



**Society for Pediatric Urgent Care  
Inaugural Education Meeting  
September 17 – 18, 2015  
Hilton Cincinnati Netherland Plaza  
Rockwood Room  
Cincinnati, Ohio**

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## **EXHIBITOR FORMS AND HILTON CINCINNATI CONTACT INFORMATION**

The following are included in the SPUC exhibitor kit:

1. Credit Card Authorization Form
2. Electrical/Internet/Phone Service Order Form
3. AV Order Form
4. Shipping-Receiving Information
5. Dock Load In-Out Procedures

All of the forms are from the Hilton Cincinnati. For inquiries, contact:

**MARY KEYES**

Director – Conference Services

HILTON CINCINNATI NETHERLAND PLAZA

t: +1 513 421 9100 | d: +1 513 665 2377 | f: +1 513 564 6408

35 West Fifth Street | Cincinnati OH 45202 | USA

## **EXHIBIT SCHEDULE**

*Wednesday, September 16, 2015*

3:30 – 6:00 pm          Exhibit Set-up

*Thursday, September 17, 2015*

7:00 – 8:00 am          Breakfast with Exhibits

10:00 – 10:30 am        Coffee Break with Exhibits and Posters

12:30 – 1:30 pm         Lunch with Exhibits

3:00 – 3:30 pm          Coffee Break with Exhibits

4:45 – 6:30 pm          Reception with Exhibits

6:30 – 8:00 pm          Exhibit Tear Down

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Society for Pediatric Urgent Care  
2209 Dickens Road, Richmond, VA 23230  
Exhibit Information  
Dana Gibson, Director of Corporate and Educational Support  
[dana@societyhq.com](mailto:dana@societyhq.com) ▪ Direct Telephone 804-338-6958  
<http://www.urgentcareped.org/exhibit-information/>



**Hilton Cincinnati Netherland Plaza**

**Credit Card Payment Authorization Form**

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

EMAIL COMPLETED FORM TO: mary.keyes@hilton.com  
OR FAX TO: 513-564-6408

ATTN: Mary Keyes

Please fill in completely

Date: \_\_\_\_\_

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:	Phone:	
Authorized Amount:	Approval Code:	Date:

**CARDHOLDER - Please complete the following section and sign/date below.**

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:	Evening Telephone:	
Credit Card Number:	CVV2*	Expiration Date:
Credit Card Type: (Circle one)		
<input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> JCB <input type="checkbox"/> Diners Club		
Credit Card Issuing Bank Name:	Bank Phone Number (from back of your credit card):	
I agree to cover the following categories of charges: (Please circle)		
<input type="checkbox"/> All Charges <input type="checkbox"/> Room & Tax <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Retail <input type="checkbox"/> Recreation		
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		
DIRECT BILL ACCOUNT PAYMENTS ONLY (hotel use only):		
Name on Invoice/Statement _____	Date on Invoice/Statement _____	
Invoice/Statement Number _____	Authorized Amount \$ _____	

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.**

Amount to be immediately charged to credit card for room and taxes or deposit (hotel use only): \$ \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

\*CVV2 number is required for acceptance of CC. (Visa/MC 3 digits on signature line, Amex 4 digits at the end of the card number)

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hilton Cincinnati Netherland Plaza  
 35 West Fifth Street  
 Cincinnati, Ohio 45202  
 (513) 421-9100

