



## Hilton Eugene and Conference Center Exhibitor Policies and Procedures

Hilton Eugene and Conference Center display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The following applies to all Exhibitors:

**Day of Load In**-All exhibitors can have access to their booth at noon on \_\_\_\_\_ to begin their set up for their displays. If heavy equipment needs to be moved in, it is best to back into the upper (first) loading dock on Oak Street to unload and then immediately remove your vehicle from the dock and park in a designated parking space in the garage. Large Equipment and Vehicles must be Pre-Scheduled.

**Adhesives** - No pins, tacks, or adhesives of any kind are permitted on any wall, door, or column. Exhibitors may not give out adhesive backed stickers.

**Signs/Banners** – All signs must conform to show management rules and regulations and ceiling limitations. Signs must be placed on self-supporting stanchions, easels or hung from the exhibit company's pipe and drape. No signs are to be hung from the Hilton Eugene and Conference Center ceilings or walls.

**Non-Flammable Materials** - All materials used in the Hilton Eugene and Conference Center or any other part of the Hotel must be non-flammable in order to conform to the fire regulations of Lane County.

**Compressed Gases** - Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane, or liquefied petroleum gas (LPG) are also not allowed.

**Motorized Vehicles** –All cars, trucks, or other types of fuel-powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty). The gas cap must be a locking type or taped to prevent leakage of fumes from the tank. Battery cables must be disconnected. Vehicles may not be started, run, or moved during event hours. Transfer of fuel must be accomplished outside the building. Cars must have Visquine under them; A Fire Marshall Permit must be obtained by Exhibitor

**Liability** - The hotel is not responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's Agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damages not caused by the willful negligence of an employee of the Hotel. Each Exhibitor hereby expressly releases the Hotel from such liabilities and agrees to indemnify the hotel against all claims for such injury, loss, or damage.

**Insurance** - Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

**Shipping** – Hilton Eugene & Conference Center

Attn: Convention Services Manager

Name of Event \_\_\_\_\_ Booth # \_\_\_\_

66 East 6<sup>th</sup> Avenue

Eugene, OR 97401

**Storage** - The Hotel has limited facilities for the storage of exhibits. All shipments for an exhibit must be directed to the Address Above. Any items that arrive more than 72 hours before the event will be charged a storage fee of \$25 for small boxes and \$55 for large pallets per day. If any items need to be shipped back out after the show please have it all pre-labeled, pre-paid and packaged and leave it at the front desk to have it shipped out the next business day.

**Extra Booth Fees**- Power needs to be ordered in advance and is \$25.00 per booth.

Wireless Internet needs to be ordered in advance and is \$10.00 per computer.

**Extension Cord/Power Strip Usage-** ALL extension cords must be the industrial 3 prong cords. No booths can use a smaller indoor 3 prong cord at their booth. If plugging more than 1 item into power you must have a power strip for your booth.

**Food and Beverage** - Any food or beverage dispensed or given away at a booth must be supplied and prepared by the Hotel staff. Individually Wrapped store bought candy is acceptable.

**Balloons** - Helium filled balloons are permitted within the Hilton Eugene and Conference Center. A \$55 Rental fee will be assessed if you Choose to use the Hilton Eugene's Helium Tank.

**Tape** – Tape is not to be used on any hotel surfaces.

**Smoking** - Smoking is prohibited in the Hilton Eugene and Conference Center.

**Right to Inspect** - The Hotel's Security personnel reserves the right to inspect any carton, container, briefcase, luggage, or packages brought in or take out of the Hilton Eugene and Conference Center

**Access for Deliveries** - All articles, exhibits, fixtures, displays, and property of any kind shall be brought in to and out of the Hilton Eugene and Conference Center only at and through such approved loading areas as the Hotel may designate.



Cody Perston | Convention Services Manager | [Hilton Eugene and Conference Center](#)  
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