



2019 APA OHIO PLANNING CONFERENCE

EXHIBITOR INFORMATION

Thank you for exhibiting at the 2019 APA Ohio Planning Conference! Following is detailed information to help you coordinate your exhibit. If you have any questions, please do not hesitate to contact us at info@ohioplanning.org or 330-814-6295.

EXHIBIT DATES + HOURS

October 3 | 6:45 A - 4:45 P
October 4 | 6:45 A - 3:45 P

EXHIBIT SETUP

October 2 | 2:00 P - 5:00 P
October 3 | 6:00 A - 6:45 A

EXHIBIT TEARDOWN

October 4 | 2:45 P - 5:00 P

All exhibits MUST remain intact until 2:45 P and may not be dismantled or removed until that time.

UPON ARRIVAL

Use either the main hotel entrance on Lakeside Avenue (drop off only) or the Huntington Park Garage entrance and navigate via elevator or escalator to the 3rd floor. Check in at the registration desk for final instructions and badges in Center Street B (October 2) or the 3rd floor Lakeside Foyer (October 3). A freight dock and elevator is available but requires a reservation and an additional fee, per the venue. Contact us should you require this option.

EXHIBITORS

Up to two (2) individuals are permitted per exhibit and each are required to register for the conference should they plan to attend any sessions/receptions or consume any meals/beverages. "Swapping" non-registered exhibitors throughout the conference is not permitted. **Contact us if you will have an exhibitor who is not registered so an admittance badge can be prepared for them.**

BOOTH SPECIFICATIONS

Exhibit spaces are located throughout the 3rd floor Lakeside Foyer and 3rd floor Hope Foyer. A questionnaire is sent to all exhibitors requesting booth needs. Please contact us if you have not received the email. Unless otherwise specified, booth locations will be assigned by APA Ohio and each exhibit booth will contain:

- 8' x 30" table with black floor length velvet linens
- Two (2) chairs
- Wi-Fi
- Power source upon request

For information on additional A/V services and to view the exhibit layout, please visit the Exhibit + Sponsor Registration page at www.ohioplanning.org/conference.

ADDITIONAL INFORMATION

Below is additional information provided by the Hilton Cleveland Downtown for your reference regarding exhibitor rules and regulations. Please read and contact us if you have any questions.



GUIDELINES FOR EXHIBITORS



Hotel Staff

The Hilton Cleveland Downtown is proud of our quality and service commitment. Our commitment to you, our guest, is that all team members and managers of the hotel are service Ambassadors, committed to providing the finest guest experience in terms of service and in providing a total quality environment. Through a unified approach to problem solving and work tasks, each team member is empowered to take ownership and to actively resolve any guest service issue, no matter how small or removed from that Ambassador's area of responsibility, so that no guest need is denied.

The Hilton Cleveland Downtown is owned by the County of Cuyahoga and managed/operated by Hilton Worldwide. Organizations meeting at the Hotel and employing Outside Companies to work on property are subject to our Guidelines for Outside Companies for Production/Exhibit.

Fire Marshal

1. The host organization of any meeting/event is required to submit their approved permit at least thirty (30) business days prior to the event.
2. Prior to submission all floor plans should be sent to the Event/Catering Manager to ensure that it does not impede with the service flow requirements of the hotel.
3. Floor plans must indicate aisle widths
4. It is the responsibility of the host organization to process this paperwork directly with the Cleveland Fire Department.
5. If a fire watch is required by the Cleveland Fire Department all applicable charges will be the responsibility of the host organization and/or the Exhibit/Production Company.
6. The permit issued must be posted or accessible at the place of assembly, exhibit and/or trade show.
7. The Fire official or designee shall have the right to deny or revoke any permit, at any time, for any unsafe conditions or acts, or non-compliance with any provisions of the applicable codes.
8. The use of LP Gas cylinders is prohibited.
- 9. The use of fireworks, pyrotechnics and open flame devices are not permitted inside the hotel.**
- 10. All hazer's must be water based. Oil based hazer's are prohibited**

Hotel Security Procedures

As a general principal, the Hilton Cleveland Downtown Safety & Security Department has exclusivity for **all Security Services performed on Hotel premises**. If a third party vendor is requesting to provide security services in any context (ongoing coverage or on a periodic or special event basis), there are specific Background Requirements that the vendor is responsible for supplying the Hotel with respect to any security personnel assigned to work on Hotel premises. Please contact your Event/Catering Manager for additional information. Third party vendors must also supply additional General Liability and Worker's Compensation Insurance for all employees as per the Hotel's Indemnification Agreement. This request must be submitted 60 days in advance to receive approval.

