



FRENCH LICK RESORT®
FRENCH LICK & WEST BADEN · INDIANA

EXHIBITOR GUIDELINES

AGREEMENT FOR SPACE

1. The Exhibitor will acknowledge by Signature on the attached Order form that a Duly authorized rep

ANIMALS

2. FLR is a pet friendly hotel with a 75lb limit;
3. Apart from ADA Service Animals, animals are not permitted inside the Event Center meeting rooms and Exhibition Hall during mealtimes or around food stations.

DECORATIONS

1. Decorations must not be affixed to walls, windows, columns, by tape, nails, staples, or other methods. Decorations may be affixed to sound dampening boards, ceilings, and doors by FLR personnel, which may incur an additional cost.
2. Decorations must not block emergency lighting, facility signage, access to fire safety equipment or flow of the HVAC system.
3. FLR reserves the right to remove any decoration for any reason it deems valid.
4. FLR is pleased to provide floral and balloon arrangement services for purchase through our on-site floral department. Helium balloons may be used for decoration only and must be securely affixed to a weight or structure.
5. Hay, straw, wood chips, and any other flammable material to be used for decorative purposes must be fireproofed. Plastic covering must be placed on the floor before the material is displayed, and the material must be contained from spreading beyond the plastic covering.
6. Any questions concerning Decorations should be directed to a Resort planning manager.

CAPACITY

1. Exhibition Hall: Floor is 4" thick. The Director of Facilities on a case - by - case basis must approve any equipment or vehicle over standard car/truck. North bay door – max height and width 13.5'x13.5'
2. Hoosier Ballroom is the only room within the Event Center that can accommodate passenger vehicles. Heavier equipment/vehicles may be approved on a case - by - case basis.

FACILITIES

1. A Freight Elevator is available to transport freight, large equipment, and large items that cannot be accommodated by the guest elevators. This elevator must not be used as passenger or guest elevator.

FIRE SAFETY

1. For safety, all events and guests must comply with all laws of the United States and the state of Indiana, all ordinances of French Lick and West Baden Springs, and all rules and requirements of the police and fire departments of other municipal authorities of French Lick and West Baden Springs and all rules and regulations as prescribed by FLR.
2. Nothing is permitted to block any fire-fighting or emergency equipment throughout the property. This includes fire hose and extinguisher cabinets, as well as fire pull boxes. Aisles and fire doors must be kept free for use.
3. Propane tanks are not permitted in the facility without written approval.



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4. All candle decorations must be approved in advance and must be enclosed in a nonflammable container.
5. Grease or other waste material are never to be poured into drains. Grease and any hazardous material must be removed in proper containers in accordance with applicable regulations and ordinances.

6. All forms of smoking are prohibited within FLR properties other than in the designated Outdoors Areas and within the Designated Area of the Casino.

FOOD AND BEVERAGE

1. FLR is the exclusive provider of all food and beverage catering.
 - a. Services offered include booth catering, boxed lunches, concessions, bakery, and bar services.
 - b. Outside food and beverage is not permitted in the exhibit space.
 - c. Exhibitors wishing to utilize food and or beverages as Traffic Promoters must receive approval from the Event Planning department.

SAMPLING

1. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the following guidelines.
 - a. Items displayed and consumed are limited to products manufactured, processed, or marketed by the exhibiting company and are related to the theme of the show.
 - b. Indiana state law prohibits the sampling and distribution of any alcoholic beverage.
 - c. All items are limited to SAMPLE SIZE.
 - Beverages are limited to 2 oz. container.
 - Food items are limited to a "bite size", two oz. or less.
2. Standard fees for storage, handling, delivery, etc. will be charged where applicable.

COOKING AND PREPARATION

1. Only limited food preparation is allowed during an event including hot holding, cold holding, assembly, and/or serving.
2. All cooking requires prior written approval from FLR and must be in accordance and with written approval of the State of Indiana Fire Marshal and local Fire Department, as well as the Orange County Health Department.
 - a. If cooking in a booth, floor mats must be rented to protect carpet / flooring.

LOAD IN/LOAD OUT

1. For loading into the Exhibition Hall, all exhibitor load in and load out is to come through the north garage door to decrease congestion in front door and business center.
2. Heavy equipment is available upon request. See French Lick Resort Exhibition Order Form for details.
 - a. **Requests must be received by two (2) weeks prior to the group's arrival.**
3. The dock is for the loading and unloading of vehicles only.
 - a. Any vehicles parked in the dock outside of load in and load out times may be removed at the owner's expense.
4. Overhead doors will be operated by Resort personnel and will be available or used only after prior arrangement is made with Meeting and Events staff.
5. All exhibits, equipment, displays, etc. must observe the floor load capacities of the building.



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- a. If you are unsure if your vehicle or equipment is in excess of the load limit, please reach out to your Event Planner.
6. A Limited number of utility carts are available to be checked out at Conference Concierge to assist with loading and unloading of vehicles.
 - a. Utility Carts must be operated in a safe manner and returned to the Event Center Concierge desk when no longer in use.

