

**LEPA**

**Exhibitor Order Form for Additional Booth Amenities & Electrical Services**

Crowne Plaza, 4728 Constitution Ave., Baton Rouge, LA 70808

Phone: 225-925-2244 Fax: 225-930-0156

Exhibit Coordinator: Ashley Himel

Direct: 225-930-0150 Email: [sales@executivecenterbr.com](mailto:sales@executivecenterbr.com)

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

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Will you be shipping boxes to the Crowne Plaza for this tradeshow? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please read, sign, and return the attached shipping/storage form and payment along with this amenity form.

Your booth includes (1) six-foot clothed & skirted table, (2) chairs, (1) trashcan, and (1) company ID sign. If you will need additional items, complete this form and return to the Crowne Plaza no later than May 9, 2018.

**Exhibit Amenities**

<b>Qty</b>		<b>Advanced</b>	<b>Day of</b>	<b>Amount</b>
_____	6' x 30" Table, skirted and draped	\$25.00	\$35.00	_____
_____	Chairs	\$ 5.00	\$10.00	_____
_____	A-Frame Easel	\$20.00	\$30.00	_____
_____	High Speed Internet (Wired/Wireless)	\$175.00	\$200.00	_____
_____	19" Television	\$100.00	\$125.00	_____
_____	DVD/VCR	\$75.00	\$85.00	_____

**\*\*YOUR BOOTH INCLUDES (1) 110V OUTLET\*\***

\*\*All prices and taxes are subject to change. All orders must include Louisiana state sales tax of 10% and service charge of 20%. Please compute this and include with your payment. If your organization is tax-exempt, a copy of your tax-exempt letter must accompany this order.

**Subtotal:** \_\_\_\_\_  
**20% Service Charge :** \_\_\_\_\_  
**10% LA State Tax:** \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_

**LEPA**  
**Method of Payment Form**  
**For Exhibit Amenities, Electrical, and Shipping Services**  
Crowne Plaza, 4728 Constitution Ave., Baton Rouge, LA 70808  
Phone: 225-925-2244 Fax: 225-930-0156  
Exhibit Coordinator: Ashley Himel  
Direct: 225-930-0150 Email: [sales@executivecenterbr.com](mailto:sales@executivecenterbr.com)

Please complete the following information and return with your order form for charges incurred for amenities, electrical service and shipping/storage/handling of materials for booth (if applicable):

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

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Method of Payment (Select One):**

\_\_\_\_\_ If paying by check please make payable to: **Crowne Plaza**

\_\_\_\_\_ If paying by credit card, please complete the following:

Type of Card to be charged: \_\_\_\_\_ Credit Card \_\_\_\_\_ Debit Card

**Please note that if you are paying with a debit card: The Hotel is not liable for overdraft charges incurred should you choose to use your debit card. Be advised that by using any type of card, you will not only have the funds taken from your account, you will have a hold placed on funds equal to the amount of the charge for 5-10 business days. Once processed, the hold cannot be reversed.**

**Please note: All credit or debit cards will be charged upon receipt of order forms for items ordered.**

As the authorized cardholder, I agree to the following use of this card:

X  Use Credit/Debit Card to pay for charges ordered for my exhibit including amenities, electrical fees,  
And shipping/storage fees for materials shipped to the Hotel.

**Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Note: No credit or refund will be issued on items ordered but not used.

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**Shipping Policy and Materials Handling/Storage Form**

Please sign this form and return to the Crowne Plaza via fax (225) 930-0156 or email to sales@executivecenterbr.com

**STORAGE FEES:**

The Crowne Plaza will receive and store shipments up to 48 hours (2 business days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, storage fees will be assessed.

**Fees assessed will be:** \$30.00 PER 50 LBS (\$30 minimum charge will apply and combined weight calculated if multiple boxes) PER DAY. All weights rounded up to the next 50 LBS.

\*\* Packages with storage fees will not be delivered to the exhibit until payment of the storage fee is received.

\*\* The Crowne Plaza WILL NOT be held responsible for materials in storage or damage to materials.