**TRADE SHOW BOOTH OR EXHIBIT TABLE  
 ELECTRICAL / INTERNET / PHONE SERVICE ORDER FORM**

**RATES FOR ELECTRIC INCLUDE ONE POWER STRIP AND EXTENSION CORD  
 WHICH WILL BE PROVIDED BY THE INHOUSE AV COMPANY.**

**STANDARD ELECTRICAL SERVICE AVAILABLE:**

120 Volt, AC, Single Phase, 60 Cycle  
 208 Volt, AC, Single Phase, 60 Cycle  
 208 Volt, AC, Three Phase, 60 Cycle

**CONDITIONS AND REGULATIONS:**

1. Orders must be received a minimum of five (5) days prior to arrival for move in.
2. Walls, columns, building utility outlets and public function space are not to be used unless specified otherwise.
3. Under no circumstances shall anyone other than the "House Electrician" make electrical connections.
4. Claims will not be considered unless filed by the user prior to the close of the function.
5. Prices are subject to change without notice.
6. All equipment must comply with federal, state and local safety codes.
7. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited.
8. Special equipment requiring company technicians for assembly may be executed without the "House Electrician". Service connections and overload protection to such equipment must be made by the "House Electrician."
9. Equipment must be tagged and wired with complete information including current, voltage, cycle, etc.
10. Material and equipment furnished by the Hilton Cincinnati Netherland Plaza for this order shall remain The Netherland Plaza's property and shall be removed only by the Netherland Plaza after the event.
11. Exhibitor's cords must be 3 wire grounded type
12. Exposed non-current carrying metal parts of fixed equipment must be grounded.
13. Rates cover only the bringing of service to the room in the most convenient manner and do not include connecting or special wiring.

**DEDICATED AND BRANCH CIRCUITS:**

Qty.	Description	Advance Order	Floor Order	AMOUNT
___	20 amp, 120v circuit	\$50.00	\$60.00	_____
___	20 amp, 1 phase, 208v	\$55.00	\$65.00	_____
___	30 amp, 1 phase, 208v	\$70.00	\$80.00	_____
___	20 amp, 3 phase, 208v	\$65.00	\$75.00	_____
___	30 amp, 3 phase, 208v	\$70.00	\$80.00	_____
___	40 amp, 3 phase, 208v	\$95.00	\$115.00	_____
___	100 amp, 1 phase, 208v	\$120.00	\$145.00	_____
___	100 amp, 3 phase, 208v	\$145.00	\$170.00	_____
___	Electrical Cart Rental (Minimum 24 hours)	\$75 per 24 hours		_____

**FOR ELECTRICAL LABOR WORK:**

Time will be charged in 1 hour increments.  
 Minimum 1 hour charge.

___	Monday thru Friday 7:00am-3:00pm excluding holidays	\$55.00 per hr.	_____
___	Monday thru Friday 3:00pm-7:00am Saturday, Sunday and holidays	\$85.00 per hr.	_____

**HIGH SPEED WIRED / WIRELESS INTERNET ACCESS:**

**Qty.**

___	Computers will need access Price is for a 24 hour period (\$75 per computer – per day)	_____
	<b>TOTAL</b>	\$ _____

**TELEPHONE SERVICE:**

Private line or Hotel extension service available. One time charge of \$100.00 per line. 75 cents local calls, "800" access complimentary, prevailing rate for long distance. Arrange through Conference Services Manager. Minimum 2 weeks notice for service.

NUMBER OF PHONE LINES: \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

Name of Event Society of Pediatric Urgent Care Email \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By (PRINT) \_\_\_\_\_ Title \_\_\_\_\_

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

**CHECK, MONEY ORDER, OR CREDIT CARD FORM MUST ACCOMPANY THIS ADVANCE ORDER FORM**

**Make remittance payable to:**

Hilton Cincinnati Netherland Plaza

ATTN: Conference Services Department – Mary Keyes (fax 513-564-6408) or mary.keyes@hilton.com

**COPY: CUSTOMER, CONVENTION SERVICES, ACCOUNTS RECEIVABLE, ENGINEERING, PRESTIGE AV**

Hilton Cincinnati Netherland Plaza  
35 West Fifth Street  
Cincinnati, Ohio 45202  
(513) 421-9100

**STANDARD CONDITIONS FOR TRADE SHOW BOOTHS OR EXHIBIT DISPLAY TABLES**

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**NON-FLAMMABLE MATERIALS:** All materials used in the Hotel must be non-flammable to conform with the fire regulations of Cincinnati, Ohio. Electrical wiring and equipment installation must conform to applicable Cincinnati, Ohio codes. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Convention Services Manager of the Hotel.

**SPECIAL NOTICES:** All equipment, furniture and carpeting must be confined to the measured limits of the exhibit area. No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Convention Services Manager of the Hotel. All property destroyed or damaged by exhibitor or groups must be replaced in its original condition by the user at the user's expense.

**FOOD AND BEVERAGE GIVE-A-WAYS:** Any food or beverage dispensed or given away must be purchased from the Hilton Cincinnati Netherland Plaza.

**LIABILITY:** The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor or group, the exhibitor's or group's employees or property, or to any other person, prior, during or subsequent to the period covered by the contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor or group expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

**INSURANCE:** Exhibitors or groups who desire to carry insurance on their exhibits must place it at their own expense.

**STORAGE:** The Hotel has no facilities for the storage of exhibits or materials. All shipments must be directed to the official displayer. Shipments that arrive prior to the event will be directed to the official displayer's warehouse for storage and delivery to the exhibitor's booth at show time at the exhibitor's expense.