All Outside Exhibit/Production Company personnel must enter the Hilton Cleveland Downtown through the Employee Entrance located near the Loading Dock on Ontario Drive. All personnel must show a valid photo ID as well as proof of employment with said company such as a work card or business card, **as well as a copy of the invoice of work to be performed**. Each person will receive a wristband from the Hotel's Safety & Security Department, which must be worn while in all areas of the property. Each person must enter and exit the hotel each day through Security. *See additional security section located at the end of this packet.

Rigging & Overhead Safety

Rigging must be executed by:

PSAV

100 Lakeside East
Cleveland Ohio 44114

<http://www.psav.com/RiggingForm/>

Email: PSAV2080Exhibits@PSAV.COM

PSAV is responsible for the overhead safety of our guests and employees and is the exclusive provider for all rigging services. PSAV will have the final authority in all matters relative to overhead and production safety. The Hotel's Director of Property Operations has final authority over all other aspects of production.

Show Power

PSAV is the exclusive provider of electrical services at Hilton Downtown Cleveland.

PSAV

100 Lakeside East
Cleveland Ohio 44114

Phone: 216-672-0001

Email: PSAV2080Exhibits@PSAV.COM

Contact the Events & Catering Department or PSAV for rate sheets and exhibitor order forms.

All equipment, regardless of source of power, must comply with Federal, State, and local codes. PSAV reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. PSAV is required to refuse connections if wiring is not in accordance with local electrical codes.

Use of open clip sockets, latex or lamp cord wire (zip cord), duplex or triplex attachment plugs, or non-U.L. approved equipment is prohibited. Available power is 120/208 volts, 277/480 volts, 60 cycles. Custom power requirements may be requested with advanced notice.

Floor electric plates should also be covered to prevent damage from heavy rolling equipment. Cones can be used to demarcate hazardous areas.

Trade Show orders for electric must be submitted to PSAV directly from each Exhibitor. Reselling of PSAV Electrical Service is strictly prohibited.

Public Areas/Banners

The Hilton Cleveland Downtown prides itself on the appearance of the public areas of the Hotel. We are confident that the impressions of quality you received from our public space played a key role in your selection of our property. Your adherence to the policies outlined below will ensure the proper environment for all guests of Hilton Cleveland Downtown.

- We do not allow hard structure exhibit booths and banners in our public space/foyer areas
- Registration Desk locations must be approved in advance by your Event/Catering Manager.
- Public area and lobby furniture have been placed for your guests' comfort and enjoyment. We are limited, due to storage space and possible damage, from moving furniture.

All banner installation must be accomplished by PSAV for banners larger than 4x8 or banners that require rigging from ceiling hang points. The Hilton Cleveland Downtown banner hanging guidelines are as follows.

- Banners that are displayed in and around the property must be done so as to not damage or deface the property. Banners may not be hung or attached to a wallpapered wall, fabric wall, and columns in public area or a painted wall.
- Due to the unique design of the Hotel's public space, your Event Manager/Catering will be able to assist you in the placement of your banners and registration desk. This will allow for optimal utilization of public space and insure adequate traffic flow throughout the Hotel.
- Please contact PSAV directly to make advanced arrangements and ascertain cost options for this service.

Carpet Protection (Equipment & Tape)

Please help us protect our asset. **The carpeting in travel routes (exhibit aisles), storage and back stage areas are to be protected with a product called Poly-Tak (Carpet Mask), which is a self-stick adhesive visqueen and or plywood depending on weight of equipment or items displayed in booths.** Carpet Protection is required for both move-in and move-out. Carpeting is also required for food shows where food preparation is taking place inside the ballroom. At least 4' feet in front of the food booth and 1' foot side over hang is required. The hotel reserves the right to inspect the amount of floor covered and how the floor is protected and advise without dispute, if more coverage is required. Additional fees would apply for additional material needed to properly protect function space.

All scissors lifts, if used, must be battery operated (not propane or gasoline). Operators must provide certification prior to operating any scissor lifts. **Carpeting must be covered with Poly-Tak (Carpet Mask) in all locations on which forklifts or other heavy equipment will travel.** All tires must be non-marking with minimal tread. Any use of pallet jacks or similar lifting equipment in the Superior or Hope Ballroom require plywood/Masonite or similar hard surface material be used over the poly-tak to prevent damage to the floor structural integrity.

Should the Outside Company damage Hotel property, or have an injury, it is the responsibility of the Outside Company to immediately report the incident to Hotel Security.

