

# RANCHO BERNARDO INN

## *exhibit service order form*

**Event: IMN's Accessory Dwelling Units**

**Exhibit Setup: Monday, September 14th, 5pm-6pm**

**Exhibit Teardown: Wednesday, September 16th, 11am-12pm**

**COMPLETE THIS PAGE AND RETURN To: Hayley Neumann / hayley.neumann@imn.org**

**RETURN BY: 8/17/26**

Conference Services Manager: Leah Elkind

PHONE: 858-675-8415

EMAIL: lelkind@jrcresorts.com

**BOXES MAY BE SENT TO:**

**Rancho Bernardo Inn, 17550 Bernardo Oaks Drive, San Diego, CA 92128**

**ATTN: Booth/Representative/Company Name/Conference Name**

**Note: Boxes will not be accepted more than 3 days prior to the program's start date.**

SERVICE	DATE REQUIRED	RATE
<b>ELECTRICITY - 110 volts* (includes extension cord)</b>		<input type="checkbox"/> 20amps, \$100 per day <input type="checkbox"/> 40amps, \$150 per day
<b>HIGH SPEED INTERNET ACCESS*</b> (Check appropriate box to indicate wired or wireless)		<input type="checkbox"/> Wired \$360 per day
<b>SHIPPING &amp; RECEIVING/BOX HANDLING</b> <b>(Note total number of boxes) _____</b> <b>*Enter box quantity based on weight within rate section</b> Please list your name and company name on each box. RBI is partnered with FedEx; daily pick up is 2:30 p.m. Mon-Fri; If client prefers to use a different carrier, client must schedule directly with carrier for same day pick up.		<input type="checkbox"/> \$5 for each box 0-10lbs. # ____ <input type="checkbox"/> \$10 for each box 11-25 lbs. # ____ <input type="checkbox"/> \$20 for each box 26-100lbs. # ____ <input type="checkbox"/> \$35/per 100 lbs. for each box over 101 lbs. # ____ <input type="checkbox"/> \$100 for each pallet # ____ <b>(includes fork lift transfer)</b>
<b>FLAT SCREEN LCD MONITOR</b> (Check appropriate box to indicate monitor size)		<input type="checkbox"/> 21" for \$240 per day <input type="checkbox"/> 55" for \$750 per day <input type="checkbox"/> Floor Stand for \$100 per day *55" only

\* 26% service fee and current sales tax will apply

COMPANY NAME

CONFERENCE NAME

BOOTH NUMBER

CONTACT PHONE NUMBER

EMAIL ADDRESS

BOOTH REPRESENTATIVE NAME (who will be on-site and staying in hotel)

AUTHORIZED BY (PRINT NAME)

SIGNATURE

DATE

\*

NAME ON CREDIT CARD

TYPE OF CARD

LAST FOUR DIGITS OF CREDIT CARD

EXP. DATE

(\*A virtual credit card authorization will be sent via Sertifi to the email address provided on this form.)

# *exhibitor guidelines*

The following guidelines should assist you in your exhibit set-up & teardown procedures.  
Should you have any questions, please call your conference planner.

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## **SETUP**

Your exhibit may not block an EXIT or hinder entry in/out of any area; you will be asked to relocate by hotel staff if deemed necessary; in addition, nothing may be adhered to the wall. All signage and banners must be free-standing.

Any materials shipped to Rancho Bernardo Inn will be delivered to the ASSIGNED BOOTH LOCATION. **There will be a sign on each table with your company name indicating which table you pre-selected.** For this to be expedited, it is essential that all shipments reflect the name of the booth representative, company name and conference name. Failure to do so may result in a delay in receipt of exhibit materials. If you do not see your boxes at your table, please check with your conference planner and provide tracking numbers for reference.

## **BOX HANDLING AND STORAGE**

Charges will be assessed for all packages/boxes handled by Rancho Bernardo Inn:

\$5 for each box 0-10 lbs.

\$10 for each box 11-25 lbs.

\$20 for each box 26-100 lbs.

\$35/per 100 lbs. for each box over 101 lbs.

\$100 for each pallet (includes forklift transfer)

Please list ATTN: Booth Representative/Company Name/Conference Name on each box for ease of identification.

RBI is partnered with FedEx; daily pick up is 2:30 p.m. Mon-Fri.

If the exhibitor prefers to use a different carrier, exhibitor must schedule directly with carrier for same day pick up.

The fees include all handling and storage of boxes no more than 3 DAYS prior to group arrival; delivery to Exhibit Table and return to Shipping/Receiving Department for carrier pickup.

\$50 minimum fee per box per day will be charged for shipments arriving earlier than the time permitted and/or for boxes stored for more than 3 DAYS after the group's departure.

## **SECURITY/INSURANCE**

Security has not been arranged for this show. The Exhibit Room will be locked at the close of each showing; however, Rancho Bernardo Inn assumes no responsibility for loss of booth contents as the exhibitor is expected to provide appropriate insurance coverage.

It is recommended that all products and boxes be stored within the booth area. Any losses incurred as a result of the exhibitor's failure to comply will be at the exhibitor's expense.

## **TEARDOWN**

Boxes should be stored under the booth table if they are to be re-used.

All exhibitors are requested to remain until all products have been prepared for shipment and confirmed by your conference planner. All exhibit materials must be loaded out and the room vacated no later than scheduled load out time. Exhibitors are required to pack, seal and label all boxes/cases complete with shipping label for EACH box, even if all boxes are shipping to same address. For your convenience, FedEx shipping labels, air bills and packing tape will be available at the Exhibitor Supply Table. Boxes are NOT available on site. It is essential that exhibitors retain ALL BOXES until all the products have been packed.

Once all boxes have been sealed and are ready for shipment, please notify your conference planner who will verify the readiness of your materials. Please do not leave the exhibit area until someone has verified your shipment.

Banding equipment IS NOT available. Re-wrapping of pallets is available, notify the Conference Planner when this is needed, one hour prior.

If you are not re-shipping your product, you must discard all product in the 32-gallon trash cans provided throughout the exhibit area. The resort will not be responsible for tearing down your exhibit and discarding your product.

For billing purposes, each exhibitor must record their Shipper billing number (FedEx) on the FedEx label. If you prefer to ship with another carrier, you must provide your own labels as they will not be provided for you.

Arrangements for pick up via Air Freight/Truck Line should be made prior to arrival. Please schedule pick up on the day following the show. Exhibitor must provide completed "Bill of Landing" for each destination.

### **SPECIAL NOTE**

Works of art, crystal, precious gems and/or alcoholic beverages WILL NOT BE ACCEPTED.

### **HOURS OF OPERATION**

For your convenience, our Receiving Department is open for receipt of shipped materials.

Monday - Saturday: 7 a.m. - 4 p.m. Sundays: CLOSED

All freight and track packages are delivered to RECEIVING. All USPS and Amazon are delivered to the Front Desk.

### **UNCLAIMED MATERIALS**

Any conference materials, posters, banners, etc. left in meeting rooms or in our Shipping Department after the group's departure, without direction as to disposal, will be held for a period of 3 DAYS following the group's departure.