



FRENCH LICK RESORT®
FRENCH LICK & WEST BADEN · INDIANA
EXHIBITOR GUIDELINES

AGREEMENT FOR SPACE

1. Exhibitor will acknowledge by signature on the attached Payment and Acknowledgement form (Page 6 of 7) that a duly authorized representative of the Exhibitor has read, understands and agrees to the following guidelines and conditions presented by French Lick Resort including any terms incorporated by reference.

ANIMALS

1. French Lick Resort is a “pet friendly” facility with a 75 lb. weight limit on animals.
2. However, except for **service animals**, pets are not permitted in areas of the resort where food is prepared or served which includes any meeting and exhibit areas during meal service periods or any food stations and prep areas as mandated by Indiana Department of Health Retail Food Establishment guidelines.

CHARACTER OF EXHIBITS

1. French Lick Resort reserves the right to prohibit, restrict, or evict anything without assigning cause, therefore.
2. This reservation includes persons, things, conduct, printed matter, or anything of a character which French Lick Resort determines should be restricted, prohibited, or evicted. In the event of such restriction or prohibition, the Resort may not be liable for the refund of any rentals or exhibit expenses.

DECORATIONS

1. Exhibitor booth decorations of any type must not be affixed to any walls, windows, columns by any method.
2. Decorations *may be affixed* to sound dampening boards, ceilings, and walls by French Lick Resort personnel but may be subject to additional cost to the exhibitor.
3. Booth decorations such as banners or drapery made of textile fabrics, cloth, and/or artificial vegetation should conform to **NFPA 701 fire retardancy standards**.
4. Decorations must not block any emergency or exit lighting, facility signage, visual fire alarms, or emergency egress paths.
5. Decorations and signage should not impede the flow of HVAC systems. French Lick Resort reserves the right to remove any decorations for any reason deemed valid for life safety and operations.
6. Flammable or combustible material such as hay, straw, wood chips, or other items must be fireproofed, and Exhibitor must be able to provide documentation stating such. Fireproofed material must be placed upon plastic covering for display.
7. French Lick Resort is pleased to provide floral and balloon arrangements for purchase through our onsite floral department.
8. Helium balloons may be used for decoration only and must be affixed to a weight or structure.
9. Any questions concerning decorations should be directed to a resort planning manager.

EXHIBITOR’S PROPERTY

1. Neither French Lick Resort, including any officer, director, member, agent, employee or representative of French Lick Resort will be responsible for the safety of the property of the Exhibitor from theft, damage by fire, accident, or other causes, including, without limitation, for property delivered for set up prior to event or property left in the resort after the closing hour of the exhibit.
2. Exhibitors are encouraged to insure their property at their own expense. However, the French Lick resort will make every reasonable effort to maintain the overall safety and security of the event facilities.

FACILITY CAPACITY LIMITATIONS

1. The exhibition hall floor has structural weight limitations. The resort may approve, on a case-by-case basis, any heavy equipment or vehicle over a standard vehicle or truck weight.
2. The north bay door has a maximum height of 13.5 feet and a maximum width of 13.5 feet.
3. The Hoosier ballroom of the Event Center is the only meeting space area that can accommodate the display of standard passenger vehicles.
4. Heavy equipment and vehicles may be approved by the resort on a case-by-case basis.

FACILITIES

1. A freight elevator is available in the Event Center to transport freight, large equipment, and other large items which cannot be transported by guest elevators.
2. The freight elevator should not be used as a passenger or guest elevator.

