THE HOTEL ROANOKE & CONFERENCE CENTER

VENDOR TECHNOLOGY REQUEST FORM

Conference/Event Name: **VA Pharmacy Assoc Annual Convention**

Vendor Setup Date: Thurs, February 27 / Friday, February 28, 2025

Vendor Setup Time: Thurs - 3:00pm - 5:00pm / Fri: 7:00am - 10:00am

Vendor Breakdown Date: Saturday, March 1, 2025

Vendor Breakout Time: 3:00pm - 4:00pm

Please complete the following information:

Organization / Name of Exhibitor: _____

Contact Name: _____ **Phone:** _____

Payment Information:

Name, as it appears on card: _____

Credit Card Type: _____

Last 4 Digits of Credit Card Only: _____

E-Mail Address to send receipt: _____

NOTE: Upon receipt of the Vendor Request Form, the Accounting office will contact you for payment.

Please indicate special technology and/or electrical equipment needed.

Electrical Needs:

Equipment	QTY	COST	TOTAL
110 Power Outlet		$ 100.00	$
Power Strip (Does not include power)		$ 32.00	$
208 / 220 Outlet		$ 378.00	$
Power Box: (4) 110 Outlets and (1) 220 Outlet		$ 504.00	$
220 Pigtail (200 Amp)		$ 1,260.00	$
Propane Firepit/Heater		$ 100.00	$
Lift w/ Driver (Charged per hour)		$ 100.00	$
Chandelier Removal		$ 500.00	$
Additional Electrical as quoted by Engineer (Please List)			

Technology Requests

NOTE: Wireless Internet access can be purchased on-site with a major credit card via web interface.

Equipment	QTY	COST	TOTAL
Modem Line (Local & Toll Free Calls Only)		$ 161.66	$
Wired Internet Access (10Mbps up 10Mbps down)		$ 120.00	$
Wireless Internet Access (20Mbps up 20Mbps down)		$ 88.20	$
Wireless Internet Access (10Mbps up 10Mbps down)		$ 32.64	$
Wireless Internet Access (4Mbps up and 4Mbps down)		$ 25.08	$
Telephone with Line (Local & Toll Free Calls Only)		$ 161.66	$
5' - 8' Tripod Screen		$ 87.50	$
32" LCD TV (Limited Availability)		$ 250.00	$
65" LCD TV (Limited Availability)		$ 625.00	$
Laptop with Internet Access (Limited Availablity)		$ 375.00	$

Vendor charges are for the full event time and inclusive of all applicable servce charge and tax. All charges must be paid in advance by check or credit card. All items are subject to avilability. Please call Erika Lytell for special requests and 540-853-8219 or via e-mail at erika.lytell@hotelroanoke.com.

POLICIES AND PROCEDURES

1. Shipments: Please consult your vendor guidelines supplied by the conference for shipping information. If shipments are to be made to the hotel, they will not be accepted more than three (3) days prior to conference. Please ensure the following information appears on the outside of each parcel:

- Name of Conference
- Senders Name / Phone Number
- Organization name as listed with conference vendor registration
- Your on-site contact or receiver of parcel(s)
- Number of parcels per delivery
- Booth Number (if known)

2. Additional Usage: Any additional electrical or equipment used on site will be charge accordingly to the credit card provided. In addition, you will be responsible for any damages to hotel property or other vendor(s) property should you or your agent misuse or overload electrical connections.

3. Personal Property: In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor or its employees. Any items left after the exhibit hall teardown is not the responsibility of the hotel and will be discarded.

4. Indemnity: As an exhibitor, you assume entire responsibility and herby agree to protect, indemnify, defend and save The Hotel Roanoke & Conference Center, it's owners, employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by your installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof excluding and such liability caused by the sole negligence of The Hotel Roanoke & Conference Center, it's owners, employees and agents. In addition, you acknowledge The Hotel Roanoke & Conference Center does not maintain insurance covering your property and that it is your sole responsibility to obtain business interruption and property damage insurance covering such losses.

5. Exits: At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such as manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated. Displays or equipment may not be placed in the path of emergency fire gates or doors.

6. Parking: Trucks and vehicles may be **temporarily** parked at conference center entrance and must be removed as soon as they are emptied. Prior approval must be arranged through our Receiving Department for any loading dock usage. Outdoor display items must have prior approval; please contact the hotel contact listed below.

7. Moving Equipment: The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.

8. Package Pick-Up: All delivery/pick-up schedules for packages for the shipping company must be arranged with the hotel's shipping and receiving department prior to your departure. The hotel is not responsible for parcels left behind without prior arrangements made.

Authorized Signature: _____ Date: _____

FAX OR EMAIL COMPLETED FORM TO: Erika Lytell @ 540.853.8219 or erika.lytell@hotelroanoke.com
Checks can be mailed to: The Hotel Roanoke & Conference Center;
110 Shenandoah Ave; Roanoke, VA 24016; Phone: 540.853.8218