



HOTEL TALISA
VAIL

Vascular and Endovascular Surgery Society
January 31-February 4, 2018

Dear Exhibitor,

We are pleased to have you join us at the Hotel Talisa for the 2018 Vascular and Endovascular Surgery Society Meeting. Please feel free to contact me at the number below if you have any questions or concerns.

You will be provided with (1) 6' x 30" Skirted Table, (2) Chairs, and (1) Small Wastebasket

The following information is enclosed in this packet of information:

- Critical Show Information
- Shipping and Material Handling Information and Pricing
- Inbound Shipping Label
- Outbound Shipping Form
- Electrical Information and Pricing
- Phone Lines and Internet Information and Pricing
- Audio Visual Information and Pricing
- Exhibitor Order Form (**Due back by January 16, 2018**)

To order any of these items, you will need to complete the attached form and send it to your Conference Services Coordinator via fax or email. See page 2 for deadlines concerning this show.

We look forward to seeing you in Vail!

Sincerely,

Samantha Anderson
Conference Services Coordinator
Hotel Talisa, Vail
1300 Westhaven Drive
Vail, CO 81657
970-479-1039 DIRECT
970-479-7025 FAX
sanderson@hoteltalisa.com



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Critical Show Information

Booth Package: (1) 6'x30" Table Draped and Skirted
(2) Chairs
(1) Small Wastebasket

**Please contact your Conference Services Coordinator if other furniture is needed.

HALL HOURS

Exhibitor Install:	Thursday	February 1	1pm-4pm
Exhibit Hall Open:	Thursday	February 1	4pm-7pm
	Friday	February 2	6am-9:30am
	Friday	February 2	3pm-6:30pm
	Saturday	February 3	6am-9:30am
	Saturday	February 3	3pm – 6:30pm
Exhibitor Dismantle:	Saturday	February 3	6:30pm

DEADLINES

Electrical and AV Deadline	January 16, 2018
Freight Delivery Date	January 29, 2018

Shipping and Material Handling Information

Exhibit materials being shipped to Hotel Talisa should be scheduled to arrive **no more than 1 business day** prior to the Show Load In date. **Freight being delivered directly to the ballroom must be delivered the day of load in** to ensure that the ballroom is open and able to accept deliveries for this conference. **Please use the attached label** on all items being shipped to the hotel.

Please note that the resort **does not provide full service drayage**. For large boxes or heavy equipment, special arrangements will need to be made by you with your carrier. No forklift is available on property.

Hotel Talisa **will not release** any packages on show site without full and valid credit card information supplied.



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MATERIAL HANDLING CHARGES FOR BOXES AND DISPLAYS

- Light Packages (0 to 5 Pounds) \$5.00 each
- Medium Packages (6 to 20 Pounds) \$10.00 each
- Large Packages (21 to 50 Pounds) \$15.00 each
- Extra Heavy Packages (over 50 Pounds) \$25.00 each
- Crates (100 Pound Minimum) \$50.00 per 100 Pounds
- Pallets \$125.00 each

PERSONALY OWNED VEHICLES

If you are planning to drive and unload your own items, please call ahead to **schedule a time** at the appropriate loading area.

Those who do not schedule a load in time will need to wait until all scheduled vehicles are finished or until there is an opening.

INBOUND SHIPPING

Please update exhibitor information and place a copy of this label on each item that you are sending to Hotel Talisa.



.....

- <Exhibitor Name>
- <Exhibiting Company & Booth Number>
- <Company Address>
- <Company Phone>

ATTN: Samantha Anderson
 Hold for VESS Conference
 Jan 30-Feb 5, 2018
 C/O Hotel Talisa, Vail
 1300 Westhaven Drive
 Vail, CO 81657

Box _____ of _____



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OUTBOUND SHIPPING FORM

(No Saturday or Sunday pickups).

Saturday delivery is only available with Priority Overnight Shipping. For same day pickup and next day deliveries packages need to be delivered to the shipping department by 2pm.

Name To: _____ (Please Print)

Name From: _____ (Please Print)

Company Name: _____ (Please Print)

Address: _____ (Must have physical address)

City _____ State _____

Postal Code _____ Phone Number (Required Field): _____

E-mail Confirmation sent to: _____

Bill To: (Check One Please)

Guest Folio Room Number _____ Reservation Number _____
Name on Reservation _____

FedEx Account Number _____ (FedEx Express Shipping Only)

Shipping Insurance (Optional): Yes No If Yes (Value) \$ _____

Please check one:

FedEx

- Standard Overnight (By end of next Business day)
- Priority Overnight (before 10am) Saturday Delivery: Please circle Yes or No
- FedEx 2 day
- Express Saver (3 day)
- Express Ground (Up to 7 business days - available for guest room charge only)

Total number of boxes _____ (Please number each box - example: 1 of 5, 2 of 5, 3 of 5...)

