



Exhibitor Information Packet



The following information has been provided to assist you in understanding Harrah's Cherokee Resort Casino policies and procedures for exhibitors in our Hotel Conference Center and Event Center. We hope that you will take a moment to read this over to ensure that your event is a successful one. We appreciate your business and hope you will return again and again.

1. No firearms are allowed in our facility.
2. Additional charges apply for electricity or telephone service. All requests for service must be submitted to the Catering/Convention Services Manager in writing and accompanied by payment, a minimum of two weeks prior to the event. Please see attached electrical order forms.
3. No shipping packages will be received earlier than three days prior to the event. All packages must be addressed to:

Harrah's Cherokee Casino Resort
ATTN: Convention Services Manager – Jennifer Rose
Sales/Catering
(Include Convention/Event Name & Date of Event)
777 Casino Drive
Cherokee, NC 28719

Package must note the convention event and be marked with "Sample" or "Demo", regardless of whether the materials are brochures or promotional items. **All shipping orders will be returned to sender if they arrive any sooner or are improperly labeled.**

All packages received for the group (individual attendees/vendors) will be subject to the current shipping/handling charges. If instructed by the group leader, these charges may be billed to the master account. Otherwise, the individual attendee or vendor is responsible for any charges.

Shipments made to the Casino by a shipping company or arriving on pallets that will require the use of a forklift operator must be scheduled in advance. Please notify your Catering/Convention Services Manager for scheduling purposes. Additional charges will apply for forklift use. The following charges will apply for all incoming and outgoing group coded shipments:

0 - 35 lbs.	\$20.00
36 - 70 lbs	\$30.00
71 - 99 lbs.	\$40.00
over 100 lbs.	\$.50 per pound

The Warehouse Shipping & Receiving is open 5 days a week, Monday - Friday from 8:00am to 4:30pm and can be reached at (828) 497-8709.

4. All return shipments must be clearly labeled and you must reference your shipper account numbers on the package. You can drop them off at the Warehouse on the 1st floor of the Casino Parking Garage or arrange to have your items picked-up from the convention space and delivered to the warehouse. It is best if you bring your own labels with you, as they will already have your account number on them. If you are going to issue a call tag, please inform the convention sales office prior to calling.
5. Harrah's Cherokee Resort Casino is not liable for any lost or damaged shipping packages prior to arrival or after departure from the facility.
6. All shipped packages will be held in a secure area and will be signed in and out by the exhibitor's pre-selected representative.
7. All booth assignments will be made by your group leader or Convention Services Manager.
8. All exhibitors are responsible for securing their own materials during the show and during "down times".
9. No adhesive is to be used on the Conference Center walls, and confetti is not allowed in the Conference Center. (3M Command Strips are acceptable).



Load-In and Load-Out Procedures

Hotel Conference Center - All exhibitors bringing equipment or materials associated with a convention event should enter the Conference Center area of the hotel through the third floor hotel-parking garage. If parking is available on Level 3, this would be most convenient for you. If you cannot park on Level 3 and must use the guest elevator, the maximum weight limit is 3500 lbs and the door dimensions are 3'5" X 6'10", and the elevator dimensions are 6'7" wide X 5'3" deep X 7'3" tall. Please do not park in front of the entrance doors to unload or load.

Event Center – All exhibitors bringing equipment or materials associated with a convention event should enter the casino at the West Porte-Cochere then take the elevator to the 2nd floor (Main Floor Event Center). Vehicle can be parked at this location for unloading and loading but should be moved as soon as possible. If items are too large for guest elevators, Event Center loading docks & freight elevator can be utilized with prior approval by Harrah's Cherokee Resort Casino staff. NOTE: No one under the age of 21 is allowed on the Casino Floor

Due to gaming regulations, the Service Corridors and Service Elevator are accessible only to Harrah's Cherokee Resort Casino staff and licensed vendors with badges. Items requiring the service elevator must be prearranged by contacting your Convention Services Manager. The Event Center freight elevator door dimensions are 10' x 9', the elevator measures 10' wide X 19' deep X 9' tall, and the maximum weight is 4500 lbs.

The Catering/Convention Services Department will need a list of all participating exhibitors and the name of the person acting as the companies' representative. This list should be submitted at least two weeks prior to event. All events with vendors/exhibitors are required to schedule a designated load-in and load-out time.

All designated company representatives must provide a photo ID to sign out any shipped packages from our secured staging area.

