



# INTERCONTINENTAL®

## NEW ORLEANS

### *Exhibitor Hotel Information*

#### **DECORATOR/EXHIBITOR GUIDELINES**

- \* Boxes/Crates should be delivered no more than three (3) working days prior to show.
- \* Exhibitors may only utilize tables provided by the hotel unless exhibitor receives prior written consent from hotel management. Any exhibitor found to be utilizing outside equipment will be charged accordingly.
- \* If the materials are delivered to the hotel, they will be charged \$40.00/100 lbs., handling fee.
- \* Storage of boxes/crates during the show will be the responsibility of the exhibitor/decorator. InterContinental does not have adequate space, unless prior arrangements are made by the sponsoring client.
- \* Hand trucks (two wheel dollies) may be used on the third floor. Pallet jacks are not allowed in carpeted areas.
- \* Breakdown of exhibits/decorations is required at the end of the function unless prior arrangements have been made with InterContinental management.
- \* Your boxes will be moved from your booth area to the loading dock for pick up after move-out is complete.
- \* Attaching items to walls, curtains, fascia, light sconces, etc. is strictly forbidden. Limited hang points are available and must be coordinated through the Convention Services Manager. Any Exhibitor who is found in violation of the above policy will be charged for any and all damages.
- \* Use of confetti, glitter and smoke machines is prohibited (no exceptions).
- \* Extension cords are the responsibility of the exhibitor/decorator. All cords must be taped down with approved carpet tape or rented directly through the hotel.
- \* The loading dock area may be utilized on a first come basis and all vehicles must be attended. Vehicles must be moved immediately after completion of loading or unloading. Load in/out must not interfere with the normal operation of the hotel. Delivery via the front entrance will not be accepted. You must deliver your items through the loading dock at the designated load in times.
- \* No parking is available for delivery vehicles.

# Exhibitor Order Form

Conference Name: \_\_\_\_\_

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

Date(s) Time(s) Needed: \_\_\_\_\_

Contact on Site: \_\_\_\_\_ On Site Phone: \_\_\_\_\_

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## Table/Booth Fee

\$50.00 per table

Your space includes 1 6ft draped table, 2 chairs and normal clean up fees. This does not include drayage, decoration, labor, guard services, gas or water supply. The hotel is not held responsible for any lost or damaged items that are left unattended in the meeting space. Exhibitor may NOT provide additional tables on their own – only tables provided by the hotel can be utilized in exhibit space.

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## Telephone

All telephone lines must be accessed by dialing a "9" then the number. All lines are analog lines. Local calls charged at \$1.25. Long distance charges at prevailing rates plus a hotel charge of 85% plus 3%.

Direct Dial Line                      \$150.00 each per day  
\_\_\_\_ line(s) x \_\_\_\_\_ (days) = \$ \_\_\_\_\_

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## High Speed Internet

	<u>Advanced Orders</u>	<u>Onsite</u>	<u># of Connections</u>	<u># of days</u>	<u>Total</u>
Wireless Connections per day:	\$ 25 each/day	\$35 each/day	_____	_____	
\$ _____					

**Note:** We use a **DHCP server** for the configuration of your computer(s) for internet access in our meeting rooms .Please ensure that the TCP/IP setting of your computer(s) is to accept any IP address and to accept any DNS address.

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## ELECTRICAL – All power requires an order

### GENERAL INFORMATION

WALL OUTLETS ARE NOT PART OF THE RENTAL SPACE AND ARE NOT TO BE USED. All material and equipment furnished by INTERCONTINENTAL will remain the property of INTERCONTINENTAL. Orders should be received five business days before start of the function to insure proper electrical setup. ALL PREPAID REQUESTS WILL BE CONNECTED FIRST. LAST MINUTE REQUESTS ARE SUBJECT TO ADDITIONAL LATE CHARGES. (50%)

### POWER

#### EXTENSION CORDS OR POWER STRIPS ARE AVAILABLE FOR RENTAL

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
_____	Power Access @ \$ 90.00				
_____	Extension Cord and Power Strip @ \$ 35.00				

Additional power supplies are available – please contact the Conference Services Manager for custom pricing.

**ADDITIONAL SERVICES**

_____ Banner Hanging	@	\$35.00 each	_____
_____ TV Channel Rental (2 channels available)	@	\$250.00 per day	_____

All telephone, internet and power orders are subject to a 24% service charge.

**SHIPPING/DELIVERY AUTHORIZATION FORM**

Please address inbound packages as follows:

InterContinental New Orleans

**Attention: c/o (list on-site contact name for your group)**

444 St. Charles Avenue

New Orleans, LA 70130

Inbound packages (marked for your booth) will be delivered to the appropriate location by the start of designated exhibitor set up time.

All shipments leaving the Hotel may be turned over to our Banquet Department for processing. Please package and label boxes to include necessary shipping information. Your boxes will be picked up from your booth area and moved to our loading dock after move-out is complete.

The handling fee for incoming parcels will be **\$40.00 per 100 pounds**, with a minimum fee of \$30.00. This fee includes returning any out bound boxes back to the loading dock for pick up.

Conference Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ On-Site Cell Phone #: \_\_\_\_\_

Is the on site exhibitor a guest in our hotel? Yes \_\_\_ No \_\_\_

Approximate # of boxes: \_\_\_\_\_

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The Hotel will not be responsible for boxes and materials left without proper mailing and billing information.



# INTERCONTINENTAL®

## NEW ORLEANS

### CREDIT CARD AUTHORIZATION FORM

DATE \_\_\_\_\_

INDIVIDUAL NAME \_\_\_\_\_

FUNCTION/ GROUP NAME \_\_\_\_\_

ARRIVAL/DEPARTURE \_\_\_\_\_

CHARGES AUTHORIZED (INITIAL ALL APPLICABLE SPACES)

MEETING/ FUNCTION CHARGES/EXHIBITOR CHARGES

NAME OF CREDIT CARD HOLDER \_\_\_\_\_

TYPE OF CREDIT CARD \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CARD HOLDERS SIGNATURE \_\_\_\_\_

**NOTE: A COPY OF FRONT OF THE CREDIT CARD MUST BE ENCLOSED.**

**THE UNDERSIGNED HEREBY AUTHORIZES IHC TO DEBIT ALL ABOVE CHARGES TO THE CREDIT CARD ACCOUNT LISTED ABOVE.**

CARD HOLDERS SIGNATURE \_\_\_\_\_

**PLEASE FAX COMPLETED FORM TO: Greg Duroncelay at 504-585-5410**

**Or e-mail to: [greg.duroncelay@icneworleans.com](mailto:greg.duroncelay@icneworleans.com)**