

2011 Ohio Human Resources Conference Resource Partner Agreement



Contact Information

(Note: Company Name and Contact Information are used for publishing in program guide and booth signs – minus the alternate contact info provided)

Company Name:

Contact Name & Title:

Address:

City, State, Zip:

Phone & Fax:

Email:

Website Address:

Alternate Contact Name & Email:

Please List How Many will be Representing Your Organization at the Conference :

Resource Partner Guidelines

- Booth dimensions will be 8x10, have a skirted table, two chairs, a wastebasket, and standard sign with the Company name supplied above. Your booth must fit within the 8x10 space unless you purchase extra booth space. Two lunches for Thursday are included in the exhibit fee, however registration fees to attend the HR Conference are not.
- If you need electricity, internet access, or any other special items for your booth, please coordinate directly through Kalahari Convention Services by filling out the [Kalahari Exhibitor Order Form](#).
- After you register, you will need to provide us the following information for our Resource Partner Directory: Company Logo, the company's description (50 word max) of the business/service/product they provide, and verify the contact information provided above of the company's representative to be printed in the program guide. You may email this information directly to Mike Medoro at mgmedoro@aspect-marketing.com.
- Cancellation of any booth reservation must be received in writing no later than July 1, 2011 for a 50% refund. Cancellations made after that date will not be refunded.
- We would highly suggest that all resource partners bring a door prize to be awarded to the attendees during the Exhibitor Showcase Raffle drawings. If you choose to do so, please fill out the [Prize Giveaway Form](#) by August 26, 2011 and return it to the Resource Partner Chair.
- Any booth set-up items or conference bag stuffers must be mailed directly to Kalahari. Please fill out the [Kalahari Package Shipping, Receiving, Handling, & Delivery Form](#) and coordinate with Kalahari Convention Services.
- Booths will be assigned in the order received or according to sponsorship level & be sent out in Aug/Sept.

Submission Information

- Online at www.ohioshrm.org/hr_conf or by Check (Payable to Ohio Human Resources Conference or OHRC – Tax-Exempt ID # 31-1691349) Submission of checks by mail, questions or ideas may be submitted to contact listed below:

Ashley Patterson – Ohio HR Conference.
671 S. High St. Columbus, OH 43206

Email: Resource-partners@ohioshrm.org
Ph. 614-542-3022 Fx. 614-445-2695

Select Your Investment Opportunity

Resource Partner Opportunity	Quantity	Price	Total Price
Premium Sponsorship Packages			
<input type="checkbox"/> Rock Star Sponsor		\$10,500	\$
<input type="checkbox"/> Woodstock Sponsor		\$10,500	\$
<input type="checkbox"/> Platinum – Thursday Evening Social		\$7,500	\$
<input type="checkbox"/> Gold – Thursday General Sessions		\$5,500	\$
<input type="checkbox"/> Gold – Thursday Lunch Sponsor		\$5,500	\$
<input type="checkbox"/> Gold – Friday Lunch Closing Session		\$5,500	\$
<input type="checkbox"/> Gold – Bottled Water Sponsor		\$5,500	\$
<input type="checkbox"/> Silver – Lanyard Sponsor		\$4,250	\$
<input type="checkbox"/> Silver – Pen & Notepad Sponsor		\$4,250	\$
<input type="checkbox"/> Pearl Sponsorship		\$3,000	\$
<input type="checkbox"/> Bronze Sponsorship		\$2,000	\$
<input type="checkbox"/> Exhibitor Kiosk		\$1,800	\$
Resource Partner Exhibitor Booths			
<input type="checkbox"/> Resource Partner Exhibitor Booth <ul style="list-style-type: none"> - \$999 thru January 31 - \$1,150 thru April 15 - \$1,250 thru June 30 - \$1,500 thru Sept 20 		\$	\$
Individual Resource Partner Options / Add-Ons			
<input type="checkbox"/> Additional Booth (for Double Booth)		\$675 / \$500	\$
<input type="checkbox"/> Conference Bag Stuffer		\$300	\$
<input type="checkbox"/> Grand Prize Sponsor		\$	\$
<input type="checkbox"/> Break Sponsor – Thurs AM / Fri AM		\$799	\$
<input type="checkbox"/> Break Sponsor – Wed PM / Thurs PM		\$999	\$
<input type="checkbox"/> Hut/Hospitality Room Rental		\$500	\$
<input type="checkbox"/> Thursday Lunches		\$30	\$
<input type="checkbox"/> Thursday Evening Social Tickets		\$50	\$
<input type="checkbox"/> Friday Lunches		\$30	\$
<input type="checkbox"/> All Three – 2 Lunches & Social Event		\$100	\$
<input type="checkbox"/> Just Two – Social & Friday Lunch		\$75	\$
<input type="checkbox"/> Honorary Sponsor		\$100	\$
<input type="checkbox"/> Sponsor a Prize/Book/Gift Card		\$	\$
<input type="checkbox"/> Attend the Conference		\$ / \$275	\$
Resource Partner Program Advertisement Options			
<input type="checkbox"/> Full Page / Full Color Ad		\$1,000	\$
<input type="checkbox"/> Half Page/ Full Color Ad		\$750	\$
<input type="checkbox"/> Quarter Page / Full Color Ad		\$500	\$
<input type="checkbox"/> Business Card / Full Color Ad		\$300	\$
Total Amount for (insert Company Name):			\$