CINCINNATI NETHERLAND PLAZA

Audio Visual Services provided by



## Standard Equipment Packages

### Deluxe Ballroom LCD Projection Package .... \$1,650

- 12,000 Lumens LCD Projector XT4
- Special Lens
- 10.5' x 14' Flown Screen
- or 9' x 16' Wide Screen..... \$1,700

### Ballroom LCD Projector Package..... \$1,050

- 6,500 Lumens LCD Projector X-80
- Special Lens
- 10.5' x 14' Flown Screen
- or 9' x 16' Wide Screen..... \$1,100

### Ballroom HD Projector Package ..... \$2,200

- 10K DLP HD Projector
- Flown HD Screen

### LCD Accessory Package.....\$95

- 34" Draped Cart
- Extension Cord & Power Strip
- Tripod Screen

### LCD Video Package..... \$200

- 32" LCD Monitor

### 42" Display Package..... \$300

### 50" Display Package..... \$400

### 60" Display Package..... \$500

### 70" Display Package..... \$600

## Projection

### Video & Data Projection

- 1024 x 768 / 2,500 Lumens (8'w Screen Max).....\$375
- 1024 x 768 / 4,000 Lumens (10'w Screen Max) .....\$475
- 6,500 Lumens (16' w Screen Max) .....\$900
- 12,000 Lumens.....\$1,500
- 15,000 Lumens.....\$2,000
- Christie 10K DLP HD.....\$2,000
- Christie 18K DLP HD.....\$3,500
- Christie 20K DLP .....\$3,500

## Screens

### Screens

- 6' x 6', 7' x 7', or 8' x 8' Tripod Screen.....\$50
- 7.5' x 10' Cradle Screen .....\$85

### Fastfold Screens with Dress Kits

- 5' x 7'.....\$125
- 7.5' x 10'.....\$150
- 9' x 12' .....\$175
- 10.5' x 14'.....\$200
- 7' x 13' HD Front.....\$200
- 9' x 16' HD Front.....\$250
- Flown Screen up to 12' x 16'.....\$250

## Drape Panels

- Black Velour (16' & 20' High) .....\$10 per foot
- Custom Heights and Colors .....Per Quote

## Sound Equipment

### Microphones

- Wired Hand-Held Microphone (Includes floor or table stand) .....\$40
- PZM Recording Microphone.....\$45
- MX418 Condenser podium Microphone.....\$45
- UHF Wireless Microphone System (Lavalier or Hand-Held).....\$150

### Mixers-Amplifiers

- Shure 4 Channel Microphone Mixer .....\$40
- 6 Channel Mixer.....\$60
- 8 Channel Stereo Mixer Amp.....\$80
- 16 - 24 Channel Sound Console.....\$150
- Digital Console.....Per Quote

### Speakers

- 10" Powered JBL .....\$95
- UHF Wireless Mic/Amplified Speaker Pkg.....\$170
- 2 Speaker System Package .....\$225
- 4 Speaker System Package .....\$300

### Lecterns

- Presidential Lectern (32" wide with height adjustment) .....\$250
- Acrylic Lectern .....\$250

### Audio Components

- PMD Digital Recorder .....\$60
- CD Player.....\$50
- Computer Sound Patch or IPOD Connection .....\$50

All equipment rented is on a per day basis. Weekly rates are available when applicable.



CINCINNATI NETHERLAND PLAZA

Audio Visual Services provided by



## Video Equipment

### Video Recorders/Players

DV/DVCAM Recorder Player.....	\$300
DVD Recorder.....	\$150
DVD Player (in room rate) .....	\$50

### Video/Computer Monitors

32" LCD Display (16:9 ratio).....	\$200
42" LCD/Plasma Display (16:9 ratio).....	\$300
50" LCD/Plasma Display (16:9 ratio).....	\$400
60" LCD/Plasma Display (16:9 ratio).....	\$500
70" LCD/Plasma Display (16:9 ratio).....	\$600

### Production Equipment

RGB/VGA Distribution Amps/Switches.....	\$40
Mini DV Camcorder on Tripod.....	\$250
3-Chip Broadcast Camera Kit on Tripod.....	\$600
Production/Digital Component Switchers .....	\$250-800
Image Pro/Switcher.....	\$250
Full-Service Video Production Division (Final Cut Pro non-linear editing).....	Call for Quote
FSR Navigator (seamless video/computer switcher) .....	\$500
HD Cam Switcher Panasonic HS.....	\$400-700