FIRE SAFETY AND PROTECTION

1. All guests, events and exhibitors must comply with all federal, state, county and local laws and ordinances.
2. Additionally, all guests, events and exhibitors must comply with municipal and regulatory agency rules and requirements as well as requirements by French Lick Resort.
3. The blocking of any fire fighting equipment such as extinguishers, hose adapters, pull stations, exit signage is not permitted.
4. Propane tanks are not permitted inside the facility without prior approval.
5. Booth decorations should be flame retardant. Electrical wiring should be in good condition and conform to National Electrical Code (NEC) standards and safety rules.
6. Open flames such as candle decorations must be approved in advance and enclosed in a safe, non-flammable container.
7. Food vendors may not use any cooking equipment with open flames, coils, or exposed heating elements which could ignite flammable material.
8. The local fire department official and the Indiana Department of Homeland Security Code Enforcement division are the reigning authority on fire protection issues.
9. All exhibitors are encouraged to review the facility evacuation diagrams posted in the Event Center and Exhibit hall area in case of a fire emergency.

FOOD AND BEVERAGE SERVICES

1. French Lick Resort is the exclusive provider of all food and beverage catering services in the Exhibition Center and Event Center without prior approval.
2. Resort services offered are booth catering, boxed lunches, concessions, bakery goods, and bar services.
3. Food and beverages purchased by an outside or off-premises vendor is not permitted in the exhibit space.
4. Exhibitors desiring to use food and beverages as traffic promoters must receive approval from the Resort Planning Department.
5. Approved, limited food preparation may be allowed during an event including hot holding, cold holding, assembly, and/or serving.
6. All food preparation is subject to state and local regulations by the Fire Department, Indiana Department of Homeland Security (Fire Code Enforcement) and the Orange County Health Department.
7. Approved food preparation will require the rental of protective floor mats for carpeting.

FOOD AND BEVERAGE SAMPLING

1. Exhibitors at private conventions and conferences related to food and beverages may “**sample**” foods and beverages.
2. Food and beverage items displayed and consumed are limited to products manufactured, processed, or marketed by the exhibiting company and are relative to the theme of the convention or show.
3. Indiana Alcohol and Tobacco Commission (ATC) regulations prohibit the sampling or distribution of alcohol on the premises by a third-party vendor or exhibitor.
4. All food and beverage items are limited to “sample size”: beverages in a 2-ounce container and food in “bite-sized” samples (2 ounces or less).
5. Standard fees for storage, handling, delivery, etc., will be charged where applicable.



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LOAD IN/LOAD OUT

1. All exhibitor “load in” and “load out” to the Exhibition Hall must come through the north door to decrease any congestion through the front door and the business center.
2. Heavy equipment lifts and operating personnel are available upon request for additional fees. **Requests for lift equipment must be made two (2) weeks prior to group arrival.**
3. The dock area is for the loading and unloading of vehicles only. Any personal vehicles parked outside the dock area during load and unloading times may be removed at the owner’s expense.
4. Overhead doors must be operated by resort personnel and will be available for use after prior arrangement with meeting and events staff.
5. **All exhibits, equipment, displays, etc. must observe floor weight capacities of the respective buildings (if you are unsure of load limits please contact your event planner).**
6. A limited number of utility carts are available for checkout at the Conference Concierge station to assist with the loading and unloading of vehicles. Utility carts should be operated in a safe manner and returned to the concierge station when no longer needed or in use.