I certify that I have read and agree to comply with the Resource Partner Guidelines and Information Packet.

Signature: _____ **Date:** _____



2011 Ohio Human Resources Conference September 21-23, 2011 Resource Partner Information Packet

Don't miss out on the 2011 Ohio HR Conference – HR ROCKS! – as we will be returning to the Kalahari Resort & Conference Center. Save the Date - September 21-23, 2011 – and take this opportunity to be a Resource Partner at the 39th annual Ohio Human Resources Conference.

There are several premier resource opportunities available, and we ask that you consider the benefit of one or more sponsorship opportunities as an integral part of your 2011 marketing strategy. Please review the listings of packages and opportunities as outlined below to see which ones best fit the needs of your company's marketing and outreach goals. You may also check out the Resource Partner page on our [Ohio HR Conference Website](#) for more information or to fill out a [Resource Partner Application Form](#). With over 600+ HR professionals attending the conference each year, providing a sponsorship is an excellent way to gain exposure and build your companies reputation through networking. Thank you in advance for your support of the Human Resources profession and annual conference!

Do you ROCK?!?! - Resource Partner Contest

Exhibitors are encouraged to be festive this year, as the theme is – HR ROCKS!!! So have fun with it, decorate your booth, come dressed as a rock star, and have your promotional items center around HR Rocks!! Attendees will vote on the best overall 'rockin' booth and the resource partner who wins will receive the fantastic prize of attending next year with a free exhibitor booth!!!

Resource Partner Directory

After you sign-up to be an exhibitor or sponsor, you should receive an email requesting some pertinent information from you for our Resource Partner Directory that is populated in the Conference Program Guide for all attendees. You will need the following information: Company Logo, the company's description (50 word max) of the business/service/product they provide, and the contact information of the company's representative to be printed in the program. Please provide us this information as soon as possible by clicking on the link in the email sent to you or by emailing Mike Medoro directly at mgmedoro@aspect-marketing.com.

Raffle Items

We would highly suggest that all resource partners bring a door prize to be awarded to the attendees during the Exhibitor Showcase Raffle drawings. If you choose to do so, please fill out the [Prize Giveaway Form](#) by August 26, 2011, and return it to the Resource Partner Chair.

Rock N' Roll BINGO

To generate even more traffic for you as our awesome Resource Partners, we will be playing Rock N' Roll (vendor) BINGO again during the 2011 conference.

Cancellation Policy

Cancellation of any booth or sponsorship must be received in writing to the Resource Partner Chair no later than July 1, 2011 in order to be eligible for a 50% refund of the original fee. There will be no refunds after this date.

Name Tags

Resource Partner badges will only have your company name on them. You may want to plan ahead to bring a company issued name tag if you wish to have your name visible.

Electricity / Internet Access / Audio Visual Needs

Items such as electricity, internet access, extension cords, televisions, or other A/V all need to be coordinated directly through Kalahari Convention Services. Please fill out the attached **Kalahari Exhibitor Order Form** for any of these specific needs and return the form to Kalahari no later than September 2, 2011 to avoid any late sign-up fees.

