



*Holiday Inn*

## **Holiday Inn Vendor Packet**

Welcome to the Northwest Arkansas Holiday Inn & Convention Center!

We are excited to be partnering with Ozark Food Processors Association and want your stay to be comfortable and memorable. Please let us know of any special requests or comments and we will do our best to accommodate your needs. We proudly offer the following services and amenities to our Ozark Food Processors Association guests:

- On-site Event Service staff to assist with any last minute details
- On-site Engineering staff to assist with any power/water requirements
- On-site Audio Visual through PSAV for any technical or internet needs

All forms must be completed and returned to the hotel prior to March 20, 2017. **All forms received after March 20, 2017 will be subject to floor pricing rates and all items will be subject to availability.** An email confirmation will be sent upon receipt of a vendor packet; if you fail to receive an email confirmation the hotel has not received your vendor packet and cannot guarantee appropriate vendor setup or add-ons. Should you have any questions or comments during the duration of your stay, please feel free to contact our Sales and Catering Office at [Emily.Evans@AtriumHospitality.com](mailto:Emily.Evans@AtriumHospitality.com) or 479-872-5977.



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## **DISPLAY TABLE AND PIPE AND DRAPE ORDER FORM**

**All vendor booths include: (1) 6' Draped and Skirted Table with (2) Chairs and (1) wastebasket.** The following are available Pipe and Drape and additional Display Table options at the Northwest Arkansas Holiday Inn & Convention Center. Orders received outside of **(28)** business days prior to the event move-in date are considered pre-orders. Any orders received **(28)** business days or within **(28)** business days of the event are considered Floor orders. All orders must be accompanied by payment for services requested.

**Installations will not take place until payment has been made.**

SERVICE	RATE	FLOOR	Quantity	Total
6' x 30" w/ Tablecloth & Skirting	\$20.00	\$40.00		
6' x 30" w/o Tablecloth & Skirting	\$10.00	\$20.00		
8' x 30" w/ Tablecloth & Skirting	\$25.00	\$50.00		
8' x 30" w/o Skirting	\$15.00	\$30.00		
8'x10' Pipe and Drape (Black Only)	\$40.00	\$60.00		
10'x10' Pipe and Drape (Black Only)	\$50.00	\$70.00		
<b>Subtotal</b>				
<b>10.75% Sales Tax</b>				
<b>22% Service Charge</b>				
<b>9.75% Tax on SC</b>				
<b>Grand Total</b>				

Special Requirements:

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Company		Event Name	
Contact		Move-in Date	
Email Address		Booth Number (if known)	
Phone Number		Room Number (if staying on-site)	

Please email all forms to our Sales and Catering Office at [Ona.Evans@AtriumHospitality.com](mailto:Ona.Evans@AtriumHospitality.com)

All orders are subject to a 10.75% Sales Tax and 22% Service Charge



## **ELECTRICAL ORDER FORM**

The following are available electrical services at the Holiday Inn & Northwest Arkansas Convention Center. Circuit Orders received outside of **(28)** business days prior to the event move-in date are considered pre-orders. Any orders received **(28)** business days or within **(28)** business days of the event are considered Floor orders. All orders must be accompanied by payment for services requested.

**Installations will not take place until payment has been made.**

SERVICE	RATE	FLOOR	Quantity	Total
110V Power (up to 10 amps per)	\$40.00	\$80.00		
220V Power	\$150.00	\$300.00		
100 Amp (single or up to three phase)	\$350.00	\$500.00		
400 Amp (single or up to three phase)	\$500.00	\$700.00		
Power Strip (must order 110V power)	\$35.00	\$70.00		
<b>Subtotal</b>				
<b>10.75% Sales Tax</b>				
<b>22% Service Charge</b>				
<b>9.75% Tax on SC</b>				
<b>Grand Total</b>				

Power strips or other multiple-plug adapters are not allowed unless overload protected. Customers must provide plug ends for 208 & 220 services, or equipment can be hard-wired by Hotel engineering staff if necessary. We will hard-wire the appliance only if requested. All rates quoted below are for PRE-ORDERS and include installation of services to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special services may be subject to additional service or labor charges. If you have special requirements, please note them in the space provided.

**Floor order rates subject to additional labor charge based on individual circumstance**

Special Requirements: \_\_\_\_\_  
 \_\_\_\_\_

Company		Event Name	
Contact		Move-in Date	
Email Address		Booth Number (if known)	
Phone Number		Room Number (if staying on-site)	

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# Holiday Inn

It is our intent to provide quality utility service for our clients, however the Northwest Arkansas Holiday Inn & Convention Center cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and an act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.

## **EXHIBITOR INTERNET, AUDIO VISUAL, AND PHONE ORDER FORM**

The following are available services at the Holiday Inn & Northwest Arkansas Convention Center. Orders received outside of **(28)** business days prior to the event move-in date are considered pre-orders. Any orders received **(28)** business days or within **(28)** business days of the event are considered Floor orders. All orders must be accompanied by payment for services requested.