MOTOR VEHICLE DISPLAYS

1. The indoor display of motorized vehicles is governed by the Indiana Fire Code (2014 Ed.).
2. Resort policies are required to comply with the code and additional safety concerns.
3. Permission to display vehicles must be obtained in writing thirty (30) days prior to the desired display date. Please note the following requirements:
 - a. Battery cables must be disconnected and secured to prevent the starting of the vehicle while on display. A vehicle with a cut off switch is not required to disconnect the battery cables, but the switch must remain off during display period and not be assessable by the general public.
 - b. Fuel tanks must have no more the one quarter (1/4) tank of gas or five (5) gallons of fuel, whichever is less. Fuel filler caps must be a locking cap or the cap may be sealed with tape.
 - c. Security alarms must be deactivated during display.
 - d. Any transfer of fuel must occur outside of the buildings and must be placed into fuel approved containers.
 - e. Drip pans are required to protect carpeting and/or flooring due to potential leakage.
 - f. Precautions should be taken to prevent a vehicle from rolling.
 - g. Compressed natural gas vehicles must have no more than one quarter (1/4) tank of fuel. Tank isolation valves must be closed during display. Batteries must be secured in the same manner as other vehicles.
 - h. Electric or battery powered vehicles must be charged outside of the buildings.
 - i. High performance vehicles equipped with nitrous oxide as a fuel additive must have the nitrous oxide cylinder removed and secured to prevent tampering.
 - j. Fuel tanks on motorcycles or motor bikes are to be empty and battery cables disconnected and secured.
 - k. Garden tractors, lawn mowers, generators, chain saws, power plants, and other types of fuel powered tools, appliances, vehicles and equipment must be secured and safe-guarded in a similar manner as all other vehicles on display.
 - l. Any act of movement of a vehicle using fuel or electricity as a propellant to demonstrate the parts or operation of a vehicle during a show is prohibited. Please contact a meeting and event planner if this may be necessary.
 - m. French Lick Resort assumes no liability or responsibility for any losses suffered due to theft of any equipment, articles, or property.

PAYMENT

1. For security purposes, credit card information may not be provided in a written format. A resort accounting agent will contact you by phone five (5) to seven (7) days prior to your scheduled event to secure the credit card information and process payment.
2. There will be a seventy-five (\$75.00) fee for any technology or electrical services added the day of processing.
 - a. This fee is in addition to the prices of the services.



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POWER

1. The French Lick Resort is the sole provider of power on the premises.
2. Options for power may be reviewed on the Exhibit Order Form attached.
 - a. Please indicate what type of receptacle plug is needed if using 208 volts.
 - b. Due to limited locations and rooms the need for 208 power may affect the booth layout.
 - c. Please notify the event planning manager if this type of power is needed.

RAFFLES AND GAMES OF CHANCE/CHARITY GAMING

1. The French Lick Resort is regulated by the Indiana Gaming Commission.
2. Due to regulatory requirements and oversight, please contact the event planning manager regarding any raffles or games of chance.

RESORT INDEMNIFICATION

1. Exhibitor assumes entire responsibility and agrees to protect, defend, indemnify, and hold harmless the French Lick Resort, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents of all claims, losses, or damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the French Lick Resort and its employees and agents.
2. Exhibitor acknowledges that neither the French Lick Resort or its owners maintain insurance covering exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by the Exhibitor.
3. Exhibitor assures the legal use of all intellectual property and copyrighted material.

SAFETY AND SECURITY

1. The Exhibit Hall and loading dock become "hazardous work areas" during the "load in" and "load out" process.
2. The consumption of alcohol is prohibited in the area. Horseplay, speeding, and reckless use of equipment will not be tolerated for safety measures.
3. Exhibitors may not enter the area with any material, substance, equipment or objects which may endanger or result in possible injury to other persons or damage the facility.
4. French Lick Resort security personnel and staff reserve the right to inspect any carton, bag, satchel, container, briefcase, luggage or packages brought into or leaving the facility.
5. Firearms and/or weapons of any kind are prohibited in the event facilities except for law enforcement officials. Abusive language, threats of harm, assaults, vandalism, theft or attempted theft, or offensive acts will result in immediate expulsion from the premises.
6. The French Lick Resort retains the right to institute appropriate safety and security measures deemed necessary for the safe operation of persons, events and facility management.

SHIPPING AND RECEIVING

1. Due to limited space for storage at French Lick Resort, it is recommended Exhibitors make shipping arrangements with the decorator assigned to handle the event for proper coordination.
2. If shipping directly to the Resort, please plan to deliver no more than seventy-two (72) hours prior to show dates.
3. The signature for packages requires necessary information (Please see Shipping and Label document attached): **(1) Name of the group, (2) dates of events, (3) company name, and (4) booth number assigned.**
4. Please address all packages to **French Lick Resort, 8331 West State Road 56, Suite #3, West Baden, IN 47469.**