Shipping & Receiving

Any booth set-up items or conference bag stuffers must be mailed directly to Kalahari. Stuffers must arrive at Kalahari by Friday September 16 to ensure that they are placed in all attendees' conference bags. Please fill out the **Kalahari Package Shipping, Receiving, Handling, & Delivery Form** and coordinate with Kalahari Convention Services.

Booth Assignments

Booth assignments will be made according to Sponsorship level and take into account the order in which they were received. However, please note that booth assignments will not be made until September – and will be sent out to you as soon as the floor plan has been finalized.

Ideas / Questions

We want you to have a great experience as a resource partner for our annual conference. If you have any ideas/opportunities for sponsorships not listed, questions or concerns, please do not hesitate to reach out to the resource partner contacts as listed below.

We look forward to your working with you during the 2011 Ohio HR Conference!!

Regards,

Ashley Patterson

2011 Ohio HR Conference

Resource Partner Chair

Email: resource-partners@ohioshrm.org

Phone: 614-542-3022 Fax: 614-445-2695

Sheri Caldwell

2011 Ohio HR Conference

Resource Partner Co-Chair

Email: co-resource-partners@ohioshrm.org

Premium Resource Partner Sponsorship Packages

Rock Star Sponsor - \$10,500

- 8x20 Exhibitor Double Booth Space in Premium Location of Exhibit Hall
- Sponsorship of the Opening General Session, opportunity to speak for three minutes to provide an infomercial about your company, and leave a takeaway item/brochure in attendee seats
- Attendee Conference Registration Sponsorship – Logo on Registration Signage
- Kalahari Hut Rental Wednesday Night for more networking/interaction with attendees
- Special Recognition in the Program Guide as our Rock Star Sponsor
- Full Color / Full Page Advertisement on Back Cover of the Program Guide
- Recognition in the Conference Registration Mailings & Email Blasts
- Conference Bag Stuffer
- Four Lunches Provided on Thursday & Friday
- Four Admission Passes to attend the Thursday Evening Social and Network with attendees
- Thursday Afternoon Break Sponsor with Logo Cups
- Recognition on the Ohio HR Conference Website until the End of the Year
- Special Recognition throughout the Conference Verbally and with Logo/Signage

Woodstock Sponsor - \$10,500

- 8x20 Exhibitor Double Booth Space with Premium Location in Exhibit Hall
- Conference Bag Sponsor
- Opportunity for an Infomercial about your Company at a Concurrent Session of Choice (First Come, First Serve), and also speak for three minutes before Wednesdays grand prize giveaway
- Full Color / Full Page Advertisement on Front Inside Cover of Program Guide
- Hospitality Room Rental for Wednesday Evening for activities/networking with attendees
- Special Recognition in the Program Guide as our Woodstock Sponsor
- Recognition in the Conference Registration Mailings & Email Blasts
- Conference Bag Stuffer
- Recognition on the Ohio HR Conference Website until the End of the Year
- Special Recognition throughout the Conference Verbally and with Logo/Signage
- Four Admission Passes to attend Thursday Evening Social and Network with attendees
- Four Lunches Provided on Thursday & Friday
- Wednesday Afternoon Break Sponsor with Logo Cups

Platinum Sponsor - \$7,500

- 8x10 Exhibitor Booth Space with Premium Location in Exhibitor Hall
- Thursday Social Event Sponsor
- Opportunity for an Infomercial about your Company at the Event you are Sponsoring and at a Concurrent Session of Choice (First Come, First Serve)
- Full Color / Full Page Advertisement on either Front or Back Inside cover of Program Guide
- Recognition in the Conference Email Blasts
- Conference Bag Stuffer
- Recognition on the Ohio HR Conference Website until the End of the Year
- Special Recognition in the Conference Program Guide as a Platinum Sponsor
- Two Admission Passes to attend Thursday Evening Social and Network with attendees
- Two Lunches Provided on Thursday & Friday

Gold Sponsorships (4) - \$5,500

1) Friday Lunch General Session Sponsor

2) Thursday General Sessions Sponsor

3) Bottled Water Sponsor

4) Thursday Lunch Sponsor

Sponsorships Include the Following:

