock is shared by all within the Carew Tower complex and is accessible to hotel guests that need to get large equipment and/or boxes into or out of the hotel. **Contact Luann Ulrich (513-665-2300 or luann.ulrich@hilton.com) for delivery pathway to the meeting/event designated for your group.**

The loading dock is open and staffed during the following time frames:

6:00am to 6:00pm – Monday through Friday

6:00am to 12:00 Noon – Saturday

During “off hours”: The loading dock will be accessible by contacting the Hilton Netherland Plaza Hotel’s main number 513-421-9100 when arriving to the truck elevator. To depart the complex, vendor will contact this number when ready to leave the loading dock area.

VERY IMPORTANT: Pallet Jacks and Skids are not permitted within the hotel.

When moving items on carts/dollies through the hotel’s carpeted meeting rooms, public spaces and foyer areas, maintain loads to a maximum of 250 pounds per rubber coated wheel no less than 3” in width. For wheels less than 3” in width, maintain loads to a maximum of 125 pounds per wheel. Weights carried below these amounts should not damage the carpet or seams. Damages caused by vendors will bear the full costs and responsibilities associated with restoring these areas to like new condition.

STANDARD CONDITIONS FOR TRADE SHOW BOOTHS OR EXHIBIT DISPLAY TABLES

NON-FLAMMABLE MATERIALS: All materials used in the Hotel must be non-flammable to conform to the fire regulations of Cincinnati, Ohio. Electrical wiring and equipment installation must conform to applicable Cincinnati, Ohio codes. 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 of the Convention Services Manager of the Hotel.

SPECIAL NOTICES: All equipment, furniture and carpeting must be confined to the measured limits of the exhibit area. No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Convention Services Manager of the Hotel. All property destroyed or damaged by exhibitor or groups must be replaced in its original condition by the user at the user’s expense.

FOOD AND BEVERAGE GIVE-A-WAYS: Any food or beverage dispensed or given away must be purchased from the Hilton Cincinnati Netherland Plaza.

LIABILITY: The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor or group, the exhibitor’s or group’s employees or property, or to any other person, prior, during or subsequent to the period covered by the 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 or group expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

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

STORAGE: The Hotel has no facilities for the storage of exhibits or materials.

Hilton Cincinnati Netherland Plaza
 35 West Fifth Street - Cincinnati, Ohio 45202
 (513) 665-2374

TRADE SHOW BOOTH OR EXHIBIT TABLE

Exhibit Table includes: 1 – box draped 6' table, 2 chairs and a small wastebasket _____ x \$40 = \$ _____

ELECTRICAL / INTERNET / PHONE SERVICE ORDER FORM

RATES FOR ELECTRIC INCLUDE ONE POWER STRIP AND EXTENSION CORD WHICH WILL BE PROVIDED BY THE INHOUSE AV COMPANY.

STANDARD ELECTRICAL SERVICE AVAILABLE:

120 Volt, AC, Single Phase, 60 Cycle
 208 Volt, AC, Single Phase, 60 Cycle
 208 Volt, AC, Three Phase, 60 Cycle

CONDITIONS AND REGULATIONS:

1. Orders must be received a minimum of five (5) days prior to arrival for move in.
2. Walls, columns, building utility outlets and public function space are not to be used unless specified otherwise.
3. Under no circumstances shall anyone other than the "House Electrician" make electrical connections.
4. Claims will not be considered unless filed by the user prior to the close of the function.
5. Prices are subject to change without notice.
6. All equipment must comply with federal, state and local safety codes.
7. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited.
8. Special equipment requiring company technicians for assembly may be executed without the "House Electrician". Service connections and overload protection to such equipment must be made by the "House Electrician."
9. Equipment must be tagged and wired with complete information including current, voltage, cycle, etc.
10. Material and equipment furnished by the Hilton Cincinnati Netherland Plaza for this order shall remain The Netherland Plaza's property and shall be removed only by the Netherland Plaza after the event.
11. Exhibitor's cords must be 3 wire grounded type
12. Exposed non-current carrying metal parts of fixed equipment must be grounded.
13. Rates cover only the bringing of service to the room in the most convenient manner and do not include connecting or special wiring.

