



Vendor Order Form for

All Charges include 23% taxable service charge and 8.975% tax

<p style="text-align: center;">Shipping/Receiving/Package Handling Procedures:</p> <p>1. All packages must be clearly addressed and labeled as follows: Chateau on the Lake (Company/Booth Name AND Vendor's Name who will be on-site) 415 North State Highway 265 Branson, MO 65616</p> <p>2. A \$20 per day fee is applied to each package that is stored for more than 3 business days.</p> <p>3. All packages larger than 100 pounds or arriving on a pallet must be cleared in advance with the Chateau on the Lake staff members in order for storage arrangements to be made.</p> <p>4. There will be handling fees for the hotel to receive your materials and deliver them to your booth.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Weight</td> <td style="width: 80%;">Handling Fee</td> </tr> <tr> <td>0-100 lbs</td> <td>\$48.00</td> </tr> <tr> <td>100-200 lbs</td> <td>\$96.00</td> </tr> </table> <p>*Add \$48 for each additional 100 lbs</p> <p>5. For Out-Bound Shipping, please affix a completed shipping label to each package and leave it at your booth to be taken by Chateau on the Lake Staff to the carrier.</p>	Weight	Handling Fee	0-100 lbs	\$48.00	100-200 lbs	\$96.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="5" style="text-align: center;">*ELECTRICAL ITEMS</th> </tr> <tr> <th style="width: 40%; text-align: center;"><u>Item</u></th> <th style="width: 10%; text-align: center;"><u>Advance Order</u></th> <th style="width: 15%; text-align: center;"><u>Amount</u></th> <th style="width: 10%; text-align: center;"><u>Floor Order</u></th> <th style="width: 25%; text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>120 V AC – 20 amp</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$110</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$160</td> </tr> <tr> <td>208 Volt AC – 50 amp</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$300</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$350</td> </tr> <tr> <td>(single phase) – 100 amp</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$500</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$550</td> </tr> <tr> <td>(three phase) – 200 amp</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$600</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$650</td> </tr> <tr> <td>Extension Cord (each)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$ 20</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$ 25</td> </tr> <tr> <td>Power Strip (each)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$ 20</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$ 25</td> </tr> <tr> <td colspan="5"><small>*Pricing per cord/strip</small></td> </tr> </tbody> </table> <table border="1" style="width: 100%; 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Name of Conference:		Date of Conference:	
Your Firm Name		Booth Number	
Address	City	State	Zip
Please Indicate the Method of Payment:			
<input type="checkbox"/> Credit Card via Online Payment Link (Sertifi) – will be sent to you from Chateau on the Lake upon receipt of your form.	<input type="checkbox"/> Pre-payment (check) Date paid: _____ Check #: _____		<input type="checkbox"/> Guest Room Charge: _____ (confirmation #)
Authorized to Sign:	Signature:		Today's Date
Phone:	Fax:	Email:	

All above information to be completed for order to be sent. ***This form will also be your receipt***

Please return the completed forms or email all special requests, delivery notices or questions to:

megan.mitchell@atriumhospitality.com

fax 417-332-1045

RELEASE OF LIABILITY REQUIRED

Each Exhibitor to be responsible for signing and returning an executed release of liability.

Forms to be provided to hotel 14 days prior to set-up.

Forms to be returned via fax 417-332-1045 or via email
megan.mitchell@atriumhospitality.com

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel and each of its respective affiliates and their officers, directors, partners, agents, members, managers and employees (collectively, the "Hotel indemnified parties") from and against any and all demands, claims damages to persons or property, losses and liabilities, including reasonable attorneys' fees (collectively "Claims") arising out of or caused by the Exhibitors or its members', agent's, employees', independent contractors' negligence in connection with the use of Hotel property, except to the extent and percentage attributable to the negligence of the Hotel indemnified parties.

Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understand that the Hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

Authorized Vendor: _____

Signature: _____

Date: _____

Convention/Conference Name:

OTHER IMPORTANT CONDITIONS & REGULATIONS

1. Wall and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Claims will not be considered unless filed by exhibitor prior to close of functions.
5. Prices based upon current wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician".
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. Rates quoted for all connections over only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.