**Installations will not take place until payment has been made.**

All rates quoted below are for PRE-ORDERS and include installation of service to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special service may be subject to additional

SERVICE	RATE	FLOOR	Quantity	Total
Wireless Internet Connectivity (per password)	\$50.00	\$100.00		
Wired Internet Connectivity (for 1 <sup>st</sup> hook-up, must have 24 hour notice)	\$150.00	\$200.00		
19" Data Monitor for Computer w/ Cart	\$100.00	\$125.00		
40" Plasma Monitor (data/video)	\$375.00	\$450.00		
Powered Speaker (each)	\$125.00	\$150.00		
Audio CD Player	\$85.00	\$100.00		
Laptop or House Audio Patch	\$75.00	\$100.00		
Local Phone Access Line (dial 9 & 800 #'s)	\$50.00	\$75.00		
Dedicated Outside Telephone Line w/ Phone	\$150.00	\$200.00		
<b>Subtotal</b>				
<b>10.75% Sales Tax</b>				
<b>22% Service Charge</b>				
<b>9.75% Tax on SC</b>				
<b>Grand Total</b>				

services or labor charges.

Special Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company		Event Name	
Contact		Move-in Date	
Email Address		Booth Number (if known)	
Phone Number		Room Number (if staying on-site)	

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It is our intent to provide quality utility services for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, loss of building telephone service or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the clients to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.

## **PRE SHOW SHIPPING AND FREIGHT DELIVERY FORM**

The following are rates for material handling at the Holiday Inn & Northwest Arkansas Convention Center. Rates for material handling include all **labor & equipment to unload shipments** received (up to 2000 pounds), store up to **48 hours prior** to the event at the Hotel, **any items received before April 9, 2017 will be charged a \$55 per day storage fee**, deliver to booth/stage, handle empty containers to/from storage and remove from booth for reloading onto outbound carriers. **You must submit this form to The Hotel to insure acceptance of your freight or shipping.** Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. **A \$55 per day storage fee will apply thereafter.** In order to guarantee delivery of shipment/freight to a vendor booth before vendor arrival all forms must be returned to hotel before **March 27, 2017. Delivery will not take place until payment has been made.**

**To insure proper identity freight must be labeled with Responsible Party's Name, Group Name, plus "Hold for Arrival date of Day, Month, Date, Year"**

**Example: Hold for arrival date of Monday, August**

**TO: Northwest Arkansas Holiday Inn & Convention Center  
ATTN: (VENDOR OR CLIENT NAME & Group)  
1500 S. 48<sup>th</sup> St.  
Springdale, AR 72762**

**FROM:**

<b>Company</b>		<b>Event Name</b>	
<b>Contact</b>		<b>Move-in Date</b>	
<b>Address</b>		<b>Booth Number</b>	
<b>City, State, Zip</b>		<b>Phone Number</b>	

Boxes up to 36" x 24" x 24"                      \$5 per box

Large Boxes / Display Cases                      \$20 per box

Pallets    \$50

per 100lbs

Total Charges    \$ \_\_\_\_\_

Number of pieces / Description of Freight: \_\_\_\_\_

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an " Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good

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faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.

## MISCELLANEOUS ORDERS

SERVICE	RATE	FLOOR	Quantity	Total
Hang Banner	\$50.00	\$65.00		
8' x 10' Visqueen floor covering	\$25.00	\$50.00		
10' x 20' Visqueen floor covering for vehicle	\$50.00	\$75.00		
Easel(s)	\$25.00	\$25.00		
<b>Subtotal</b>				
<b>10.75% Sales Tax</b>				
<b>22% Service Charge</b>				
<b>9.75% Tax on SC</b>				
<b>Grand Total</b>				

Special Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company		Event Name	
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**Installations will not take place until payment has been made.** It is our intent to provide quality utility service for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and an act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax

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**CREDIT CARD AUTHORIZATION  
FOR  
HOLIDAY INN NORTHWEST ARKANSAS  
1500 SOUTH 48<sup>TH</sup> STREET  
Phone (479) 751-8300, Fax (479) 872-5981**

<p><b><u>HOTEL USE ONLY</u></b> Please bill credit card for final payment on ____/____/____ in the amount of \$ _____ Banquet \$ _____ Guest rooms</p>
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**GUEST/GROUP/COMPANY NAME:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

I, \_\_\_\_\_ request that the below credit card be used for the stated function (s) or guest room (s) to be held at the HOLIDAY INN NORTHWEST ARKANSAS. I state that I am the primary card holder or an authorized for the credit card account, and will pay all charges incurred as agreed upon.

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically-taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure.

I am providing the credit card information for the following:

\_\_\_\_\_ For deposit in the amount of \$\_\_\_\_\_ to be applied to the above event(s).

\_\_\_\_\_ For payments in full for the above events not to exceed \$\_\_\_\_\_.

\_\_\_\_\_ For guaranty in the event that all fees not paid in accordance with direct bill terms.

Please charge the credit card for:

\_\_\_\_\_ Guest Room & Tax

\_\_\_\_\_ Parking

\_\_\_\_\_ Incidentals

\_\_\_\_\_ Meeting Room Rental

\_\_\_\_\_ Meeting Food & Beverage

\_\_\_\_\_ Other (Please notate)  
\_\_\_\_\_

Type of Credit Card \_\_\_\_\_ Today's Date \_\_\_\_\_

Name on Card (Please Print) \_\_\_\_\_

**Last 4 Digits** of Credit Card Number (full number will be requested via phone) \_\_\_\_\_ Exp. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Contact Ph# \_\_\_\_\_

**Name of person(s) authorized to sign for the above charges on the day of event, if different from signatory:**

\_\_\_\_\_

**THIS FORM MUST BE STORED IN A SECURED AND LOCKED AREA.**