## Lighting

Ground Supported Stage Wash.....	\$250
Flown Stage Wash in Pavillion Room.....	\$750
Wedding & Gala Packages.....	Per Quote
LED Up Lights.....	\$75

## Services Provided Per Quote

JBL Digital Sound Customized for your needs.....	Per Quote
Custom Stage & Event Lighting.....	Per Quote
Exhibit Support.....	Please Request Order Form

## Labor

### Audio Visual Tech

7 am to 6 pm Mon - Fri.....	\$60/hr.
6 pm to 12 am & ALL DAY Sat & Sun .....	\$75/hr.
12 am to 7 am Daily and Holidays .....	\$90/hr.

Overtime rates apply after 8 hours worked, calculated at 150% of the applicable rate. All technicians and riggers require a 4 hour minimum. \$50 labor fee applies for fastfold screens set for use with client supplied and/or outside contractors' projection equipment.

## Computer Products and Peripherals

### Computers

Desktop PC (Pentium Dual Core, 1GB RAM, Network, 20" Monitor).....	Starting at \$125
Laptop (Dual Core) .....	Starting at \$150
Email Stations/Multi-Station Networking Available.....	Per Quote

### Computer Monitors/Displays

19" - 22" LCD Flat Screen.....	\$100
23" - 24" LCD Flat Screen.....	\$150

### Office/Convention Equipment

HP LaserJet.....	\$95
Fax Machines, High-Speed Copiers, Printers & Specialty Office Equipment.....	Per Quote
Color Printer.....	\$150

## House Services

CD Player into House Sound or IPOD .....	\$85
House Sound & Connect Fee .....	\$50
Ballroom House Sound & Connect Fee.....	\$100
House Lectern with Mic.....	\$65
Power Strip with Extension Cord.....	\$15
Rigging .....	Per Quote
Banner Hanging .....	Starting at \$100
Permanent Points with Motor .....	\$100

## Standard AV / Miscellaneous

Laser Pointer .....	\$30
Tripod Easel.....	\$15
Flipchart Easel with Pad & Markers.....	\$35
Flipchart Easel with Post-it Note Pad.....	\$50
Flipchart Pad (Purchase).....	\$10
3' x 4' Markerboard/Corkboard.....	\$25
4' x 6' Rolling Markerboard/Bulletin Board.....	\$75
4' x 8' Felt/Poster Board .....	\$100
34"-54" Draped Cart with Power.....	\$35
1500 Watt Follow Spot Light.....	\$100
Wireless Mouse (Power Point Remote) .....	\$40
Perfect Cue .....	\$75
UHF 2-Way Radios w/Charger (Headsets Available).....	\$20
Conference Speaker Phone.....	\$85

Service Charge: A 21% service charge applies to all equipment rentals.



Hilton Office	513.784.1625
Corporate	513.641.1600
Fax	513.784.0171
Toll Free	800.294.3179
www.prestigeav.com	

Prestige AV & Creative Services is a full service audio visual & computer rental company. The items listed herein are the most requested audio visual aids for business meetings and conventions. Our expansive inventory is not limited to this list. Please contact us if you have any questions, need equipment specifications, or require any equipment or services not listed.

## Hilton Cincinnati Netherland Plaza

### **Convention/Guest Package Shipping & Receiving Information**

Packages or material sent directly to the hotel must reference a registered guest of the Hilton Cincinnati Netherland Plaza and the number of boxes in that shipment: 1 of 4, 2 of 4, 3 of 4 etc....

Please use the following format for your shipping labels:

**TO: Hilton Cincinnati Netherland Plaza Hotel**  
**Attn: (on-site representative & company name – preferably a hotel guest)**  
**Name of Convention or Meeting**  
**Date of Meeting or Function**  
**35 West Fifth Street**  
**Cincinnati, Ohio 45202**

**Box #1 of 4 etc...**

Upon arrival at the hotel, there will be a message on your phone in your room. Simply call the operator and they will tell you how many packages have been received under your name and the location of the packages.

