

# **THE WESTIN**

## **BELLEVUE**

### **ATTENTION ALL EXHIBITORS**

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

- I. LIABILITY RELEASE – All Exhibitors are required to fill out this form.**
- II. EXHIBITOR HOTEL DATA SHEET WITH PAYMENT – This form to be filled out only if the items specified on the form are needed.**
- III. All forms must be filled out and faxed to the Hotel no later than (2) weeks prior to the event.  
Fax number:**

**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.**

**The Westin Bellevue**

# THE WESTIN BELLEVUE

## EXHIBIT INFORMATION

### Liability Release Waiver

- Waiver must be signed by each vendor and returned to the Hotel Event Planning Manager no later than (2) weeks prior to the event.

### Load-in

- Load-in is only allowed through the loading dock.
- The loading dock is available from 7:00am – 7:00pm on a first come first serve basis, the loading dock is shared with condo owners.
- There are (2) service elevators to access the event space:
  - **Service Elevators to Event Space:**
    - Interior: 7'4" deep x 5'8" wide x 7'6" high
- All items will need to be unloaded by the vendor or your staff and brought to the event space. The Westin Bellevue staff cannot move your items for liability purposes.

### Power & Internet

- If you will need power to your table, please refer to the order forms provided and included in this packet.

### Audio Visual

- PSAV is The Westin Bellevue's in-house provider, please inquire with your Event Planning Manager on further services.

### Shipping/Box Handling Policies

- Please refer to the Hotel's shipping and handling policies for information on boxes/packages.
- It is preferred that outgoing shipping labels are printed in advance and scheduled pickup from your chosen carrier arranged.
- The Hotel offers complimentary daily weekday FedEx pickups.
- If UPS is your preferred carrier, a pick up must be scheduled otherwise they will not come to the hotel.
- No packages will be sent out without a valid account number.

### Security

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

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**LIABILITY RELEASE WAIVER**  
**(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 The Westin Bellevue, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, The Westin Bellevue, 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

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.

Any materials being sent to the Hotel must be marked as follows:

**The Westin Bellevue  
(Conference or Exhibitor Name)  
(Person Receiving Package)  
600 Bellevue Way NE  
Bellevue, WA 98004**

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 from the hotel:**

### **Inbound Package Handling Fees**

0 to 5 lbs. \$5.00

6 to 20 lbs. \$10.00

21 to 50 lbs. \$15.00

Over 50 lbs. \$25.00

Crates \$50.00

Pallets \$75.00

(Not inclusive of the Washington State Taxes)

### **Outbound Package Handling Fees**

Under 50 lbs. \$5.00

Over 50 lbs. \$20.00

(Not inclusive of the Washington State Taxes)

- 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 \$5.00/day per item and pallets at \$25.00/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

# THE WESTIN BELLEVUE

## EXHIBITOR HOTEL DATA SHEET

Program: \_\_\_\_\_

Date(s): \_\_\_\_\_

**(Form due no later than (2) weeks prior to the event date)**  
Exhibit form must be completed by the contracted exhibitor only

Company Name:	On Site Contact:
Phone Number:	Email Address:
Expected Shipment Date:	Booth # (if applicable):

### POWER REQUIREMENTS

prices are subject to a 25% service charge and 10% sales tax

Type of Service / Equipment	Price per Day	Quantity	# of Days	Cost
Power (Extension Cord & Power Strip)	\$42.00			\$

### INTERNET ACCESS

prices are subject to a 10% sales tax

Type of Service / Equipment	Price per Day	Quantity	# of Days	Cost
High Speed Wireless Internet Access (per person charge)	\$30.00			\$
Hard Line Internet Access (Cost per Connection)	\$190.00			\$

### DELIVERY/SHIPMENT CHARGES

prices are subject to a 10% sales tax

Type of Service / Equipment	Price per Box	Quantity	Cost
0 to 5 lbs.	\$5.00		\$
6 to 20 lbs.	\$10.00		\$
21 to 50 lbs.	\$15.00		\$
Over 50 lbs.	\$25.00		\$
Crates	\$50.00		\$
Pallets	\$75.00		\$

\*Please inquire on further services

### PAYMENT METHOD

<input type="checkbox"/> Hotel Room (If a guest of the Hotel) Name on Reservation _____ If paying by credit card provide email address below for an electronic credit card authorization form. Email: _____ Print Name: _____ Signature: _____
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