

## Western Winter Workshop Exhibitor Logistics Information

The Planning Committee is very enthusiastic about your participation in this year's conference and greatly appreciative of the financial contribution invested in sponsoring the Western Winter Workshop! To assist with the next steps in the process, please note some important logistic information below and attached. If you have further questions, please feel free to reach out.

**1. Exhibit Space Includes:**

Exhibit Space is 10' wide and comes with an 6' skirted table and 2 chairs. Please refer to the attached exhibit layout for assigned location.

**2. Electrical Power & A/V Requirements:**

All A/V and electrical will be handled directly with the hotel. Click [HERE](#) to order.

Please direct any questions to Donavon J. Zengle, 1-760-799-1417, [donavon.zengler@encoreglobal.com](mailto:donavon.zengler@encoreglobal.com).

**3. Special Arrangements & Shipping Instructions:**

Please see the attached hotel instructions for details on how/where to ship any materials and/or make special booth arrangements.

**4. Exhibit Set up & Take Down:**

Set up will begin on Thursday, February 29<sup>th</sup> beginning at 1pm.

Tear down can begin Saturday night after 8pm and be completed by Sunday at 10am.

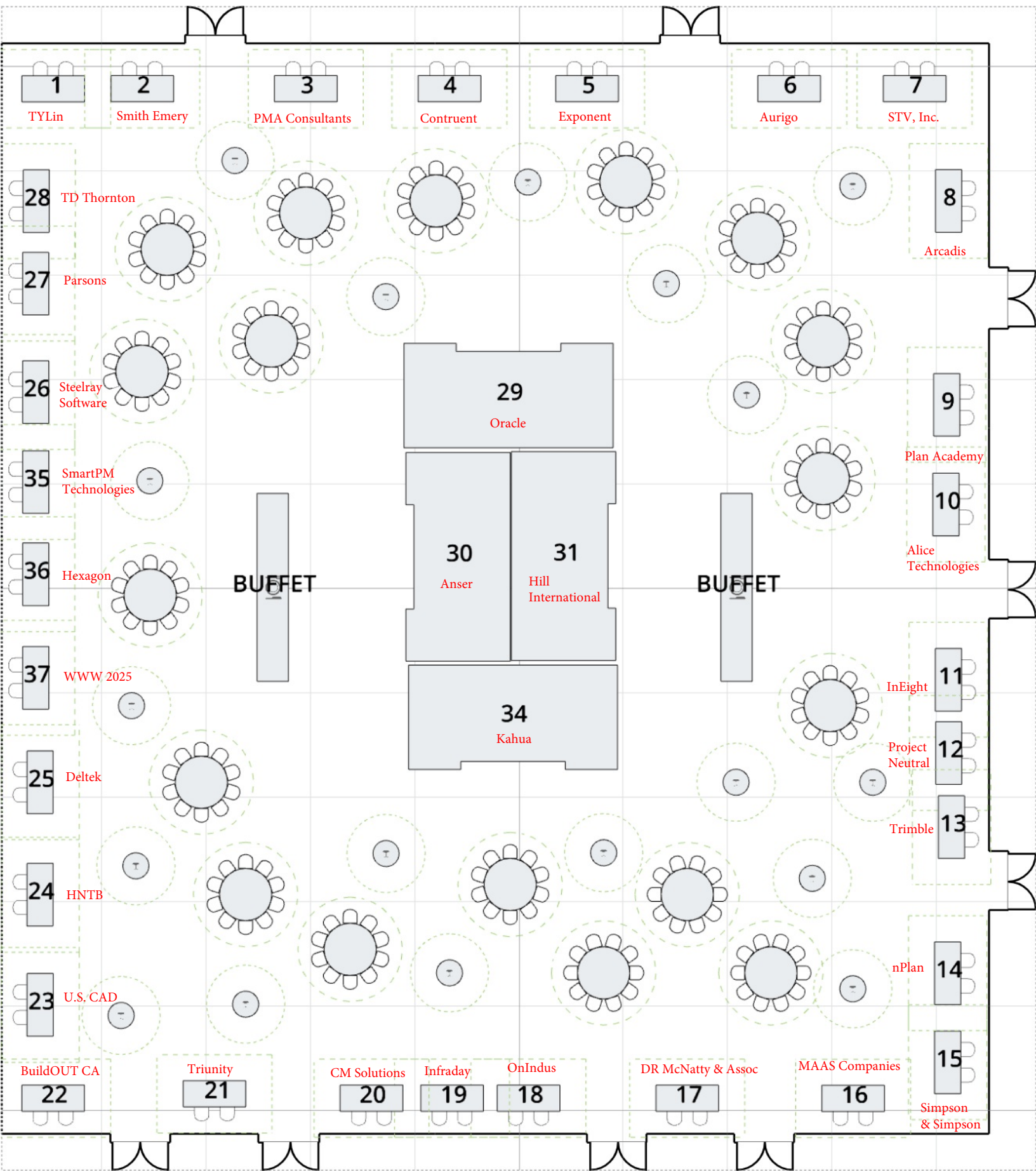
Please refer to the attached tear-down exit route, indicated by the red arrows.