**HANDLING FEES:**

The heaviest piece that the hotel can accept is 50 lbs in one piece (unless it is on wheels, all over 50 lbs must go through the warehouse, no exceptions). Arrangements for shipping to the warehouse must be made 5 business days in advance and the following fees will apply:

<u>Weight</u>	<u>Price</u>
0 – 249 pounds	\$475.00
250 – 499 pounds	\$575.00
500 – 999 pounds	\$675.00
1000 – 1999 pounds	\$975.00

**SHIPPING ARRANGEMENTS:**

It is the responsibility of the Exhibitor/Exhibiting Company to make the arrangements for exhibit materials to be shipped out of the Crowne Plaza upon completion of the show.

- This includes:
1. Packing the materials
  2. Provide and Complete Paperwork/Bill of Lading
  3. Affix labels to containers
  4. Call shipping company to arrange the pickup

\*\*All shipping is the responsibility of the shipper and MUST be prepaid. The Crowne Plaza WILL NOT assume any responsibility for shipping items left in an exhibit after a show.

\*\*Materials that have not been collected within 48 hours (2 business days) of the show will be Shipped COD to the originating sender and storage fees will be assessed.

\*\*Shipments should be scheduled for delivery 8:00am-4:00pm Monday thru Friday.

**SHIPPING LABEL:**

Please fill out accordingly:

"Name of the Conference" Hold for arrival on \_\_\_\_\_  
 Name of Exhibitor, Company, and Name of On-site contact  
 Crowne Plaza  
 4728 Constitution Ave.  
 Baton Rouge, LA 70808

**Please sign and return with contract or amenity order form. \*\* Contracts and Order forms cannot be honored without the signature of this letter, as well as valid credit card information and signature.**

*I have read and understand the rules and regulations of the Crowne Plaza and I am aware of the charges that will be incurred for storage and/or handling of boxes and materials.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorizing Signature

## **Crowne Plaza Baton Rouge – RULES AND REGULATIONS**

**The management of the Crowne Plaza requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Exhibitors. Charges for infractions of these rules resulting in damage will be assessed to the Exhibitor.**

**EXHIBITOR LOAD-IN:** All Exhibitors will load-in equipment through the loading dock door located on the back corner of the building. Use of the doors will not be permitted unless approved in advance by management.

**HEIGHT AND ARRANGEMENT OF EXHIBITS:** The maximum height of displays shall not exceed eight feet unless otherwise approved by the Crowne Plaza. All Exhibits must be free standing. NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.

**CROWNE PLAZA FACILITIES AND EQUIPMENT:** Exhibitors and their employees will not be permitted to use or otherwise handle any Crowne Plaza equipment in a manner that will in any way injure, mar, or deface any part of the building.

**TABLES, CHAIRS, BOOTH PARTITIONS:** These items are not to be moved or otherwise handled except by authorization of the show management. No tacks, nails, or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Crowne Plaza.

**LIGHTING FIXTURES:** Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Crowne Plaza instructions and charged accordingly.

**ELECTRICAL AND MECHANICAL SERVICES:** All shall be connected by authorized and qualified personnel and at the instructions of the Crowne Plaza and charged accordingly.

**DISPLAY EQUIPMENT ASSEMBLY:** Crowne Plaza personnel are not permitted to assemble or otherwise handle exhibitor equipment except to move to and from booth space where specified in contract with show management.

**AISLES AND EXITS:** They will be designated by show layouts and in no way shall be obstructed.

**FLOOR AND FLOOR COVERINGS:** Cartons, crates, and equipment are not permitted to be moved over floor area except with the use of wheeled equipment. Floor coverings for individual booth spaces are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor. DAMAGE TO THE FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE EXHIBITOR. ALL CARPET TAPE MUST BE APPROVED BY THE CROWNE PLAZA.

**PARKING:** All Exhibitors and Visitors to the Crowne Plaza must abide by posted regulation signs.

**TRUCKS OR VEHICLES:** They will not be allowed inside the exhibit hall at any time unless approved by Crowne Plaza.

**MISCELLANEOUS RULES:** No exhibitor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Exhibitors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Baton Rouge, Louisiana. The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Exhibitor or used by him for any other purpose than for ingress and egress. The Management reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.