The bellstand will deliver your packages to wherever you request, and will charge your guest room or credit card on file (unless other arrangements are made in advance) according to the following scale:

- Boxes weighing less than 35 lbs. - \$1.50 each
- Boxes weighing between 35-100 lbs. - \$5.00 each
- Boxes weighing more than 100 lbs. will be charged 10% of the box weight.
- Boxed delivered off-property will be assessed an additional \$15.00
- Pallets or crates – contact the Conference Service Manager handling the Group to discuss delivery instructions – there will be additional charges based on weights.

You must be present to sign for the packages and to inform the bellman where to post the deliver charge (i.e. master bill, room account). If you are not a guest in the hotel, you must pay cash for the delivery charge.

The Netherland Plaza will receive a limit of 50 packages per guest. Shipments are accepted up to three days prior to the conference or arrival date. Excessive and or length storage by the hotel will result in daily storage fees.

To ship packages from the hotel, you must provide your own return shipping labels, packing tape, and the account number for a shipper (i.e. UPS, Federal Express, etc.). If an account number is not provided, there will be a 30% surcharge on all shipments.

When your items are “shipping ready”, call the bellstand and they will deliver your packages to the shipping department.

Updated 5/14



**Hilton Cincinnati Netherland Plaza**  
**35 West 5<sup>th</sup> Street (Corner of 5<sup>th</sup> and Race)**  
**Cincinnati, Ohio 45202**  
**513-421-9100**

**LOAD IN/LOAD OUT INSTRUCTIONS**

**VERY IMPORTANT:** When moving items on carts or dollies through the hotel's carpeted meeting rooms, public spaces and foyer areas, maintain loads to a maximum of 250 pounds per rubber coated wheel no less than 3" in width. For wheels less than 3" in width, maintain loads to a maximum of 125 pounds per wheel. Weights carried below these amounts should not damage the carpet or seams. Damages caused by vendors will bear the full costs and responsibilities associated with restoring these areas to like new condition. **Pallet Jacks and Skids are not permitted with in the hotel.**

Please assist us in keeping the hotel function room and public spaces the work of art they are.

The Hilton Cincinnati Netherland Plaza is part of the complex that includes the Carew Tower, Tower Place Arcade Shops, and the hotel.

The loading dock is actually shared by Tower Place and the Carew Tower, but is accessible to hotel guests that need to get large equipment and/or boxes into or out of the hotel. The entrance to the loading dock is on Race Street just directly past the hotel Valet Parking entrance.

**The loading dock is open and staffed during the following time frames:**

**6:00am to 6:00pm – Monday through Friday**

**6:00am to 12:00 Noon – Saturday**

*During "off hours":*

*Notify your Catering or Conference Services Manager two weeks in advance if loading into the hotel after dock open hours. The loading dock will be accessible by contacting the Hilton Netherland Plaza Hotel's main number 513-421-9100 when arriving to the truck elevator. To depart the complex, vendor will contact this number when ready to leave the loading dock area.*

No shipments will be allowed through any other complex entrance other than the designated loading dock. The loading dock entrance is located on the left hand side of Race Street just past the Hilton Hotel Valet Parking entrance.

No vehicles will be allowed to park adjacent to the building on Race or Fourth Streets. The City of Cincinnati prohibits parking in these areas.

There are two doors at the load in entrance on street level. You may pull into either one. You can pull your vehicle onto the elevator, which will take you to the loading dock. Please note that you are not at the hotel freight elevator yet. This elevator takes you to the loading dock only.

The elevator is 13' tall, 9' wide, and 32' long. The weight capacity of the elevator is 60,000 pounds. (Please make sure your vehicle/truck will fit on the elevator before you arrive.) The driver, or driver's company, assumes responsibility for the elevator during time of use. Any damage to the gates, graffiti, or vandalism during use will be at the driver, or driver's company's, expense to repair.

All vehicles must register with the dock attendant receiving office, located to the left of the elevators prior to entry. The driver will be required to produce:

- A valid and appropriate driver's license or endorsement (CDL, chauffeur)
- Bill of lading, packing slip, delivery form, work order, or manifest
- Upon request at least one form of identification linking the driver to the delivery or service company: employee identification card, or similar ID

The receiving office on duty will register the vehicle with the above information as well as log the delivery destination, time of entrance and time of departure, and the vehicle license plate number. The dock attendant will give instructions on elevator operation, if needed, at that time.

If a dock attendant is unavailable, get out of your vehicle and push the call button. If the elevator is in use or if someone has forgotten to close the door, the elevator will not come. If the elevator will not come, contact the Hilton Netherland Plaza Hotel main number 513-421-9100 for assistance. The problem most likely will be that the doors were not closed by the previous occupant.