**5. Attendee List:**

A list of attendees will be provided, depending on sponsor-level benefits, prior to and following the 2024 event. Any attendee list that is distributed does not include contact information due to Western Winter Workshop™'s compliance with GDPR and CANSPAM acts/regulations.

**6. Event Attendees & Booth Management:**

The person who will be manning your booth needs to be included as one of your sponsorship attendees; or purchase an additional ticket purchased at the regular price.



Indian Wells IJKL for Western Winter Workshop - February 28, 2024 at 12:00 PM



Dear Exhibitor,

Hyatt Regency Indian Wells Resort & Spa is eagerly anticipating your arrival.

We look forward to assisting you in a smooth transition between shipping, receiving, transferring, setup and return shipping needs. There are a few details that will enable us to serve you in a timely fashion. Specifically note the following items that need to be completed and returned to ensure this success:

1. Completed credit card and liability form

Please send the completed credit card form to:

Hyatt Regency Indian Wells Resort & Spa

Attn:

Western Winter Workshop

Charlsie Shaver

Event Planning Manager

44-600 Indian Wells Lane

Indian Wells, CA 92210

Phone 760- 674-4096

FAX: 760-674-4398

Charlsie.shaver@hyatt.com

## SHIPPING & RECEIVING

When shipping packages to the Hyatt Regency Indian Wells Resort & Spa the following information must appear on each box:

Any materials being sent to the Resort must be marked as follows:

1. Complete Return Address
2. Hold for Arrival – ATTN: Guest's Name, Group Name,
3. Number of Boxes (Example: Box 1 of 2)
4. Address as follows:

ATTN: Charlsie Shaver/Western Winter Workshop

Hyatt Regency Indian Wells Resort & Spa

44-600 Indian Wells Lane

Indian Wells, CA 92210

Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered or brought into the Resort. (This excludes delivery of

any food or beverage items that are also sold or furnished by the Resort. The Resort will not accept delivery of such items.) Failure to do this may result in deliveries being refused or materials being unavailable when required. The Resort 's receiving entrance is open from 9am to 3pm Monday through Friday. Advance arrangements must be made through the Catering Office for weekend deliveries. Current package handling/delivering fees are \$10.00 per box per movement, \$25.00 per case per movement and \$100.00 per pallet per movement.

The above charges are in addition to any freight company fees.

These processing charges cover the receiving, storage (no more than 1 week) and delivery of your packages to the meeting room.

Handling charges may apply. The Resort does not accept any liability for equipment, goods, displays, or other materials that arrive unmarked, damaged or fail to arrive at the Resort. The Group is responsible for insuring its property for loss or damage.

Storage is very limited. Packages should not arrive more than one week prior to your arrival date and must be removed within 3 days of the end of your function. Please feel free to contact your Event Planning Manager for additional information regarding Shipping and Receiving.

NOTE: Certain restrictions apply for Priority Delivery to the desert region. It is advised to confirm with your carrier prior to sending packages.

Thank you and we look forward to hearing from you!

**CREDIT CARD AUTHORIZATION AND LIABILITY FORM**

BOOTH # \_\_\_\_\_

Number of boxes expected \_\_\_\_\_  
(Exhibitor to fill in)

Billing Address:

Hyatt Regency Indian Wells Resort & Spa

44-600 Indian Wells Lane  
Indian Wells, CA 92210

I authorize all charges to be applied to my credit card as indicated below:

\$ \_\_\_\_\_ Advance Deposit / Prepayment  
\_\_\_\_\_ Box Fees  
\_\_\_\_\_ Other

Company Name \_\_\_\_\_

Function Date \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

(Please print)

Cardholder Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

**PLEASE NOTE:** A receipt for any Master Account that is to be charged to a credit card will be mailed one week after the charges are incurred.

**NOTICE OF LIMITATIONS OF LIABILITY  
DISCLAIMERS OF LIABILITY**

Except for any gross negligence on the part of the Hotel, we shall not be liable for any injury, damage, loss, theft or destruction, including, but not by way of limitation, damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by our servants, agents, employees, or others), failures to act, breach of contract, breach of warranty, water, condensation, fires, floods, acts of God, or any act beyond our sole control.

We are not liable for any direct consequential or incidental damages nor for loss of profit or loss due to failures to obtain or turnover at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resales, commissions, or brokerage, nor for any freight or demurrage.

These conditions may not be changed, alerted, modified or waived except in writing signed by an authorized representative or the Hotel. Our failure to insist at any time upon any rights, limitations, remedies, or conditions hereunder shall not be deemed a waiver thereof nor bar subsequent assertion thereof.

Exhibitors, who desire to carry insurance on their exhibits, personnel, materials, etc., may do so at their own expense.

ABOVE CONDITIONS AGREED TO AND ACKNOWLEDGED

\_\_\_\_\_  
Exhibiting Firm/ Company Representative Booth

\_\_\_\_\_  
Signature Date