DEDICATED AND BRANCH CIRCUITS:

| Qty. | Description | Advance Order | Floor Order | AMOUNT |
|------|------------------------|--------------------|-------------|--------|
| ___ | 20 amp, 120v circuit | \$50.00 | \$60.00 | _____ |
| ___ | 20 amp, 1 phase, 208v | \$55.00 | \$65.00 | _____ |
| ___ | 30 amp, 1 phase, 208v | \$70.00 | \$80.00 | _____ |
| ___ | 20 amp, 3 phase, 208v | \$65.00 | \$75.00 | _____ |
| ___ | 30 amp, 3 phase, 208v | \$70.00 | \$80.00 | _____ |
| ___ | 40 amp, 3 phase, 208v | \$95.00 | \$115.00 | _____ |
| ___ | 100 amp, 1 phase, 208v | \$120.00 | \$145.00 | _____ |
| ___ | 100 amp, 3 phase, 208v | \$145.00 | \$170.00 | _____ |
| ___ | Electrical Cart Rental | \$75 per 24 hours | | _____ |
| | | (Minimum 24 hours) | | |

FOR ELECTRICAL LABOR WORK:

Time will be charged in 1 hour increments.
 Minimum 1 hour charge.

| | | | |
|-----|---|--------------------|-------|
| ___ | Monday thru Friday 7:00am-3:00pm excluding holidays | \$55.00 per hr. | _____ |
| ___ | Monday thru Friday 3:00pm-7:00am Saturday, Sunday and holidays | \$85.00 per hr. | _____ |

HIGH SPEED WIRELESS INTERNET ACCESS:

1-5 Devices \$125/Day X ___ Days = _____
 Price is for a 24 hour period

TELEPHONE SERVICE:

___ Direct in Dial Phone Lines x \$100 (one-time fee) = _____
 75 cents local calls, "800" access complimentary, prevailing rate for long distance.
 Minimum 2 week advance notice for service.

TOTAL \$ _____

PLEASE PRINT

Name of Event _____ Booth # _____
 Company _____ Phone _____
 On Site Contact _____ Title _____
 Email _____ Cell _____
 Address _____ City _____ State _____ Zip _____
 Signature _____ Date _____

CHECK, MONEY ORDER, OR CREDIT CARD FORM MUST ACCOMPANY THIS ADVANCE ORDER FORM
Make remittance payable to: Hilton Cincinnati Netherland Plaza
 ATTN: Conference Services Department – Walter Nemeth (fax 513-665-2399) walter.nemeth@hilton.com
 COPY: CUSTOMER, CONVENTION SERVICES, ACCOUNTS RECEIVABLE, ENGINEERING, PRESTIGE AV



Exhibitor AV Order Form

Walter Nemeth, Director of Catering
 Phone: (513) 665-2374 Fax: (513) 665-2399
 Email: walter.nemeth@Hilton.com

