

# REVERE

HOTEL | BOSTON COMMON

OR COMPANY CHECK TO:  
 Revere Hotel Boston Common  
 200 Stuart Street, Boston, MA 02116

EVENT NAME: \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_

ROOM/BOOTH: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

## EXHIBITOR REQUESTS

### CONVENTION SERVICES DEPARTMENT

Attn. Briana Morgan

200 Stuart street. Boston MA, 02116

TEL: (617)574 2778 • FAX: ()

TODAY'S DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

PHONE/FAX #: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Email address: \_\_\_\_\_

ITEM	# NEEDED	REGULAR PRICE	LATE ORDER	COST
†20A Power Service		\$35.00	\$65.50	
**WIFI Access 5Mb Min, up to 3 users. (additional bandwidth available at \$500.00 per 5Mb upgrade)		\$50.00	\$100.00	
**WIFI SSID Custom login		\$200.00	\$400.00	
** High-Speed Internet Connection** (Hard Line)		\$200.00	\$325.00	
**Access for Additional Computer**		\$125.00	\$225.00	
**21" LCD Monitor per day		\$150.00	\$250.00	
**50" LED Monitor per day		\$600.00	\$965.00	
**60" LCD Monitor per day		\$810.00	\$1,350.00	
**82" LED Monitor per day		\$2,250.00	\$3,550.00	
**LED Video Wall Priced Per tile		Call For Pricing		
† Plugging own equipment directly into hotels outlets is not permitted		SUBTOTAL:		\$0.00
*Phone lines cannot be restricted to toll-free & local calls.		24% SERVICE FEE		\$0.00
**Denotes services provided by AVMS, our In-house AV Company. If additional AV Equipment is needed, please call Chris Wallace @ (508)361-8005. Additional Labor fees may apply for the setup and breakdown of some equipment		6.25% MA TAX:		\$0.00
		<b>TOTAL:</b>		\$0.00

### Notes:

**Payment Policy:** Full payment must accompany this order form two (2) weeks prior to set update. Orders received after this date will be subject to listed late order rates. Only company checks or major credit cards are accepted

**NON-FLAMMABLE MATERIALS:** All material used in the Exhibit Hall, Ballroom or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of Boston Fire Depart. Electrical wiring and equipment installation must conform to appropriate Boston codes. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors or other powered equipment may be operated only with the consent of the Chief Engineer of the Hotel.

**SPECIAL NOTICES:** Nails, bracing wires or tape used in erecting displays or signs may not be attached to the building without the written consent of the Chief Engineer at the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor at the exhibitor's expense. Banners that are approved by the Hotel will be hung by the Engineering

All signage displayed in the Hotel must be approved, professionally printed and conform to the Hotel's 22" x 28" foam-core format. The Hotel reserves the right to remove signage not conforming to these standards. Note: Handwritten signage and lobby/street level solicitation are strictly prohibited.

All materials and equipment furnished by the Revere Boston Commons Hotel on this order are to remain its property and to be removed by the Revere after close of the show.

Boston Fire Department regulations prohibit the storage of any materials behind exhibit displays.

Banquet Housemen are responsible for the basic set-up of exhibit and meeting space.

**LIABILITY:** The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property or any person prior, during or subsequent to (period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

**INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

**SECURITY:** The Hotel can provide you with recommendations for Security Companies.

**SHIPPING / RECEIVING:** Based on limited storage space availability, materials will be accepted by the Hotel no earlier than one (72 hours )3 days prior to the show. Materials received before this will be subject to an additional storage fee of \$75.00 per day.

Materials should be clearly labeled with: name of show; dates of show; name of exhibitor's company (if exhibition); name of recipient and name of hotel's Convention Services Manager. Note: the Hotel will not accept C.O.D packages.

If your show set-up will be handled by an outside drayage company, the company must utilize union labor. In addition, all aspects of set-up including delivery and pick-up of materials to be handled by said drayage company.

As a full-service Hotel, we will aid in the shipping of post-conference materials. Based on the volume of materials shipped in and out on a daily basis, we require all materials to be properly repackaged, clearly labeled and accompanied by **completed** shipping labels. All materials must have adequate prepaid billing information. The Hotel does not supply shipping labels and/or packaging materials. If your items do not meet the above criteria, they will be stored in the Hotel's Receiving Dept for one week (7 days) after the end of the event. After that period if no contact is made with the Receiving Dept. the hotel will consider it unwanted material and it will be discarded. If using UPS, we recommend contacting UPS and having "call tags" issued with a post-conference pick-up date.

#### EXHIBIT SERVICE REQUIREMENTS

**This Form MUST be signed & returned even if no additional services are required**

Standard Conditions for Exhibitors and Displays

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Company Name \_\_\_\_\_