

Vendor/Exhibitor Form

CERTIFICATE OF INSURANCE

Region VI Pretreatment Association and any third-party vendors contracted by or participating in 39th Annual Pretreatment Workshop must certify that the entity has insurance to cover the event to be conducted by Group at the Hotel and/or Convention Center during the dates of the event and agrees to provide the Hotel with a Certificate of Insurance (COI) which reflects commercial general liability insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence. Said Certificate shall name the Released Parties as additional insureds using the Hotel information below:

O'Reilly Hotel Partners-Denton, LLC
dba Embassy Suites Denton Convention Center
3100 Town Center Trail
Denton, TX 76201

A certificate of insurance must be provided to the hotel no later than fourteen (14) days prior to the contracted event dates. Should the appropriate certificate of insurance not be received by the Hotel and/or Convention Center, the vendor and/or group may be subject to denial of the requested services and use of facilities of the Embassy Suites Denton Convention Center. Group agrees to indemnify and hold harmless the Released Parties from all damages and expenses (including attorneys' fees and expenses) arising out of any claims for personal injury or death during groups event.

SHIPPING: WEIGHT HANDLING FEE / STORAGE FEE

Package charges will be charged to the group master account by default. For vendors paying separately, please contact the sales office to arrange storage and payment for incoming packages.

Fees listed below are per package and are assessed per incoming AND outgoing package. Prices are applied each day the package is held. **Please do not send boxes outside of 3 days prior to arrival, prices below increase 2x.**

0-5 lbs. \$5
5 - 20 lbs. \$10
20 - 50 lbs. \$25
50 - 75 lbs. \$50
75 - 100 lbs. \$70

Please contact the sales office to receive pricing for items that exceed the weight listed or for items that will be secured on pallets and require additional handling and separate storage.

First Name Last Name
REGION VI PRETREATMENT ASSOCIATION
Embassy Suites by Hilton Denton Hotel and Convention Center
3100 Town Center Trail Denton, TX 76201

Vendors/sponsors are responsible for packing and labeling all outgoing shipments, as well as communicating and arranging pickup with the carrier. Packages can be passed off to the front desk to be held for carrier pickup. Hotel does not handle anything beyond secure storage of packages.

ADDITIONAL VENDOR NEEDS

For vendors/exhibitors requiring use of wifi, electricity, or additional booth needs not provided by Group, please contact our in-house AV Company, Five-Star AV.

Standard Booth Packages are available, and include **(1) 6FT Table with Spandex, (2) Chairs, and (1) Small Wastebin.** Booth packages can be added at Group request and will be charged to the Group master. Please confirm with Group Contact before requesting additional items.