- 8x10 Exhibitor Booth Space with Premium Location in Exhibitor Hall
- Opportunity for an Infomercial about your Company at the Session/Event you are Sponsoring or at a Concurrent Session of Choice if you are not already sponsoring a session/event (First Come, First Serve)
- (Water Bottle Sponsor Only) Logo will be featured on water bottles given to attendees during the conference
- Recognition in the Conference Program Guide as a Gold Sponsor
- Half Page / Full Color Advertisement in the Conference Program Guide
- Recognition in the Conference Email Blasts
- Conference Bag Stuffer
- Recognition on the Ohio HR Conference Website until the End of the Year
- Two Lunches Provided on Thursday
- Two Admission Passes to Attend Thursday Evening Social and Network with attendees

Silver Sponsorships (2) - \$4,250

1) Lanyard Sponsor

2) Pen & Notepad Sponsor

Sponsorships Include the Following:

- 8x10 Exhibitor Booth Space with Premium Location in Exhibitor Hall
- Opportunity for an Infomercial about your Company at a Session of Choice (First Come, First Serve)
- Half Page / Full Color Advertisement in the Conference Program Guide
- Recognition in the Conference Email Blasts
- Recognition in the Conference Program Guide as a Silver Sponsor
- Conference Bag Stuffer
- Recognition on the Ohio HR Conference Website until the End of the Year
- Two Lunches Provided on Thursday
- Two Admission Passes to Attend Thursday Evening Social and Network with attendees

Pearl Sponsorships (10) - \$3,000

- 8x10 Exhibitor Booth Space with Premium Location in Exhibitor Hall
- Opportunity for an Infomercial about your Company at a Session of Choice (First Come, First Serve)
- Quarter Page / Full Color Advertisement in the Conference Program Guide
- One other Session/Event Sponsorship of Choice (Early Bird, Break, Exhibitor Showcase, etc)
- Recognition on the Ohio HR Conference Website until the End of the Year
- Recognition in the Conference Program Guide as a Pearl Sponsor
- Two Lunches Provided on Thursday
- Conference Bag Stuffer

Bronze Sponsorships (20) - \$2,000

- 8x10 Exhibitor Booth with Select Booth Location in Exhibitor Hall
- Opportunity for an Infomercial about your Company at a Non-Concurrent or Early Bird Session of Choice (First Come, First Serve)
- Recognition on the Ohio HR Conference Website until the End of the Year
- Recognition in the Conference Program Guide as a Bronze Sponsor
- Two Lunches Provided on Thursday
- Conference Bag Stuffer

Exhibitor Kiosk (3) - \$1,800

- Premium Exhibitor Hall Location (Must Provide Own Kiosk – Otherwise two 8-ft tables will be provided)
- Opportunity to Sell Your Products Right On-Site – Maybe even offer a Special Conference Rate that can only be taken advantage of if they purchase at the conference or within 2 weeks, etc.
- Recognition in the Conference Program Guide as Kiosk Exhibitor
- Recognition on the Ohio HR Conference Website until the End of the Year
- Conference Bag Stuffer

Exhibitor Booth Sponsorship Opportunities

Exhibitor booth spaces are available and assigned on a first come, first serve basis. Booths will have a 6-foot table, two chairs, wastebasket, and one standard sign furnished by the Conference. Two lunches are provided for Thursday for each booth and are included in the exhibit fee. Please see the **Resource Partner Application Form** for more detailed information.

- \$999 if payment is received by January 31, 2011
- \$1,150 if payment is received by April 15, 2011
- \$1,250 if payment is received by June 30, 2011
- \$1,500 until Conference Week

Program Guide Advertisement Opportunities

- Full Page Ad / Full Color - \$1,000
- Half Page Ad / Full Color - \$750 (7.25 x 4.875)
- Quarter Page Ad / Full Color - \$500 (4.875 x 3.325)
- Business Card Ad / Full Color - \$300 (3.25 x 2.00)

Individual Resource Partner Sponsorship Opportunities / Add-Ons

Additional Exhibitor Booth (to create double booth) - \$675 / \$500

- If you want some extra space for your booth this year, this is the perfect option for you! This will provide you more room to talk with attendees and set up a fun area for attendees to see what you have to offer. The above listed rate would apply unless you are one of the following Sponsorship Levels: Bronze, Pearl, Silver, Gold, Platinum, or Diamond – only \$500.

