



Dear Exhibitor:

The following document is designed to help you with the coordination of your exhibit at The Roosevelt Hotel. Please read through this document and fill out the Shipping Form as well as the additional Exhibitor Information Form attached.

The following is a list of what this document & the additional Exhibitor Information form contain:

Page 2: Exhibitor Rules & Regulations

Page 3: Package Room & Shipping Information

Page 4: Shipping Label Form

Additional Excel Document: Exhibitor Information Form

(Contains: electrical requests, telecommunication requests, shipping information)

Thank you for taking the time to read through this information & fill out all necessary forms.

** If you have any questions or concerns please feel free to contact David Lee @ 212.885.6071 or via email at DLee@rooseveltnyc.com **

Exhibitor Rules & Regulations

1. Damage: No products or materials shall be hung, fixed, taped, glued, nailed and/or attached to any wall or column in the building. Any damage caused by carts, pallet jacks, wooden crates etc. is not tolerated on this property. Damage caused by the aforementioned will be assessed and repair charges shall be billed directly to the exhibitor.

2. Signage: All signs must be hung by hotel union employees. Hanging of signs shall be only from locations with permanent hooks already installed. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to the permanent structure of the building. Please see Exhibitor Order Form for signage hanging pricing. No signs may be placed or constructed outside the exhibitor's area without permission from the show's convention services manager or director of convention service.

3. Food & Beverage: No sample foods or beverage products may be distributed by exhibitors except upon written approval by The Roosevelt Hotel. Due to state law, you may not bring alcoholic beverages into the hotel under any circumstances. After approval by the hotel, any exhibitor that will be preparing or displaying food products within the exhibit hall must take precaution for protecting the permanent carpet by using visqueen, mats, plastic, etc.

4. Exhibitor Set- Up: No maintenance, electrical room, food pantry, or fire exit doors or panels may be blocked in any way.

5. Smoke or Fog Machines: Smoke or fog machines are permitted with written approval by show management and the hotel. All necessary city of New York fire dept. permits must be arranged for and provided before show move-in.

6. Medical Supply: No medical supply products may be displayed or distributed by exhibitors except upon written approval by The Roosevelt Hotel. After approval by the hotel, any exhibitor that will be displaying medical supply within the exhibit hall must take precaution for protecting the permanent carpet by using visqueen, mats, plastic, etc.

7. Exhibitor Labor Policy: With no General Contractor (Decorating and Drayage Company) involved, exhibitors are required to assemble and disassemble their entire display. Also, exhibitors are required to unpack and repack their own product. If General Contractor is involved please abide by Union Regulations explained in your General Contractor's Exhibitor Manual.

8. Service Entrance: Any and all supplies and materials that are used as part of the exhibit must be delivered to or brought in through the Service Entrance located at 70 Vanderbilt Avenue, New York, NY. No drayage personnel shall be permitted into the hotel public space (this includes but is not limited to unoccupied meeting rooms, hallways and service corridors) unless conducting business or working in those areas. The Roosevelt Hotel Security Department will remove any unauthorized personnel from the aforementioned areas.

9. Order Forms: Signage Hanging, Electricity, Telecommunication, Computer, or Internet needs can be provided by The Roosevelt Hotel. Please see the order forms attached to order any of the above services.

*Note: All building policies stand without exception.
Violators will be charged fines plus damages.*

SHIPPING INFORMATION

Package Room General Information

The Roosevelt Hotel Package Room is located on the ground floor at the 70 Vanderbilt Avenue entrance between 45th and 46th Streets. The Package Room phone number is 212-661-9600 ext. 6489.

Please contact the Package Room for information on shipping items via UPS, FedEx, etc.

There is a handling fee of *\$10.00-\$20.00 per box* depending on weight (subject to change), and \$50.00 per pallet which is to be charged to the individuals who ship or store boxes at the hotel.

Please fill out the Exhibitor Information Form (in Excel) in order to be charged properly for your packages sent.

Hours of Operation

Monday – Friday	7:00am – 7:00pm
Saturday	7:00am – 5:00pm
Sunday	7:00am – 5:00pm

Shipping and Receiving

1. When shipping boxes to the Hotel's Package Room, please fill out the "**Shipping Label Form**" provided. Please paste or tape this form onto every box and package that is shipped.

2. Please track your packages prior to contacting the hotel to check their arrival. After you have confirmed delivery with your carrier you may contact the hotel with the following information readily available:

- *The number of packages being shipped
- *The carrier being used to ship them
- *When they have arrived
- *Where the packages should be delivered and at what time
- *Tracking number
- *Any other information that will assist the package room to facilitate delivery

Please note:

- *Parcels are accepted 3 days prior to group's arrival.
- *Please number each box and indicate its contents.
- *If there is more than one meeting location, label the boxes with their specific delivery location

Shipping Label Form

(To be filled out and attached to each box or package shipped)

YOUR NAME (OR PERSON WHO WILL BE ON SITE) / Conv. Serv. Mgr. NAME

YOUR COMPANY NAME / FOR (EVENT NAME & COMPANY)

C/O THE ROOSEVELT HOTEL

70 VANDERBILT AVE

NEW YORK, NY 10017

ATTN: PACKAGE ROOM

HOLD FOR: (EVENT NAME & COMPANY)

DELIVERY DESTINATION (meeting room name) & DATE OF DELIVERY



Instructions for Exhibitor / Sponsor Breakdown:

- 1. Please pack up boxes and seal with your packing tape.**
- 2. Make sure all boxes are labeled with appropriate shipping label from shipping provider (FedEx, UPS, DHL etc.)**
- 3. Leave all sealed and labeled packages and boxes neatly piled on exhibit table or at exhibit booth.**
- 4. Banquet Housemen will pick up all boxes and bring them down to the package room to be shipped out upon conclusion of event.**

*** Hotel has limited packing labels and materials. Please bring own materials and labels on site. If materials are needed in an emergency please contact the Business Center at ext 6059 from any house phone.*