Once the doors open, pull vehicle onto the elevator. (Please turn off the ignition while the elevator doors are closed.) Get out of your vehicle again and close the elevator door – holding the button in until it is completely closed. Push the “SB” button for the sub basement. When the elevator stops push the open door button. You will pull off the elevator and see the loading dock in front of you. Close the elevator door before proceeding to the dock or come immediately back and close it. If you do not, no one else can use it.

Back your vehicle up to the dock. During the delivery, the vehicle is to remain unlocked, with the keys left on the dashboard. Upon exit, the receiving manager on duty will record the exit of the vehicle. Vehicle parking other than delivery purposes is prohibited. Once a delivery is made the vehicle must be removed from the dock. Only ONE vehicle will be permitted at a time in the loading dock area.

The Loading Dock truck elevators that take you to the loading dock area are in heavy demand weekdays from 7am –12 Noon. We kindly suggest you come quickly in and quickly out during these times. Truck parking can be arranged with advance notice through the hotel's Catering or Conference Services Departments.

Facing the dock, the hotel freight elevator is to your left. There is a hydraulic lift that you can load onto and then raise up to the level of the hotel freight elevator. Weight limit is this lift is 20,000 pounds. Push the call button for the freight elevator. As with the dock elevator, if it is in use or if the doors are not closed, it will not come. During business hours and on some Saturdays, there is someone in the hotel's Shipping/Receiving Department located just a few feet

away. They may be able to assist you if the elevator will not come. Follow the yellow line to the left and then to the right, through the double doors, and to the caged in area. No items are permitted on the loading dock at any time (storage on the dock is prohibited). Any items left remaining on the dock will be removed from the premises without notification.

Load your equipment onto the elevator making sure to close the doors. (Dimensions of this elevator are 7'10" high, 14'6" wide and 18'6" from gate to gate and a 10,000 pound maximum.) Proceed to the 4<sup>th</sup> floor. The 4<sup>th</sup> floor is the main meeting room floor where the following function rooms are located: Rosewood, Pavillon, 4<sup>th</sup> Floor Registration Area, Caprice, Salon A, B, C, D, E, F, G, H, I, M, and the Rookwood rooms. Unload your equipment and close the elevator doors so someone else may be able to use the elevator.

To access the 3<sup>rd</sup> floor space of the hotel (Hall of Mirrors and Julep rooms), unload from the 4<sup>th</sup> floor and proceed to the internal freight elevator of the hotel on the 4<sup>th</sup> floor. This elevator is located through the left carpeted doors at the end of the hallway before the pre-function area on the 4<sup>th</sup> floor. Elevator – 5'3" Deep/6'8" High/6'10" Wide. Take this elevator down one floor and proceed to the right through the service hallway, through the double doors and into the Hall of Mirrors.

To access the 2<sup>nd</sup> floor (Continental Room), unload from the 4<sup>th</sup> floor and proceed to the internal freight elevator of the hotel on the 4<sup>th</sup> floor. This elevator is located through the left carpeted doors at the end of the hallway before the pre-function area on the 4<sup>th</sup> floor. Elevator – 5'3" Deep/6'8" High/6'10" Wide. Take this elevator down two floors by pressing the "M" button on the elevator key pad. This will deliver you to the Banquet Kitchen. The Continental Room service doors are located across the Banquet Kitchen and down the service ramp into the back of the Continental Room.

When loading to the 3<sup>rd</sup> floor of the hotel or to the Continental Room, it may be easier to use the hotel service elevators located down the hall and around the hotel just past Hilton Receiving. Note these elevators are single size and cannot hold oversized items.

To access the Lower Level of the Hotel (Mayflower Rooms), press "C" floor off of the freight elevator from the loading dock. Locate the glass doors through valet parking and proceed to the function rooms.

Staff and Management at the hotel caution you to not overload your carts, as heavy equipment causes excessive wear and tear to our carpets. You will be held responsible for any damages. Please bring your own dollies and carts. The hotel cannot provide these for your use.

The loading dock is not a secure area. Neither the Hilton Cincinnati Netherland Plaza Hotel nor the building complex will be responsible for any lost or stolen items. If you leave your vehicle unattended for any reason for any amount of time, it will be at your own risk.

We know that your time is valuable and we hope this helps you with getting in and out of the complex as conveniently as possible.