Conference Bag Stuffers - \$300

- Information for all attendees to receive in their informational conference bag package

Grand Prize Sponsor – Donation of Item to Giveaway to Attendees

- Every conference we have few Grand Prize Giveaways that keep every attendee engaged in the exhibitor hall and wondering how they can win it. If you would like to be a grand prize sponsor, please indicate accordingly on your Resource Partner Application. Grand Prize Items typically consist of Televisions, Cash, Game Systems, I-Pads, Trip Giveaways, etc...and other large ticket items. Please contact the Resource Partner chair for more information if you have questions.

Break Sponsorships – Breakfast/Morning Break or Afternoon Break - \$799 / \$999

- Company Logo on Signage and on disposable coffee cups for attendees during morning break - \$799
- Company Logo on Signage and on Souvenir Cups for all attendees during afternoon break - \$999

Rental of a Hut / Hospitality Room - Wed/Thurs Evening - \$500.00

- If your company would like to throw a party on Wednesday or Thursday after all of the planned activities are over, here's your chance! You can rent one of the above and get your party started anytime after 8pm on Wednesday or anytime after 9:30pm on Thursday.

Thursday Lunches - \$30.00

- Exhibitor Booths and Sponsors are provided two lunches for each booth. If additional are needed, please indicate how many on your Resource Partner Application.

Thursday Night Social Tickets - \$50.00

- The Thursday Night Social provides you an opportunity to network with attendees in a casual and fun atmosphere. We highly recommend that you stay for this portion of the conference! Some Sponsorships come with the Thursday Night Social Tickets. If tickets are needed, or more than what is already provided is needed, please indicate how many on your Resource Partner Application.

Friday Lunch Tickets - \$30.00

- The Friday Lunch allows you to have an opportunity to enjoy a meal with all of the HR attendees, enjoy the final Keynote speaker, and network even more!! Please indicate how many tickets you will need on your Resource Partner Application.

Get All Three – Thursday & Friday Lunch and Thursday Social - \$100

- Get all three for the discounted rate and enjoy as much time as you want with the attendees.

Just Get Two – Thursday Social & Friday Lunch - \$75

- Just get two and still enjoy some quality time with all the great HR attendees!

Honorary Sponsor - \$100

- Organization would be listed as a Partner in the Conference Program. Funds would go towards various resource partner costs, including grand prizes to giveaway during Exhibitor showcases.

Sponsor a Prize - \$ VARIOUS (Amount determined by Company)

- Company will be named as the sponsor of the gift or prize awarded during Exhibitor Showcase. Items may include gift baskets, books, gift cards, cash, i-pods, etc .

Attending the Conference – \$ Normal Rates / \$275

- If you, anyone in your HR department, or organization wish to attend the conference, the current rates listed on the website would apply unless you are one of the following Sponsorship Levels: Bronze, Pearl, Silver, Gold, Platinum, or Diamond Sponsor – only you only pay \$275.

Links to More Information

- [2011 Ohio Human Resources Conference Website](#)
- [2011 Ohio HR Conference Resource Partners Information & Purchase Online Option](#)
- [2011 Ohio HR Conference Resource Partners Application Form](#)
- Contacts for Questions or Ideas:
 - o resource-partners@ohioshrm.org – Ashley Patterson- Resource Partner Chair
 - o co-resource-partners@ohioshrm.org – Sheri Caldwell – Co-Resource Partner Chair



2011 Ohio Human Resources Conference Exhibit Hall Drawings & Prize Giveaway Process

Companies who elect to participate in the Exhibit Hall Prize Giveaways will benefit from increased promotional opportunities, greater booth traffic, and an overall increase in name recognition. Here's how the program works:

Prior to Event

All exhibitors need to complete the Prize Giveaway Form by **August 26, 2011**. You will have the opportunity to give away your prizes at three different times during the conference. Please indicate the times you select for each prize giveaway. You will also need to indicate whether you as the exhibitor will draw the winner or if you want OHRC to draw, as well as indicate whether you will have the prize on-site for the winner to pick up from your booth or if you will be mailing your prize to the winner after the conference.