In order for us to properly service all exhibitors, this electrical service order form must be completed and returned to Harrah's Cherokee Resort Casino fourteen (14) days prior to date of event. Check Payment or Credit Card Authorization must be included with this order form. Orders not received prior to set up day or sent without payment are subject to \$75 same day set up fee and the requested electrical power may be not available.

Convention Name _____ Convention Date _____

Exhibitor Name _____ Booth Number _____

Address _____ Telephone _____

City _____ State _____ Zip Code _____

Email address: _____

Authorized Signature _____

Print Name Here _____

Standard Power is 20 amp/120 volt/single phase power. This is the same power that is typically in most homes. Each power line has 3-3 prong outlets. The cost is \$35 per day for each standard circuit. A line is needed for each piece of equipment. Additional equipment (i.e. Extension Cords, Power Strip) are included in cost.

*Number of lines required _____ @ \$35 x Number of Days of show _____ = _____

Special Electrical Service is 208 volt/single or three phase power. This is the type of power needed for larger pieces of equipment. The cost for Special Electrical Service is \$125 per day for each line. A line is needed for each piece of equipment.

*Number of lines required _____ @ \$125 x Number of Days of show _____ = _____

1 **Power Subtotal:**

Shipments	Quantity	x	Price	=	Subtotal
Number of Boxes 0-35lbs	_____		\$20.00		_____
Number of Boxes 36-70lbs	_____		\$30.00		_____
Number of Boxes 71-99lbs	_____		\$40.00		_____
Number of boxes over 100lbs	_____		TBD		_____
Charged at 0.50 per lb	_____				_____

2 **Shipments Subtotal:**

AUDIO ITEMS	\$ Per Day	Quantity	x # of Days	Subtotal
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Corded Microphone with Floor Stand	\$35.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corded Microphone with Table Stand	\$35.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Including Mixer, CD Player, Speaker & Microphone with Stand				
Portable Sound System	\$200.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound Drop (Patch into House System, used for presentations that	\$20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand Speaker	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Hand Held Microphone (UHF)	\$55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Headset Microphone (UHF)	\$55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Lavalier Microphone (UHF)	\$55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER/MEETING ITEMS

Laptop Computer with CD Drive (does not include projector)	\$125.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Star Conference Phone (VoIP)	\$55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Internet	\$10.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Mouse	\$20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LABOR

Basic Audio Visual Support (2 hour minimum)	\$55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operator/Technician (4 hour minimum)	\$65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Labor (4 hour minimum)	\$85.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POWER

AC Power Cord	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC Power Strip	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibitor 20 AMP Power	\$35.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty Power (price subject to change based on need)	\$125.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRESENTATION ITEMS

Easel	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flipchart & Markers	\$20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Lecturn	\$30.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frame for Poster	\$15.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laser Pointer	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tabletop Lecturn	\$30.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROJECTION

AV Cart (required for all projection systems)	\$20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Center Projection System	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal LCD with labtop, LCD projector, Laptop, Screen, Table	\$200.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LCD Projector	\$55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rear Projection System with Screen	\$200.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCREENS

Drop Down Screen (existing in room)	\$25.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Event Center Screen	\$100.00		x		
Tripod Screen 50"	\$25.00		x		
Tripod Screen 60"	\$25.00		x		
Tripod Screen 8'	\$25.00		x		

VIDEO

46" Flat Screen TV on Stand	\$125.00		x		
50" Flat Screen TV on Stand	\$125.00		x		

3 Audio/Other Subtotal:

1 Power Subtotal:
2 Shipping Subtotal:
3 Audio/Other Subtotal:

Estimated Total Due:

note Tribal levy of 7.5% is applied all items, except for labor hours, this will be calcualted and sent to you for approval prior to any charges being made*



CREDIT CARD AUTHORIZATION FORM

Today's Date: _____

Group Contact: _____

Group Name: _____

Group Dates: _____

Fax or Email: _____

Convention Manager: **Jennifer Rose**

Credit Card Authorization

Along with a photocopy of the front and back of credit card, please supply the following information and signatures and return by fax to 1-866-833-1492 or scan and email as a PDF to jenrose@harrahs.com

This is authorization for Harrah's Cherokee Casino Resort to charge the following credit card for the following:

Amount:	
Credit Card Type:	
Credit Card Number:	
Expiration Date:	
Security Code:	
Card Holder's Name:	
Card Billing Address:	

Authorized Signature: _____

Please include copy of front and back of credit card.

☐ You have my consent to charge any remaining balance to the credit card listed above.