We request that cord covers be used wherever possible. When necessary gaff tape must be used, **duct tape is not allowed.** We specify that it be the type that is non-marking and black in color. When lifts are used, please ensure the wheels are non-marking with minimal tread. It is the responsibility of the Outside Company to provide the above equipment.

Loading Dock Procedures

Freight carriers will be directed to the Hotel's loading dock on Ontario Drive, where drivers are required to check-in with Security. All vehicles 38' or longer or oversized freight are required to **ground load/unload** from Ontario Drive and we recommend that lift gate equipped trucks and hand-power jacks are used. Towing is strictly enforced for unauthorized vehicles. Please note the Hilton Cleveland Downtown is a non-smoking facility.

We do not encourage forklifts on property however if your un-load/off-load requires usage please note the following. Forklifts:

- 1) Must remain outdoors and not enter building
 - 2) Must be OSHA compliant with proof of all safety inspections furnished.
 - 3) Copies of operator license(s) present
 - 4) Remain in the care, custody and control of responsible vendor. Hotel will not accept or sign for any rental equipment on behalf of a vendor.
 - 5) A COI with specified coverage must be approved via Director of Security and Finance.
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No storage is available on the dock level; all load-in and load-out must flow from the truck to the show floor. At no time will freight be allowed to block egress on the dock level. Oversized freight staging for the freight elevator must be coordinated through Security and must be dismantled in order to fit in the freight elevator. The double doors to/from the loading dock is 82”H x 67”W. The actual freight elevator is 104” D x 64” W x 112”H with the doorway being 108” H x 54”H. The weight capacity is 5000 lbs (threshold plates required). All material handling equipment must be supplied by the General Contractor. Dock operations are restricted to loading and unloading only. Trailers may not be detached from the tractor while docked unless coordinated with Security and, under no circumstances, will detached trailers be allowed to remain docked overnight.

It is the responsibility of the General Contractor to remove all pallets, crates, trash and shipping materials associated with their shipment from the dock area. The Hotel’s dumpsters are reserved for collection of our normal operating trash deposits. General Contractors are required to haul move-in/move-out trash off site or arrange for “special service” at their expense. Please contact your Event/Catering Manager for trash removal pricing.

Exhibit Move In

Loading Dock (Port of Entry) and elevator access must be scheduled in advance with Event/Catering Management. Loading Dock requests must be received at least 2 weeks (14 business days) before the loading dock time.

The freight elevator is not reserved for “exclusive” use. Under no circumstances may the *General Contractor* refuse access or entry to the elevator at any time. Should this occur, an incident report would be furnished to the Director of Events & Catering. The hotel is not responsible for any mechanical malfunctions that may delay scheduled move in or move out times. The hotel is also not responsible for delays involved in move in or move outs.

The Hotel typically receives heavy deliveries between 6:30AM – 12PM Monday – Friday. So please anticipate some wait time to access the dock & freight elevator.

Hotel Security is required during move-in/out. A minimum of two Security officers must be employed during move in/out and stationed to monitor the Loading Dock, Freight Elevator and Destination Ballroom. The freight elevators are self-operated and are not designed for powered pallet jacks, only for hand trucks. No motorized/power pallet jacks are allowed on ballroom floors.

The Rate for Security & Elevator Operator Services starts at \$45.00 per hour with a 4-hour minimum or \$200 minimum charge. ***Rate subject to change without notice.***

Exhibit Trash Disposal

The General Contractor must remove all waste materials and trash generated by the show daily. This guideline includes removal of trash in individual exhibit booths. The Hilton Cleveland Downtown reserves the right to charge additional clean up fees for trash left behind by the exhibitor or General Contractor. For shows expecting to generate large quantities of trash, the General Contractor may request additional dumpster pulls at the Loading Dock to facilitate disposal. The Event / Catering Manager will make arrangements to schedule this service at least 2 weeks in advance of production move in. A charge of \$1000.00, will be accessed for this service. Rate subject to change based on weight. Hotel will provide a clean room in and the General Contractor will return a clean room out.

If the hotel is required to remove exhibit trash from the meeting space a minimum daily fee of \$500.00 will be charged based on meeting room size. A clean up fee of \$850.00 (per canon) will be charged to the client for any use of confetti in hotel public areas or hotel function space. A removal fee of \$500.00 will be charged for balloon removal.

Shipping & Receiving

To eliminate any package delays, please utilize the addressing instructions below. Our Shipping & Receiving Department handles all packages shipped to the Hilton Cleveland Downtown. All packages received by the Hotel require a signature release before leaving the Shipping & Receiving Department's custody. Release signatures are captured at the time of package pickup or during delivery to the recipient. Inbound receiving and handling fees will be applied to all package(s). Fees applied are in addition to standard shipping rates. It is a one-time fee based on the weight of each individual package.