During the Event

All companies who complete and submit the Prize Giveaway Form by the August 26 deadline will have their company name, booth number, and prize listed in the onsite Resource Partner directory that all attendees receive at registration. You will be responsible for collecting attendee business cards/contact information of those wishing to enter the prize drawing, unless you choose to have the Ohio Human Resources Conference (OHRC) Committee draw the name for you out of all the HR attendees raffle tickets. You can select this on the form below. We suggest that you display your giveaway to draw more attention to your booth during the conference.

Drawing

Since there will be three different prize drawing times, you may elect to give away your prizes all at one time or give one away at each drawing time if you have more than one. All drawings for winners must take place by 7:00PM on Wednesday, or at 1:00PM or 3:30PM on Thursday. A completed **Exhibitor Prize Winner Form** must then be filled out and turned into the Exhibitor Registration Desk by these listed times OR you may **Text to 614-572-9611** your Booth Number, Company Name, the Prize, and Winner Name. If you miss the deadline, you may not be included in the Exhibit Hall prize winner announcements, or if applicable will be moved to the next available prize winner announcement time slot.

Announcement

Winners will be announced and appear on the large screen in the exhibit hall after they are drawn. The names of the winners will continually be displayed until the next round of prize winner announcements. Winners will be asked to visit your booth to discuss collection of prize.



2011 Ohio Human Resources Conference Prize Giveaway Form

Due by August 26, 2011 to Resource Partner Chair (resource-partners@ohioshrm.org)

Company Name:		
On-Site Contact Name & Phone:		
Post-Event Contact Name & Phone:		
Prize Giveaway #1:		
Time Selected to Draw Winner for Giveaway #1:	<input type="checkbox"/> 7:00pm - Wed <input type="checkbox"/> 1:00pm - Thurs <input type="checkbox"/> 3:30pm - Thurs	<input type="checkbox"/> Exhibitor to draw name <input type="checkbox"/> OHRC to draw name
Prize Giveaway #2:		
Time Selected to Draw Winner for Giveaway #2:	<input type="checkbox"/> 7:00pm - Wed <input type="checkbox"/> 1:00pm - Thurs <input type="checkbox"/> 3:30pm - Thurs	<input type="checkbox"/> Exhibitor to draw name <input type="checkbox"/> OHRC to draw name
Prize Giveaway #3:		
Time Selected to Draw Winner for Giveaway #3:	<input type="checkbox"/> 7:00pm - Wed <input type="checkbox"/> 1:00pm - Thurs <input type="checkbox"/> 3:30pm - Thurs	<input type="checkbox"/> Exhibitor to draw name <input type="checkbox"/> OHRC to draw name
Method of Distribution to Winner:	<input type="checkbox"/> Pick-Up At Booth During Conference <input type="checkbox"/> Will Mail to Winner after Conference	



Exhibitor Prize Winner Form

Company Name:	
Booth #:	
Prize Won:	
Winner Name:	
Method of Distribution:	<input type="checkbox"/> Pick Up at Booth <input type="checkbox"/> Will Mail



Exhibitor Prize Winner Form

Company Name:	
Booth #:	
Prize Won:	
Winner Name:	
Method of Distribution:	<input type="checkbox"/> Pick Up at Booth <input type="checkbox"/> Will Mail



Exhibitor Prize Winner Form

Company Name:	
Booth #:	
Prize Won:	
Winner Name:	
Method of Distribution:	<input type="checkbox"/> Pick Up at Booth <input type="checkbox"/> Will Mail



EXHIBITOR ORDER FORM

Show Name: _____ **Exhibitor Name / Phone:** _____

Date of Show: _____ **Booth # (If Available):** _____

Each Booth for this Show includes the following basic set-up: _____

Outlets Item	Number Needed	Regular Price	Late Order
120 VOLTS - STANDARD 20 Amps	_____	\$25.00	\$50.00
125/250 VOLTS - SINGLE PH 20 Amps	_____	\$200.00	\$150.00
125/250 VOLTS - 3 PH 30 Amps	_____	\$250.00	\$285.00
208 VOLTS - SINGLE PH 30 Amps	_____	\$225.00	\$285.00
ADDITIONS			

