

Killington Resort Grand Resort Hotel & Conference Center

EXHIBITOR RULES AND REGULATIONS

Deliveries:

- Killington Resort Grand Hotel will not be held liable for any damage to said property. The exhibitor shall indemnify and hold harmless Killington Resort Grand Hotel and its employees for and against any claim or loss of or damage to said property.
- Killington Resort Grand Hotel reserves the right to inspect all cartons, packages and containers brought in or out of the facility.
- In bound shipments will be accepted at a maximum of 7 days prior to event date.
- Killington does not provide a pallet jack for oversized shipments, if one is needed, please check with carrier.

Standard Size Shipments:

- A charge of \$5.00 per box for standard size shipments received will be charged to the vendor/exhibitor for handling/storage. (Maximum box dimensions of 3'x 3' and/or not to exceed 25 lbs. in weight)

Oversized Shipments:

- A charge of \$10.00 per box that exceeds the standard shipment size will be charged to the vendor/exhibitor for handling/storage up to 50 lbs.
- Shipments that exceed 50 lbs. in weight will be charged at a rate of \$10.00 for each additional 35 lbs. of weight.
- The Conference Coordinator must be made aware of delivery of oversized shipments prior to delivery date. This information must include:
 - Date of delivery
 - Shipment carrier (UPS/Fed Ex..Etc.)
 - Number of items delivered
 - Size and weight
 - Any critical handling instructions

Shipment Label:

All shipment labels must contain the following:

Killington Grand Hotel & Conference Center
228 East Mountain Road
Killington, VT 05751

RE: Name of Event/Date of Event
Exhibitor name

NO C.O.D DELIVERIES WILL BE ACCEPTED

Out-Bound Shipments:

- Out-bound shipments must be removed from the exhibit hall on the conclusion of the event
- There will be designated areas within the conference room by carrier (Fed Ex, UPS, US Mail...etc) exhibitors must move their out bound shipment to the correct area for pick up.
- Arrangements must be made with carrier to pick up shipment on date of the event.
- Shipments that need to be stored overnight will be subject to a handling charge as outlined in the In-Bound delivery section on a per day basis and charged to the exhibitor

Exhibitor Move-in and move-out:

- Exhibitors move-in and move-out is allowed only during designated hours which will be communicated to exhibitors from event group leader.
- Exhibitors are not allowed to move in or out through the main Hotel entrance.
- Exhibitors must unload and load through the back delivery entrance to the Hotel exhibit hall
- No vehicle parking is allowed at the loading dock or fire lanes
- Vehicles must be unloaded in a timely manner then moved to the assigned parking lot
- Vehicle engine will not be left running while exhibitor is unloading/loading
- Killington Resort does not provide ladders or equipment needed for moving in or set-up.
- Standing on chairs or tables to hang display materials is prohibited.

Identification:

- All people affiliated with an event must wear an identification badge.

Public Safety:

- No materials, substances, equipment or objects may be brought into the facility which may endanger the life of or cause bodily injury to any person in the facility, or which is likely to constitute a hazard to any property therein.

Prohibition against flammable materials:

- All materials to be used for decorative or advertising purposes must be flame-retardant, and use shall be in accordance with all applicable federal, state and municipal fire and safety rules and regulations.

Prohibition Against flammable liquids & gases:

- Exhibitors shall not without the prior written consent of the Killington Resort Grand Hotel put up or operate any engine, motor or machinery in the facility or use oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline or other flammable gases of either mechanical or other purposes or any other agent other than gas or electricity illuminating the facility.

Emergency Equipment:

- Fire and emergency equipment shall not be blocked or obstructed under any circumstances. This includes fire hoses, fire extinguishers, fire pull and alarm boxes and all entrances and exits within the facility.

Open flame devices and cooking information:

- Open flame devices are not permitted within the exhibit hall
- Cooking and food warming devices that have been approved by Killington Resort Grand Hotel shall comply with all state fire code regulations.

Smoking:

- Smoking is prohibited in the facility at all times.

Storage:

- There is limited storage/empty case storage available to exhibitors and will be assigned on a first come basis.
- Arrangements for storage must be made ahead of time through the Conference Coordinator assigned to the group.

Fire and Safety Regulations:

- All exhibitors must comply with current state of Vermont and OSHA regulations
- Liquid propane is not allowed in the building without prior approval

- Displays with a fire component need to be approved prior to arrival and the exhibitor is required to supply a fire extinguisher in the booth.
- Weapons of any type are prohibited from being brought into the building at any time. Sole exception to this policy is the display of such items within an exhibit – in those occasions prior approval by Resort management. Proper state licensing to sell/display weapons will be required to be forwarded to Conference Coordinator prior to event date.

Parking:

- Exhibitors must park in the designated parking areas.
- All exhibitors must move their vehicles after loading in prior to setting up booth displays
- There will be a 15-minute time limit to unload, if exhibitor needs additional time due to large display materials they should inform the Conference Coordinator prior to event date
- All articles, exhibits, etc. shall be brought into and out of the facility only at those entrances and exits designated by the Killington Resort Grand Hotel.

Sub-Contractors:

- If your event requires the use of sub-contractors, all sub-contractors should be approved by Killington Resort and carry all required state licensing.
- Conference Coordinator should be informed of the times that Sub-contractors will be on site
- Pipe & Drape contractors – must provide the final exhibit layout to Conference Coordinator no later than 7 days out from event date
- Contractor must provide staff to be on site during exhibitor move-in and teardown

Food & Beverage:

- It is against Vermont state law to bring in alcohol – all alcohol must be purchased from Killington outlets and consumed on Killington property.
- Outside delivery service of food products or outside sources such as caterers and other food institutions are not permitted to sell or solicit within or deliver food products unless approved in writing by Killington Resort Grand Hotel.

Live animals:

- The Killington Resort Grand Hotel shall not permit any live animals, reptiles, fish or bird to enter the building without written permission unless it is a service animal acting in its usual capacity.
- All such animals admitted must always remain on a leash, within a pen or under similar control.

Electrical – Tables – A/V:

- The Exhibitor Services Form outlines all electrical – table rates and specifications
- If there is need for A/V, please contact the group coordinator for a price sheet and indicate your needs on the Exhibitor Service Form

Internet:

- Complimentary Wireless Internet is available in the meeting space, common areas and the lodging rooms at the Grand Hotel
- To connect – search for “GrandGuest” – no password is required.
- If you have specific Internet needs, please contact the Conference Services Coordinator prior to event date.

Decorations/Banners:

- All materials used for decorative purposes must be flame-retardant.
- Banners or decorations which need use of a ladder must be approved in writing and installed by the Killington Resort Grand Hotel at a rate of \$25 per hour.
- Exhibitors are not allowed to use ladders to install decorations or banners.

- No pins, nails, screws or staples are allowed to be used on walls or any other area

Sales of Goods:

- Exhibitors selling merchandise from their booth must provide proof of a Sales and Tax use number.
- Merchandise to be sold must be approved by Killington Resort Grand Hotel prior to event date.

Tables & Chairs:

- A charge of \$75.00 per booth for a rented table and chairs from Grand Hotel will be charged.
- Tables are skirted and two chairs are included in fee