



## THE DOUBLETREE BY HILTON OMAHA

### Contacts:

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### ENGINEERING COST SCHEDULE

Electrical services are available through the hotel engineering staff. We request that you contact the hotel at least 48 hours prior to your arrival for any requests beyond standard electrical requirements.

Online Order Form: [https://eventnow.encoreglobal.com/myevents/result/index/show\\_id/6e370d0f-2088-f011-b4cb-7c1e5200f4ce/](https://eventnow.encoreglobal.com/myevents/result/index/show_id/6e370d0f-2088-f011-b4cb-7c1e5200f4ce/)

### REQUEST

Engineering Consultation  
Banner Hanging\*  
Assembly\*  
Power Panel (A) 50-100 amp\*  
Power Panel (B) Hardwire Pigtail\*  
Splitter/Box\*

### COST

No Charge  
\$100.00 each banner (8am-4pm)  
\$75.00 per hr. plus materials  
\$100.00 each  
\$200.00 each  
\$300.00/\$100.00

\*Banners should not be larger than 3'x8' in size and must weigh less than 15lbs. If Engineering is not notified within 24 hours of a banner hanging, an additional \$200 fee will apply and \$75 for all electrical set-up items. Any labor required without 24 hours' notice will be billed at the overtime rate. Any services after 4pm an additional \$50 will apply.

### SHIPPING AND RECEIVING

Packages for meetings may be shipped directly to the hotel. Shipment should be scheduled to arrive no earlier than 72 hours prior to your meeting. Please include the following information on each package:

1. Name of the group as listed on the contract (National Center for Pavement Preservation)
2. Return address
3. Convention Service contact
4. Name of person who will claim package(s)
5. Date of that person's arrival

Doubletree by Hilton Omaha Downtown accepts only pre-paid packages. Any packages delivered C.O.D. will be refused by the Hotel and notifications will not be made by the Hotel to the shipper. Group name must be included on package. Our shipping address is:

**DoubleTree by Hilton Omaha Downtown**  
**C/O Sales & Catering Dept**  
**1616 Dodge St Omaha, NE 68102**

A handling fee will be assessed on all incoming and outgoing packages. The following charges will apply for package delivery and storage and are based on total combined package/pallet(s) weight:

| <u>WEIGHT</u>     | <u>PRICE</u>        |
|-------------------|---------------------|
| 0 to 5 lbs.       | \$5.00 per box      |
| 6 lbs. – 20 lbs.  | \$10.00 per box     |
| 21 lbs. – 50 lbs. | \$15.00 per box     |
| Over 50 lbs.      | \$35.00 per box     |
| Crate             | \$75.00 per crate   |
| Pallet            | \$150.00 per pallet |

Hotel shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and to ensure that the contents are intact. Hotel accepts no liability for lost, stolen or damaged goods.

## **USE OF EXHIBIT SPACE**

All exhibits (professional booth, poster board, auction or tabletop) held on Hotel property, including exhibit halls, meeting rooms, ballrooms, pre-function or public areas coded for occupancy, suites, parking structures or outdoor space, are subject to the following rates and policies:

- Adherence with all state and city ordinances and permit requirements
- Written Fire Marshal approval
- Permit and associated fees are the sole responsibility of the Group
- Security and associated fees are the sole responsibility of the Group
- Adherence with all Hotel production and exhibit policies

### **Rentals, Cleaning and Other Services**

- All set equipment, including but not limited to tables, chairs, linen, wastebaskets, easels, will be charged at prevailing rental rates.
- All cleaning of exhibit area including aisles and booths will be charged at prevailing rates.
- All audio visual, power, Internet, telecommunications, food and beverage or other Hotel provided product, equipment or services will be charged at then-current <insert year of Event> published rates.

### **Exhibitor Guidelines**

The Group's use of exhibit space will also be subject to the terms and conditions of the Hotel's then current exhibitor guidelines, which will be provided to Group by Group's assigned Event Manager approximately one year prior to Group's major arrival date.

If Group uses the exhibition premises of the Hotel as part of the Event, then to the fullest extent permitted by law, Group assumes responsibility for any claims (such as for losses or damages to persons or property) arising out of the use of the exhibition premises of the Hotel but only to the extent any such claim is caused by Group's employees, agents, contractors, attendees or exhibitors. Nothing in this clause shall require Group to be liable for that portion of any claim caused by the Hotel's employees, agents, or contractors.

In order to protect both Group and the Hotel, Group agrees to include the following "Exhibitor Responsibility Clause" in every exhibitor contract entered into between Group and each exhibitor:

Exhibitor Responsibility Clause: To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless <Name of Hotel> ("Hotel") and Hotel's owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as <insert name of Group> ("Group"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.