

**CROWNE PLAZA HARTFORD-CROMWELL
(EXHIBITION POLICIES AND PROCEDURES)**

Dear Exhibitor,

We are delighted to hear you will be exhibiting at the Crowne Plaza Hartford-Cromwell at the Connecticut Association for School Librarians – CASL Date(s): November 9-10, 2008

*Please be advised of the following Crowne Plaza Hartford-Cromwell Policies and Procedures:

***STORAGE:**

- We will not handle freight incoming or outgoing. This must be arranged through the Exhibiting Company.
- *Small packages/boxes will be accepted at the Hotel no earlier than 48 hours prior to show arrival. These packages/boxes must be clearly marked with meeting name, Show date and the names of the Company/On-Site contact to accept the package/box.

***ELECTRICAL:**

- Requirements must be made known to CASL by Friday November 7, 2008 and pre-payment is required. Specified wattage and amperage is required.
- One Hotel outlet is defined as 110 Volt, alternating current, maximum 1000 watts. Outlets are considered Single Plug, not duplex.
- The Hotel Engineer may refuse connections where requirements are not in accordance with CT State Safety Codes.
- Only 12-Wire Extension Cords are permissible in accordance with CT State Safety Codes.

*** HOUSE (DIAL 9 ACCESS) - TELEPHONE LINES:**

- All House telephone line requests (per the attached phone line order form) must be made through Mr. Adam Yother at the Crowne Plaza Hartford-Cromwell. High Speed Internet Access is complimentary.

***MISCELLANEOUS:**

- Exhibitors with food/or beverage sampling must notify the Crowne Plaza Hartford-Cromwell prior to arrival for approval, and will be required to sign a liability waiver.
- Exhibitors operating equipment are required to notify the Crowne Plaza Hartford-Cromwell prior to arrival for approval and may be requested to sign a liability waiver.
- Use of nails, pins or double-faced tape to hang items is not permissible. We request that only Masking tape or Scotch tape be utilized. The Crowne Plaza Hartford-Cromwell Engineering Department can hang items made of heavier materials (subject to potential labor charge).

***UPON ARRIVAL:**

- The Crowne Plaza Hartford-Cromwell Management and Staff appreciates that Exhibitors enjoy setting up as early as possible, however, please do not arrive earlier than the designated set-up time and please respect all No Parking Areas and Handicapped Areas.
- The designated Loading/Unloading Area is located at the Northeast corner of the building (rear) at the double bay doors and the loading area is at ground level. This is a No Parking Area, please load/unload as quickly as possible, moving your vehicle prior to booth set-up, so that your fellow exhibitors may utilize the area.
- The Access/Receiving Door to the Ballroom Exhibit Hall is located approximately 50 feet ahead of the loading area, on the right hand side. Please do not continue through the Service Corridor.
- Any heavy and/or messy, greasy equipment must be transported on a dollies or equivalent through the Ballroom and Assembly as these areas are carpeted. Mats MUST be placed under these types of equipment. Individual Exhibitors will be liable for proven damages.
- The Service Areas, corridors, kitchen, etc. are for Employees ONLY, the Crowne Plaza Hartford-Cromwell will not permit any unauthorized person(s) in these areas, nor will the Hotel be liable.

*For further information please contact: CASL or Mr. Adam Yother, Crowne Meetings Director at the Crowne Plaza Hartford-Cromwell (860-635-2000, ext. 314).

CROWNE PLAZA HARTFORD-CROMWELL
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860-635-2000