TV (27") & VCR on Cart	_____	\$95.00	\$120.00
High Speed Broadband Line	_____	\$100.00	\$125.00
Laptop Computer	_____	\$200.00	\$250.00
Flipchart w/Markers	_____	\$25.00	\$30.00
Easel	_____	\$10.00	\$20.00
Power Strips	_____	\$5.00	\$10.00
Extension Chords	_____	\$5.00	\$10.00

***Please contact Hotel Representative for additional items not listed on this order form. A quote and contract for additional items will be provided based on request. 419 433 7200 Ext: 34222 and ask to speak with your Conference Services Manager.**

IMPORTANT

Note-This order must be received by Kalahari Resort no later than 15 days prior to your setup. This will insure installation has been completed prior to your setup.

Late Orders will be serviced after completion of all early orders.

SPECIAL NOTICE!

Kalahari Resort requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. All equipment be UL listed. All splices must be installed in a metal closure to prevent emission of sparks.

IN ADDITION

Any additional material supplied by Kalahari Resort will be charged to the guest. Special request for additional electrical services can be made through our Engineering Department.

METHOD OF PAYMENT:

Please Check One

____ Check Enclosed ____ Credit Card Information Enclosed

CREDIT CARD AUTHORIZATION

I hereby authorize Kalahari Resort & Convention Center to use the credit card as indicated below.

Exact Name on Card: _____

Credit Card Number: _____
Exp: _____

Company Name: _____

Authorized Signature: _____

Print/Type Name: _____

Telephone # _____ **Fax #** _____

Billing Address on Credit Card Account:

General Information

Electrical and Exhibitor Service forms must be received at least fifteen (15) days prior to your setup day/date. The "late order" price quotes will be in effect should we receive your form later than the 15 days prior to your setup. The electrician and audio visual technician will have a copy of your requested service order. Any late additions or add-ons will be billed at the "late order" listed price. Cancellations must be received 24 business hours prior to arrival date or a charge of 50% of amount will be charged. *Thank you in advance for your assistance on this matter.*

If you are in question as to the amount of amps your equipment will need, a small identification tag should be affixed to the bottom or sides indicating the model number, serial number, voltage and amps required to operate it. Use the following formula to convert watts to amps if the wattage is available: Divide the number of watts by the voltage (current) necessary to operate the equipment.

RETURN TO: CONFERENCE SERVICES/ EXHIBIT SERVICES Kalahari Resort and Convention Center 7000 Kalahari Drive Sandusky, Ohio 44870

Or Fax to: 419 433 7748



Package Shipping, Receiving, Handling and Delivery

To expedite the delivery of items shipped please fill out the following section and fax it back to Conference Services at (419) 433-7748 prior to your arrival at Kalahari Resorts.

Please note that the hotel is not able to release items shipped without this completed form.

RECEIVING, STORAGE, and GUEST DELIVERY:

Event Name: _____			
Participating Company Name: _____			
On Site Contact Name: _____			
Date packages are to be delivered: _____			
Location packages delivered to (If Known): _____			
Total Number of items with this shipment:			Total Charges
_____	Letters	No Charge	_____
_____	Boxes/packages/tubes 0 lbs – 35 lbs	\$7.00ea	_____
_____	Boxes > 35 lbs or oversized/bulky	\$15.00ea	_____
_____	Display Cases	\$40.00ea	_____
_____	Pallets	\$50.00ea	_____
_____	Crates-Please Contact Conference Services Manager for pricing-based on size and weight		
_____	Forklift Operator	\$75.00/hr	_____
	Contact CS Manager to Schedule	1 hour minimum	
_____	Total Items	Total Charges	_____

I hereby authorize these charges be billed to the following account:

Credit Card Type: _____

Credit Card #: _____ **Expiration Date:** _____

Card Holder Signature _____ **Date** _____

Shipments can not be received by the hotel prior to (3) working days before the start of an event. Please clearly mark on the shipment the name of the event, the date of the event and the recipient of the shipment.

Please note that a different form is to be filled out to ship items from the hotel. Contact your Conference Services Manager for the form and pricing guidelines.

Please have the following label affixed to your packages:

Name of Event: _____

Date of Event: _____

Name of On-site Contact for Your Company: _____

Name of Your Company: _____

Name of On-Site Contact for Organization: _____

Name of Resort Contact: _____