

NOTE: All charges are subject to the current 7% PA Sales Tax.

INBOUND SHIPPING

Please advise us in advance of your function if any goods are to be delivered, together with the time and date they are due to arrive.

Due to storage space limitations, these goods should not arrive more than 3 days prior to your function.

Special arrangements must be made for receiving any equipment, goods, displays, or other materials which will be sent, delivered, or brought into the hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel's receiving entrance is open from 9:00am – 2:00pm Monday through Saturday. Any materials must be marked as follows:

1. **Hold For: Pittsburgh Ophthalmology Society | 59th Annual Meeting**
Group Name, On-Site Contact: (Nadine Popovich, Conference Planner)
Omni William Penn | 530 William Penn Place | Pittsburgh, PA 15219
 2. Complete Return Address
 3. Catering/Convention Services Manager's Name: Corey Makrush | cmakrush@omnihotels.com
- Number of Boxes (Example: Box 1 of 1, Box 1 of 2, etc.)

Handling charges are \$7.00 per package.

Boxes over 50/lb's are charged at \$7.00 per 50 pounds based on the weight listed on the shippers handling labels.

The hotel is unable to accept boxes 100 lbs or over, and a professional drayage company must be contacted.

The Hotel does not accept liability for equipment, goods, displays or other materials which arrive or fail to arrive at the Hotel. T

The Group is responsible for insuring its property for loss or damage. The hotel personnel will not unload or load any vehicle. All pallets must be broken down to fit into the freight elevator.

Exhibitor materials must be handled by a professional drayage company or your exposition services company.

Any materials shipped directly to the hotel will be charged to the exhibitors room or credit card before the boxes are delivered.

Please consult your Catering or Convention Services department before shipping materials as some shipments will be too valuable or too large for hotel personnel to handle.

Contact Corey Makrush, Director of Catering, Omni William Penn Hotel |
cmakrush@omnihotels.com



OUTBOUND SHIPPING

In order to facilitate your departure from the hotel and to avoid delays with the shipping of your exhibit materials, it is recommended that all boxes, containers, crates etc. be labeled properly.

All shipments must be covered by bills of lading or delivery slip(s) showing weight and number of pieces. Weights, if unknown, will be assigned by the carrier.

Exhibitors need to make direct arrangements with the carriers. The hotel accepts NO responsibility for cost of shipment or delivery of exhibit materials and displays.

ALL EXHIBIT MATERIALS AND DISPLAYS ARE TO BE REMOVED FROM THE EXHIBIT AREA AND THE HOTEL AT THE CONCLUSION OF THE SHOW.

Materials left behind without proper shipping arrangements will be classified as abandoned. The hotel shall not be responsible for these materials.

EXHIBITS INFORMATION

TABLE TOP EXHIBIT

(Exhibits without pipe and drape)

The Omni William Penn offers a variety of tables for table top exhibits.

Each Table Top Exhibit Includes:

- 1 – One six foot table with cover (Tablecloth-Floor length)
(Table size is determined by the type of table contracted with the group)
- 2 – Two Chairs

All exhibit areas are carpeted.

Please note, nothing may be attached to the walls.

Additional accessories are available at a cost: Wastebasket with liner \$10.00

EXHIBIT RULES AND REGULATIONS

The following rules and regulations are not intended to restrict exhibitors, but to provide an environment where all exhibitors can operate efficiently without undue interference.

- 1 **ACTIVITIES:** All of the exhibitor's activities must be kept within the contracted area. No person, signs, distribution of material, or other attention-attracting devices are permitted outside this area. Customers shall be contacted and all business activities of the exhibitor shall be conducted within the allotted exhibit area.
- 2 **BOOTH SIZE:** Booth construction will be limited to eight feet in height in the rear, and three feet on the sides.
- 3 **FIRE REGULATIONS:** All construction materials must conform to the local fire code. Textile, paper displays and decorations must be flame retardant. All materials and displays are subject to inspection by the Fire Marshall.
- 4 **NOISE:** No excessively loud audio or mechanical equipment is permitted. The decision of the Exhibit Manager is final in determining what noise level is excessive.
- 5 **FOOD & BEVERAGE:** Distribution of refreshments or other products for consumption on the premises is not permitted. Exception to this rule is refreshments or other products manufactured or specifically related to sales activities, or provided by the hotel.
- 6 **SOLICITING:** Individuals, manufacturers, dealers, or firms conducting business or attempting to solicit in the exhibit area, hotel property, or immediate vicinity without having secured booth space will be asked to leave the premises.
- 7 **SECURITY:** Each exhibitor must take provisions to safeguard goods, materials, equipment and displays. The hotel is not responsible nor liable for the loss of any articles, items or equipment left in the hotel's meeting rooms and/or corridors otherwise known as public areas.

Security personnel may be arranged through the Convention Services Department, or independently, if so desired. No sidearms are to be carried by any security agent in the hotel premises unless the agent is a State Certified Law Enforcement Officer.

- 8 **LIMITATION OF LIABILITY:** Neither the Omni William Penn, nor any of their officers, agents, employees or other representatives, shall be held liable for, and they are hereby released from liability for, any damage, loss, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident or any other cause. The exhibitor shall indemnify, defend and protect the Omni William Penn against, and hold and save the Omni William Penn harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on the part of the exhibitor or any of its officers, agents, employees or other representatives.

- 9 **EXHIBITOR REPRESENTATIVES' RESPONSIBILITY:** Exhibitor agrees to indemnify the Omni William Penn against and hold it harmless for any claims arising out of the acts or negligence of exhibitor, his agents or employees.
- 10 **FLOOR LOAD:** Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material in conformity with the maximum floor load specifications.
- 11 **OBSTRUCTION OF AISLES OR BOOTHS:** Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booths shall be suspended for any periods specified by the exhibit manager.
- 12 **SAFETY DEVICES:** The exhibitor agrees to accept full responsibility for compliance with national, state and city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery or equipment.
- 13 **AMENDMENT TO RULES:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of management. These rules may be amended at anytime by management, and all amendments so made shall be binding on any exhibitor equally with the foregoing rules and regulations.
- 14 **AGREEMENT TO RULES:** Exhibitor, for himself/herself and his/her employees, agrees to abide by the foregoing rules and by any and all amendments that may be put into effect by management. Exhibitors violating any of the exhibit Rules and Regulations will be subject to expulsion from the show. Determination of such violations will be made by the Exhibit Manager in conjunction with the group's Meeting/Convention Planner.