PLEASE FEEL FREE TO CONTACT FRENCH LICK RESORT FOR ANY QUESTIONS OR CONCERNS



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Exhibitor Order Form

GROUP ID: _____ Booth #: _____

Event Information

Event Name: _____ Dates: _____

Contact Information

Company Name: _____ On-Site Contact: _____

Electrical

	Quantity	Days	Daily Rate	Total
120 Volt Outlet (20 amps)			\$50.00	
208 Volt Outlet (20 amps)			\$80.00	
208 Volt (30 amp) - Exhibition Hall Only			\$90.00	
208 Volt (50 amp) - Exhibition Hall/Windsor Only			\$ 100.00	
208 Volt Outlet (0 - 20 amps - 3 wire conductor) - Hoosier Only			\$ 125.00	
Addition Power Strip w/ Extension Cord			50.00	
			Electric Total:	
			7% Sales Tax:	

Audio/Visual

	Quantity	Days	Daily Rate	Total
42" Samsung LCD TV			\$ 200.00	
55" LG LED TV			\$ 300.00	
65" Samsung LED TV			\$ 400.00	
80" Sharp LED TV			\$ 500.00	
Blu-Ray Player			\$75.00	
Windows Laptop			\$ 150.00	
Video Cables (VGA, HDMI, ET etc.)			\$25.00	
LED Par Uplight			\$50.00	
5' Easel			\$20.00	
			AV Total:	
			7% Sales Tax:	
<i>The a/v service fee is calculated by adding the a/v total multiplied by the 21% only (no tax)</i>			21% AV Svc Fee:	

Equipment

	Quantity	Days	Daily Rate	Total
Rug (Mandatory for Vendors Cooking)			\$20.00	
Pallet Jack			\$50.00	
Facility Personnel - By the Hour	hours		\$50.00	
Genie Personal Lift*			\$ 400.00	
Fork Lift* - (Must be operated by facilities personnel)			\$ 400.00	
- <i>Please provide Plug Configuration for 208 Power Requests for ALL 208 Power Needs</i>			Equip Total:	
- <i>There will be a \$75 plus total of all charges for any requests added day of</i>			7% Sales Tax:	
			Total:	



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RES ID: _____ Booth #: _____

Exhibitor Payment & Acknowledgement Form

Event Information

Event Name: _____ Dates: _____

Contact Information

Company Name: _____

Address: _____
City State Zip Code

On-Site Contact Name: _____

Email: _____ Cell Phone: _____

Payment Information

*For your security, **DO NOT** write the credit card number on this form. A Resort Revenue Agent will contact for payment information prior to your event. Please check the box below if you would like a copy of your*

Cardholder Signature: _____ Receipt:

Address: _____
City State Zip Code

Phone Number: _____ Last Four Digits of Credit Card: _____

Total Amount to be charged _____ (from pg.5)

AGREEMENT ACCEPTANCE: The exhibitor acknowledges that a duly authorized representative of the exhibiting company has read, understands and accepts the terms and conditions of the agreement and guidelines.

Signature: _____ Date: _____

Disclaimer

The resort is not responsible for any lost, stolen, damaged, or misdirected equipment, personal items, or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in Resort facilities outside of event hours.

This Form along with the Completed Exhibitor Order Form must be received a minimum of 3 Weeks prior to your arrival.

Please email to exhibitor@frenchlick.com, for any questions please call 812-936-5824.

Please Do Not Write Below - For French Lick Resort Office Use Only

Credit Card Number: _____ Exp. Date: _____

Name on Card: _____ CVV Code: _____



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Please mail to:

FRENCH LICK RESORT
8331 WEST ST RD 56
STE #3 WEST BADEN,
IN 47469

EVENT NAME: _____ **DATES:** _____

BOOTH/ROOM: _____

COMPANY NAME _____

ON-SITE CONTACT NAME: _____

ON-SITE CELL NUMBER: _____

KEEP THIS PAGE FOR PACKAGE / SHIPPING