Guest Signature _____

****OUTBOUND SHIPPING LABELS****

Please note the Hotel Talisa provides FedEx shipping only. UPS shipping labels will need to be provided by the exhibitor. Please log in to your FedEx or UPS account to create your outbound shipping labels. Logging into and creating shipping labels on your account will enable you to effectively track your



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Electrical Information

20 AMP Power Outlet (1 outlet):	Advance:	\$50.00 per day
	On-site:	\$75.00 per day
Power Strips*:	Advance:	\$15.00 each
	On-site:	\$20.00 each

**Please note that you must order a Power Outlet in order to rent a power strip.*

- For special power requirements please speak directly to your Conference Services Coordinator for prices and availability.
- Please note that any cords or power strips, which are removed from the Resort, will carry a \$100 replacement fee each.

Phone Service Information

Please indicate what type of data line will be required:

Telephone Line(s):

Direct Dial Local/Long Distance Access	Advance: \$100++/day
	On-site: \$125++/day

Please note on order form if this is a computer hook-up or if you need a phone handset.

High Speed Internet Line(s):

Wireless Internet Access: Shared Wireless Service for the Resort is Complimentary in Meeting Space.

- Please note, the resort phone system is an analog system
- Price of long-distance calls is not included in the above-mentioned prices, and will be an additional charge.
- A 23% service fee and an 8.4% tax will be added to all audio visual charges

A 100% Cancellation fee will apply to equipment or labor cancelled less than 72 hours prior to event



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Audio Visual Information

ITEM	PRICE
Flipchart package with standard pad	\$65.00
Flipchart package with sticky pad	\$85.00
3X4 Whiteboard	\$75.00
Projection support package	\$185.00
Projection package including 3500 lumen projector	\$640.00
60" Flat panel on floor stand	\$600.00
32" Flat panel on table top stand	\$225.00
Laptop Computer	\$225.00
Wireless slide advancer	\$50.00
Computer Speakers	\$50.00
2 speaker Sound System - includes 4 channel mixer	\$350.00
Wired Microphone - SM58	\$60.00
Wireless microphone kit	\$185.00
Polycom Conference Telephone	\$170.00
Black velour drape (per 10' panel) – includes all hardware	\$220.00

- These prices exclude labor/delivery costs
- A 23% service fee and an 8.4% tax will be added to all audio visual charges.
- Any equipment added on site is subject to availability and will incur a 20% fee.
- Please contact your Conference Services Coordinator for any additional requests.
- An AVMS representative will contact you, after your order has been submitted to the hotel, to finalize billing.

A 100% Cancellation fee will apply to equipment or labor cancelled less than 72 hours prior to event



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Exhibitor Order Form

Please fill out this form completely and send back by January 16, 2018 to Samantha Anderson at Fax 970-479-7025 or e-mail sanderson@hoteltalisa.com

Company/Exhibitor Name: _____

Booth/Table Number (if applicable): _____

Person sending info: _____ Phone: _____

Email or Fax # for receipt: _____

On Site Contact: _____ Cell Phone: _____

What are you shipping? (Please list tracking numbers and carrier)

PERSONAL VEHICLE UNLOAD:

If you need to schedule a personal vehicle unload, please list your requested dates and times:

LOAD IN: (Day _____ Time _____) LOAD OUT: (Day _____ Time _____)

This time will be confirmed by your Conference Services Coordinator prior to show.

ELECTRICAL: _____ 20 amp standard Power Outlet at \$50/day; _____ Power Strip* at \$15/day
*(*Power outlet must be ordered in addition to any power strips)*

Estimate of Charges - Hotel Talisa	Amount
Material Handling	
Electrical	
Phone	
Other (Floral, etc.)	
Estimated Hotel Talisa Total	

AUDIO VISUAL NEEDS: Please specify your equipment needs and the in-house AV company will contact you to confirm and finalize billing: _____

Estimate of Charges - AVMS	Amount
Describe Item, Quantity and Days (see page 7)	
Estimated AVMS Total	

Billing Information

Cancellations are allowed up to 96 working hours prior to the event. Any equipment reserved and not used will be charged at full rate. **IMPORTANT NOTE: DUE TO CREDIT CARD REGULATIONS, PLEASE PROVIDE THE FULL CREDIT CARD NUMBER OVER THE PHONE.**

Credit Card Type: _____ Credit Card Last Four Digits: _____

Expiration Date: _____ Contact Name: _____

Card Holder: _____ Billing Address: _____

Print name exactly as it appears on card

Company Name: _____ City, State Zip _____

Signature: _____