Use only the individual's guest name that will be onsite to sign for the package(s). Please DO NOT address your packages to a hotel employee or Event Manager, as this could cause the package to be delayed.

To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel one day, but no earlier than three days, prior to the start of your event. Packages scheduled to be delivered on the day of your event may cause a delivery delay.

When shipping materials to the hotel, please include the following information on all packages to ensure proper delivery and storage.

Conference Name
Event Dates
Client / Guest Name: Your Name
Client Phone: Your Phone #
Hold for Arrival: Your Arrival Date
Package # of #

Hilton Cleveland Downtown
100 Lakeside Avenue East
Cleveland, OH 44114

Please affix a completed carrier air bill to each package to expedite the process for outbound shipments. If you do not have a completed air bill, ask an Event Services Manager for assistance. Pickup of outbound shipments by any carrier other than UPS or FedEx must be coordinated by you in advance. Outbound fees are in addition to standard shipping rates.

Shipping & Receiving

Standard range of pounds	In and outbound packages minimum rates (subject to change without notice)
0 to 1 pound	\$ 5.00 each
1.1 – 10 pounds	\$15.00
10.1 – 20 pounds	\$20.00
20.1 – 30 pounds	\$30.00
30.1 – 50 pounds	\$40.00
Over 50.1 pounds	\$ 50.00 each
Pallets / Crates Standard	\$ 125.00 each*
Pallets / Crates Large	\$ 150.00 each*
<p>Complimentary Storage for up to 5 days. Over 5 days storage fees are \$25 per day For Exhibit Shows with 20 or more vendors please contact your Event Manager regarding use of external drayage services</p>	
<p>A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets or excessive package handling/moving due to a customer's requests. The labor fee can be charged in 15 min. increments.</p>	
<p>* Price includes delivery "as is" to one location. If Pallets / Crates are to be broken down and / or delivered to two or more locations, a per package / per weight charge will be applied based on price structure above.</p>	<p>Please address all packages only to the person receiving them, not the Event (Hotel) Manager.</p>

General

Storage is not permissible in foyer or service corridors or in areas blocking doors or emergency devices. All show cases, boxes, exhibit containers, staging, etc. are to be placed 2-4 feet off any wall or air wall, must not block access to/from the meeting room and provide clear egress path to emergency exits. Emergency equipment such as fire extinguishers should not be covered/blocked. If illuminated Exit signs are covered by drape lines, then the group must provide and place temporary "exit" signage in that location.

Events & Catering Management or the Director of Banquets must approve all banner locations.

Exhibits requiring any refrigeration must rent a refrigerated truck and coordinate parking areas in advance. These items cannot be stored in hotel refrigerators or cooling rooms.

All freight must be transported on dollies and not pushed on the carpeting. Nothing may be placed against any wall. A 2 feet safety clearance of all structural walls and air walls must be maintained. This guideline includes ladders, exhibit booths, etc.

General maintenance of the exhibit area, i.e. vacuuming, light trash removal, will be the responsibility of the General Contractor. All trash created by the company during set up is to be removed by the company. Also, it is the responsibility of the General Contractor to maintain the entire exhibitor area for which you have contracted. It is further understood the Hotel will be responsible for cleaning any items related to food and beverage functions sponsored by the group or individual exhibitors through the Hotel. Food and/or Beverage vendor exhibits require protective carpeting at least 4' feet in front of the display with 1' foot side overhang.

The Hilton Cleveland Downtown does not provide miscellaneous items such as chairs, tables, wastebaskets, punch bowls, easels, etc. to exhibitors. The General Contractor must provide these items.

The use of Helium Balloons and Confetti require special attention due to their interference with the Life Safety System. Please notify your Event / Catering Manager in advance if there are plans to use these items. A clean-up fee will be posted to the Master Account. Pricing will be determined according to the event.

All fabric/textile material, both natural and synthetic, brought into the Hotel from outside sources must be treated with a flame retardant. All sub-contractors (and/or their sub-contractors) must be prepared to provide documentation of flame retardancy that meets or exceeds **NFPA 701**. Some fabric/textiles meet the Boston Code of the California code, or all three codes. Any one or all would be accepted. If the documentation/certificate states that it is limited to a certain number of wash cycles, the owner of the material should have additional documentation, indicating a recent re-treatment.

This code applies to any fabric/textile used in the hotel, including but not limited to: table linen, chair covers, table skirting, drapery, exhibit booth drapery, curtains, plant bedding and decorations.
