

Washington Court Hotel

Exhibitor Policies & Procedures

Electrical & Equipment Orders

Please refer to enclosed Exhibitor Order Form for a listing of telecommunications, electrical and audiovisual services and prices. All equipment and services must be ordered by the due date noted on the order form. All order forms must be accompanied by the completed pre-payment form. Orders without prepayment will not be processed. Please contact your Catering/Convention Services Manager if you have a request for equipment or services not listed on the order form.

Food & Beverage

All food or beverage served in the exhibit area must be catered by the Washington Court Hotel. Please contact Catering/Convention Services Manager for assistance.

Package Handling

Any package shipped to the Washington Court Hotel must be prepaid & labeled as follows:

Sender's Company & Return Address
On Site Receiver's Name
Conference Name
c/o – **Dee Gamble**
Washington Court Hotel
525 New Jersey Avenue, NW
Washington, DC 20001

The Hotel has very limited storage facilities, a limit of (6) six boxes weighing no more than 50 pounds each can be shipped to the Hotel (3) three days prior to the event. Shipments received prior to the (3) three days will be returned. For shipments larger than acceptable limit, please check with Catering/Convention Services Manager. Larger shipments must arrive on the day of setup.

Exhibitor Load In/Load Out Instructions:

All deliveries/shipments must be delivered to Receiving Dock between 7:00am-3:00pm, Monday-Friday. The loading dock/security office is manned during the hours noted above. Entrance to the hotel loading dock can be accessed via the alley way entrance located on E Street between North Capitol, and New Jersey Avenue, NW. Security personnel will advise banquet team upon delivery arrival, and delivery personnel will be escorted to the appropriate event space for delivery.

Any package shipments must be prepaid, addressed, labeled & ready for mailing.

Porterage is assessed for all items shipped to the for the conference

Please complete the attached credit card authorization form for the box handling.

Estimated # of Boxes to be Received at Hotel: _____ X \$4.00 = **Total:** _____

Estimated # of Boxes to be Shipped from Hotel: _____ X \$4.00 = **Total:** _____

Signs/Banner

Any signs & banners hung in the hotel must be professionally made. Hand made signs are not permitted.

No signs or banners may be hung from or on the walls, air walls or doors.

All banners must be hung from pipe & drape which can be purchased through our on site audio-visual company, Swank Audio visuals. Please contact Swank Audio Visual for pricing.

Exhibitor Equipment Order Form

Orders must be received by TBD

Send Orders & Payment to: Washington Court Hotel
 525 New Jersey Avenue NW, Washington, DC 20001
 Attn: Dee Gamble
 Phone: 202.879.7929 Fax: 202.879.7938
dgamble@wchdc.com

Company Name	
Booth Number	
On Site Exhibitor Contact	
Address	
Telephone Number	
Fax Number	
Equipment Set-Up Date	
Equipment Removal Date	
Form of Payment	Guest Room / Credit Card <i>(Circle form of payment & submit attached payment form to authorize charges)</i>

ELECTRICAL ORDER:

Quantity	Description	Advance order <i>(received by due date)</i>	Floor Order <i>(received at show)</i>	Total
	(5 AMPS) 0-500 WATTS	\$50.00	\$75.00	
	(10 AMPS) 501-1000 WATTS	\$65.00	\$80.00	
	(20 AMPS) 1501-2000 WATTS	\$80.00	\$100.00	
	(40 AMPS) 3001-4000 WATTS	\$120.00	\$135.00	
	(50 AMPS) 5,500 WATTS	\$350.00	N/A	

AUDIO~VISUAL ORDER:

PSAV/Swank Audio Visuals – Full service Presentation Services

Call for Price Quote	202.879.7987
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PHONE LINE ORDER:

Quantity	Description	Order	Total
	Local Phone Line	\$75.00/day + calling charges	
	Long Distance Phone Line	\$150.00/day + calling charges	
	Internet Line <i>One (1) week notices is required for installation</i>	\$300.00/day 1st Line \$150 ea addtl line	

Phone charge is for installation and maintenance of the phone line only. If paying by check, you must include an estimated “overpayment” for phone charges. Any amount due back will be returned by check to the address you have listed above.