| | Daily rate | | | | |
|---|--|---------------|----------|----------------|------------|
| Video Equipment | Discount Rate* | Standard Rate | Qty | Number of Days | Show Total |
| 32" LCD / LED HD Monitor (HDMI & Computer inputs) | \$100 | \$125 | X | | |
| 32" LCD Monitor with DVD & AV Cart | \$150 | \$175 | X | | |
| 42" LCD / LED HD Monitor (HDMI & Computer inputs) | \$200 | \$250 | X | | |
| 50" LCD / LED HD Monitor (HDMI & Computer inputs) | \$300 | \$350 | X | | |
| 60" LCD / LED HD Monitor (HDMI & Computer inputs) | \$400 | \$450 | X | | |
| DVD Player | \$50 | \$75 | X | | |
| LCD / Plasma Stand | \$50 | \$75 | X | | |
| Skirted Cart <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34" | \$30 | \$40 | X | | |
| Computer Equipment | | | | | |
| 19-20" Flat panel LCD / LED monitor | \$50 | \$60 | X | | |
| 23"- 24" Flat panel LCD / LED monitor | \$60 | \$75 | X | | |
| Computer Speakers | \$25 | \$40 | X | | |
| Pentium Dual Core, 1gb ram, 80gb HD, DVD, CDRW-ROM, Ethernet | \$100 | \$150 | X | | |
| Notebook, Pentium Dual Core, 1gb ram, 80gb HD, DVD CD-RW, Ethernet | \$75 | \$100 | X | | |
| Laser Printer | \$100 | \$125 | X | | |
| Miscellaneous | | | | | |
| XGA LCD Projector | \$150 | \$200 | X | | |
| 80' Insta-Theatre Exhibit Screen | \$40 | \$50 | X | | |
| AV Cart Skirted w/ Power <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34" | \$30 | \$40 | X | | |
| Flipchart | \$25 | \$35 | X | | |
| 4-channel mixer & sound patch into House Sound | \$55 | \$65 | X | | |
| <p>*Discount Rate – Order must be placed by Friday, June 1, 2018</p> <p>Order Instructions:</p> <ul style="list-style-type: none"> Cancellations less than 48 hour notice will be charged 50% of show total *Tax will be charged on all orders without Ohio Sales Tax Exemption form Must be present when equipment is delivered. This is a small sampling of equipment. Please call with additional needs. | <p>Subtotal</p> <p>Service Charge 24%</p> <p>*Tax 7%</p> <p>(Additional Labor per Quote) Labor</p> <p>TOTAL</p> | | | | |

PLEASE PRINT

Name of Event _____ Booth # _____

Company _____ Phone _____

On Site Contact _____ Title _____

Email _____ Cell _____

Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

CHECK, MONEY ORDER, OR CREDIT CARD FORM MUST ACCOMPANY THIS ADVANCE ORDER FORM

Make remittance payable to:
 Hilton Cincinnati Netherland Plaza
 ATTN: Walter Nemeth (fax 513-665-2399) walter.nemeth@hilton.com

Delivery Signature _____



Hilton Cincinnati Netherland Plaza
Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

Walter Nemeth (fax 513-665-2399) walter.nemeth@hilton.com:

Date: _____

| | | |
|--|----------------|--------|
| Guest / Group Name: | | |
| Check-In / Event Date: | | |
| Name of Person/Group Making Reservation: | | Phone: |
| Authorized Amount: | Approval Code: | Date: |

CARDHOLDER - Please complete the following section and sign/date below.

| | | | | |
|---|--|---|---|--|
| Cardholder Name as it Appears on Credit Card: | | | | |
| Cardholder Billing Address: | | | | |
| City: | State: | Zip: | | |
| Daytime /Business Telephone: | | | Evening Telephone: | |
| Email Address: | | | | |
| Credit Card Number: | | | Expiration Date: | |
| Credit Card Type: (Circle one) | | | | |
| <input type="radio"/> Visa/MasterCard | <input type="radio"/> American Express | <input type="radio"/> Discover | <input type="radio"/> JCB | <input type="radio"/> Diners Club |
| Credit Card Issuing Bank Name: | | | Bank Phone Number (from back of your credit card): | |
| Type of Account: (Please Circle) | | | | |
| <input type="radio"/> Business | <input type="radio"/> Personal | | | |
| If Business Account is it a: (Please Circle) | | | | |
| <input type="radio"/> Centrally Billed Account | <input type="radio"/> Individually Billed Account | | | |
| I agree to cover the following categories of charges: (Please circle) | | | | |
| <input type="radio"/> Box Handling/Delivery | <input type="radio"/> Booth Electric/Internet Charges | <input type="radio"/> Audio Visual Charges | <input type="radio"/> Booth Food/Beverage | |
| To cover charges for more than one guest please provide a list of guest names including covered charge categories, arrival & departure dates and any special notes/requests. | | | | |
| DIRECT BILL ACCOUNT PAYMENTS ONLY (FILLED OUT BY THE HOTEL): | | | | |
| 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: (hotel use only): \$ _____

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

By signing below, you authorize the hotel to charge your credit card immediately. 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: _____