



## EXHIBITOR GUIDELINES

We require each exhibitor to submit a credit card authorization form to collect payment for all Audio Visual and Package charges. Failure to provide a credit card prior to arrival may result in delays of packages and Audio Visual.

Please email the Hotel Event Manager for a credit card authorization link in order to setup a master account. Please reach out to the Event Manager should you need anything in particular for your booth/ table. Package tracking numbers and number of packages should also be submitted to the Event Manager in **ONE** email.

### **Valeria Cuadra**

Event Manager, Hotel Clio

Direct: 303.253.3058

[valeria.cuadra@hotelclio.com](mailto:valeria.cuadra@hotelclio.com)

### **Provided by Hotel:**

Hotel to provide each exhibitor with (1) 6'x30" Linenless Table and (1) Chair. Please contact the Event Manager, Valeria Cuadra, by email [valeria.cuadra@hotelclio.com](mailto:valeria.cuadra@hotelclio.com) should you require additional setup.

### **Audio Visual:**

Encore Global is located on site for your convenience and is the preferred Audio Visual Company of Hotel Clio. For Audio Visual and additional power arrangements, pricing and additional information, please contact Augie Menos by email [augie.menos@encoreglobal.com](mailto:augie.menos@encoreglobal.com)

### **Packages:**

Incoming packages should be addressed as follows:

Guest Name or Event Manager  
Group Name  
c/o Hotel Clio  
Box X of X  
150 Clayton Lane  
Denver, CO 80206

All shipments sent by exhibitor/vendor must be approved by the Hotel's Event Manager and must be sent within 48 hours of the group's first event. Any shipments that arrive prior to 48 hours of group's event will not be received and will be sent back unless special approval is granted by the Event Manager in writing.

Shipping & Receiving rates per Package or Pallet (Packages based on weight in pounds):

- 0-10 lbs. \$5 each
- 11-20 lbs. \$12 each
- 21-50 lbs. \$22 each
- Over 50 lbs \$35 each
- Pallets or Crates
  - Std, 4x4x4 or 400 lbs. \$90 each
  - Oversized \$180 each

These handling fees will be assessed for all materials delivered to the Hotel by commercial carrier or personal vehicles. Each box or container will assess these fees for both incoming and outgoing. Arrangements must be made by the exhibitor/ vendor for any and all outgoing packages. **Carriers DO NOT pick up without being scheduled.**

### **Valet Parking:**

- Overnight \$35
  - Day/ Event Parking \$15
- The hotel does not offer self-parking options.