



**FREIGHT POLICY  
TRI-STATE ASBO CONFERENCE  
MAY 17, 2012**

Please be aware that the following are rules and regulations regarding freight to and from this property. Due to a shortage of storage, it is necessary to adhere to these policies and procedures to alleviate loss or theft of your company's articles sent to the hotel prior to group arrival. The hotel does not have a raised dock or forklift.

**THIS POLICY MUST BE GIVEN TO ALL EXHIBITORS**

**RECEIVING**

1. All acceptable ground freight must be shipped prepaid. We will not accept COD's.
2. There is a \$50.00 per day storage fee of **non-approved ground freight received to the hotel**, to be paid by the exhibitor or show manager. No storage fee for Federal Express or UPS under 200 pounds.
3. The Hotel assumes no responsibility for articles sent to or from this property, unless pre-approved by the hotel meeting and convention coordinator.
4. Freight above 200 pounds will only be accepted on the day of the event, and the hotel will not be involved with the unloading. Any Freight over 200 pounds must be approved by the hotel. Hotel must be informed of all freight prior to arrival. Shipment may be refused if hotel has not been contacted.
5. Shipments will be accepted three (3) days prior to group arrival and must be labeled with group name, day or days of meeting/show.
6. Should extenuating circumstances arise with prior notice and it becomes necessary to utilize hotel staff for unloading, a charge of \$45.00 per hour per person will apply. (1 hour minimum) 7 a.m. - 6 p.m., Monday through Friday...straight time. All other times will be time and a half.

**SHIPPING**

1. Arrangements to ship freight from the property must be made directly through the freight company used by show management or your company. It is the responsibility of the customer make arrangements for return shipping of any packages, including UPS, Fed-EX etc.
2. If prior arrangements have not been made for UPS, Fed-Ex or Air Freight etc., the hotel may apply a \$50.00 per day storage fee.
3. Fed-Ex can be sent only with company billing codes.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to the Holiday Inn By the Bay, Sales Office, 88 Spring Street, Portland, ME 04101-3924.

Accepted and agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Exhibitor Signature \_\_\_\_\_ Company \_\_\_\_\_

**Holiday Inn By The Bay  
88 Spring Street  
Portland, Maine 04101  
Phone: 207-775-2311  
Fax: 207-772-4017**



**HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES  
TRI-STATE ASBO CONFERENCE  
MAY 17, 2012**

1. Exhibits will be transported by handcars with rubber wheels only. No electrical or motorized carts will be allowed. This applies to your contractor for pipe and draping also.
2. Any damage to carpets, parquet flooring, tile flooring, walls, doorways or ceilings will be the sole responsibility of the exhibitor. Should any of the aforementioned occur, a bill for repairs will be forwarded to the exhibitor.
3. Exhibitors may set up: **THURSDAY, May 17, 2012 starting 7:00AM and must be completed by 12:00PM.** Exhibitors dismantle: **THURSDAY, May 17, 2012 after 5:00PM.** Exhibitors will be responsible for supplying their own extension cords and multiple outlet boxes if necessary. Any multiple electrical needs must be approved by our Chief Engineer (see Electrical and Telephone order form ) Please disregard if the conference is providing power to your booth.
4. Exhibitors will be responsible for the return shipment of displays. Due to limited space, no exhibit may be left for storage. Items must be removed **by 12:00PM, Friday, May 18, 2012.**
5. Meeting support services provided by the hotel will be at a charge. This includes electricians, laborers, A/V technicians, telephones, etc.
6. **CONDUCT:**
  - Items may NOT be nailed, stapled, screwed, or otherwise affixed to the hotel walls, floors or any part of the building without permission from the hotel meeting/convention coordinator. No items can be taped unless the Sales Office supplies the two-way tape (cost item/per roll) to affix and display items. We will not allow any items to be hung from our ceilings unless approved by the General Manager.
  - Gasoline, kerosene, acetylene, propane or other flammable or explosive substances will not be permitted in the building.
  - The hotel requests that the exhibitor obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the hotel. We would be pleased to recommend our outside security firm. Holiday Inn By the Bay is in no way liable in all paperwork sent out by the group to any exhibitors.
7. No deliveries of displays will be accepted before: **May 14, 2012.**
8. Loading In/Out
  - Casco Bay Hall Room: The unloading of large exhibits will be limited to Curb Side (Front of hotel). Parking on Spring Street is limited; therefore, each exhibitor will be limited to fifteen (15) minutes. Smaller displays must be unloaded from garage level G-3.

**-Continued-**

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- The Holiday Inn By the Bay will not supply labor to help with the unloading/loading or setup/breakdown of any exhibit.
- 9. The hotel is unable to provide water hook up of any kind.
- 10. **Trash Removal:** During show set up and breakdown, large rubbish barrels will be available on the floor. Please place all rubbish in these barrels (no liquids please). Pre-show bagged rubbish may be placed in the aisle for pick up. **Any items not marked for storage and placed in the aisles will be considered trash and thrown away.**
- 11. **EXHIBITORS MUST NOT LEAVE ANYTHING OF VALUE IN THE EXHIBIT AREA. THE HOTEL IS NOT RESPONSIBLE FOR ANYTHING LEFT IN THE EXHIBIT AREA. DUE TO FIRE CODES THE BALLROOM MAY NOT BE LOCKED.**

**EACH EXHIBITOR MUST ADHERE TO THE DIRECTIONS GIVEN BY ON-SITE HOTEL SECURITY OFFICERS.**

**These Exhibitor Guidelines must be given to all of your exhibitors.**

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to the Holiday Inn By the Bay.

Accepted and Agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Customer: \_\_\_\_\_ Company: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Conference Date(s): \_\_\_\_\_

NOTE: These Exhibitor Guidelines are subject to change at any time. You will be notified, and updated forms will be sent immediately upon any change.

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