

OAKLAWN

HOT SPRINGS, ARKANSAS

EXHIBITOR GUIDELINES

GENERAL INFORMATION

- Exhibit set up times are set by the contracted group. A group representative must be on premises before exhibitors may move in or set up. Exhibitors occupying rented space or table top displays prior to the contracted set up time will be asked to depart until the contracted time and group representative arrive.
- Oaklawn does not provide pipe & drape exhibit booth equipment or furniture for exhibitor booths. These items must be ordered through the general service contractor utilized by the group. Oaklawn can provide a list of preferred general service contractors, if needed.
- Oaklawn is a walk-in facility only. Exhibitors are to park in customer parking or utilize valet. Valet parking is subject to availability. Rates: \$20 hotel guests, \$30 non-hotel guests, \$50 high volume racing days
- Parking at loading docks is prohibited. Vehicles in violation of this policy will be towed at owner's expense.
- Wi-Fi is complimentary for all meeting/event guests and exhibitors. Please check with the group leader for the Oaklawn Meeting password.
- No animals or pets are permitted in the facility as part of an exhibit. Service animals are welcome.

MATERIALS

- Materials are to be mailed to the event's general service contractor who will bring/deliver items to the event space at Oaklawn.
- In the event that a general service contractor is not utilized for booths, exhibitors are required to check with the Resort's receiving office to arrange for placing boxes in the function room/exhibit space. **See:** Oaklawn Event Delivery & Shipment Form.

- All packages should be addressed to:

Oaklawn Hot Springs
ATTN: Sales Office
(Group Name & Person Name)
2705 Central Avenue
Hot Springs, AR 71901

- Shipping charges:

\$10 per box (up to 20 lbs.)
\$25 per box (over 20 lbs.)
\$100 per crate/pallet

MATERIALS (CONT.)

- If the event requires the Resort receive large boxes, crates, pallets, exhibit booths, or a high number of boxes, a handling fee of \$10 per box (up to 20 lbs.), \$25 per box (over 20 lbs.), and \$100 per crate may be charged.
- Delivery of packages or other items should arrive no sooner than three days prior to the event.
- Upon completion of the event, your company, organization or group will be responsible for arranging re-packing, shipment and removal of items from the event area.
- A service fee will be charged for each package shipped from the Resort following the event. This charge is in addition to the normal carrier fee.

DISPLAYS

- Exhibitors and vendors are not to exceed the limits of their designated booth (8' x 8' or 10' x 10') or the table-top display (6' x 4'). Backdrops and pop-ups must fit within these confines to adhere to the facility fire code.
- No food and beverage items as a giveaway are allowed beyond wrapped candy/candy bars unless prior written approval is given by the Resort. No alcohol giveaways will be approved.
- Chewing gum is not to be used as a decoration or giveaway to attendees while in the Resort.
- Exhibitors may not affix items to floors, walls, windows or any other surface of the Resort.
- Exhibitors in the Atrium of the Resort may not block external doors which are to remain clear for emergency egress.
- Table and chairs are not to be moved by exhibitors or guests once placed.

UTILITIES

- Electric orders must be placed with the group or event planning organization when registering for the event. The Resort only offers 110v outlets.
- Only Resort engineers are permitted to lay/tape extension cords for exhibitor use. Unauthorized extension cords or power strips will be removed.
- Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.

OAKLAWN EVENT DELIVERY & SHIPMENT FORM

Guest Name: _____ Guest Arrival Date: _____
Guest Phone: _____ Booth #: _____
Group/Event Name: _____ Reservation #: _____
Oaklawn Sales/Event Manager: _____ Group Date(s): _____



Company Name: _____
Shipment Description (include how many): _____

Expected Delivery Date: _____
Method of Delivery (circle): Amazon / FedEx / US Mail / UPS / Other (specify): _____
Tracking Number(s): _____



Delivery Location (hotel/event center): _____
Delivery Date & Time: _____

Once On Property

- Guests can schedule delivery of shipments to function/event space.
- Call (501) 363-4161 or (501) 363-4160



All shipments must adhere to this address format:

Oaklawn Hot Springs
ATTN: Sales Office (Group Name & Person Name)
2705 Central Avenue
Hot Springs, AR 71901

Shipment Pricing

\$10 per box (up to 20 lbs.)
\$25 per box (over 20 lbs.)
\$100 per crate/palette/oversized



For Hotel Receiving Office Only

Date Received: _____ Received By: _____
Date Delivered: _____ Delivered To: _____

Please send to:
groupsales@oaklawn.com