MOTOR VEHICLES DISPLAY

1. All vehicles must adhere to the following policies:
 - a. Permission to display vehicles must be obtained in writing form FLR 30 days prior to display date.
 - b. Battery cables must be disconnected and secured.
 - c. A vehicle with a cutoff switch is not required to disconnect the battery cables, but switch must remain off throughout entire show and cannot be accessible to the public.
 - d. Fuel tanks must have no more than ¼ tank of gas or five (5) gallons of gas, whichever is less.
 - e. Fuel filler caps must be equipped with locking cap and/or sealed with tape.
 - f. Alarms must be deactivated for the length of shows.
 - g. Transfer of fuel must happen **outside** of the building and must be into proper containers.
 - h. If necessary, precautions may be required to prevent vehicles from rolling.
 - i. All meeting and event spaces are carpeted therefore drip pans are required under vehicles to prevent leakage.
 - j. Compressed natural gas vehicles must have a maximum amount of fuel of no more than one fourth (1/4) of a tank. Individual tank isolation valves must be closed once the vehicle has been positioned. Batteries must be secured in the same manner as with gasoline or diesel-powered vehicles.
 - k. Electrical/battery powered vehicles must recharge batteries outside the building.
 - l. High performance powered vehicles equipped with nitrous oxide as a fuel additive must have the nitrous oxide cylinder removed and/or secured to prevent tampering.
 - m. Gasoline tanks on motorcycles or motor bikes are to be empty. Battery cables need to be disconnected and secured.
 - n. Garden tractors, lawn mowers, generators, chain saws, power plants, and other types of petroleum fuel operated power tools, appliances, vehicles and equipment shall be secured and safe guarded in a similar manner as noted above.
 - o. Any act involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a show is prohibited. Please speak with the meeting and event planner if this is necessary.
 - p. FLR assumes no responsibility for losses suffered by the client or their agents occasioned by theft of any equipment, articles, or property.

PAYMENT

1. To remain PCI compliant, no credit card information can be written down.
 - a. An Accounting Agent will call you 5-7 prior to the event to receive the Credit Card Number and Process Payment.
2. There is a \$75 fee for anything technology or electricity that is added day of
 - a. This Fee is in addition to the price of the service.



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POWER

1. French Lick Resort is the sole provider of power.
 - a. To see options please refer to the Exhibitor Order Form (page 6 of 7)
2. Please express on the form what type of plug is needed if using 208 volt.
 - a. Due to Limited Locations / Rooms this may affect Booth Layout, if 208 Power is needed Please Notify your Event Planner.
 - b. To ensure the correct plug is provided please attach a picture to the end of this form.

RAFFLES AND GAMES OF CHANCE/CHARITY GAMING

1. Please contact the event planner to learn about Indiana Gaming Commission regulations regarding raffles and games of chance.

SAFETY AND SECURITY

1. During Load In and Load Out, the exhibit hall and loading dock are hazardous work areas. As such, the following will be strictly enforced.
 - a. No drinking of alcoholic beverages or the use of controlled substances will be permitted, no horseplay, no speeding or reckless use of equipment.
2. Exhibitors cannot bring any material, substance, equipment, or object which may endanger the life of, or cause bodily injury to, any person in the facility, or which may constitute a hazard to the building or the property therein.
3. French Lick Resort Security personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage or package brought into or taken out of the facility.
4. The carrying of firearms and/or other weapons of any kind within the facility is limited to "officers of the law" unless prior written approval is obtained from French Lick Resort Management.
5. The facility accepts no responsibility for loss of equipment left unsecured in the exhibitor's area.
6. Abusive language, threats, assault, vandalism, theft, and similar acts will result in the immediate removal of the offender from the premises.
 - a. In case of violation of the law, charges may be filed for prosecution.

SHIPPING AND RECEIVING

1. Due to limited space at the Resort for receiving and storage it is recommended that Exhibitors make shipping arrangements with the decorator handling the event.
 - a. If shipping directly to the Resort, please plan to deliver no more than 72 hours prior to show dates.
2. To sign for a package, the following information needs to be located on the package.
 - a. Please see the Shipping Label document (Page 7).
 - b. All packages need to include the following information.
 - c. Name of Group, Dates of Events, Company Name, and Booth Number
3. Please address all packages to:

***French Lick Resort
8331 West St Rd 56 Ste #3
West Baden, IN 47469***

Please contact French Lick Resort with further questions or concerns.



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RES ID: _____ Booth #: _____

Exhibitor Order Form

Event Information

Event Name: _____ Dates: _____

Contact Information

Company Name: _____ On-Site Contact: _____

Electrical (Includes (1) Extension Cord)	Quantity	Days	Daily Rate	Item Total
120 Volt Outlet (Maximum 20 Amps or 2,200 Watts)			\$ 50.00	
208 Volt Outlet (Maximum 20 Amps or 3,600 Watts)			\$ 80.00	
208 Volt Outlet (Maximum 20 Amps or 6,000 Watts)			\$ 90.00	
208 Volt (31-50 amp) - Exhibition Hall/Windsor Only			\$ 100.00	
208 Volt Outlet (0 - 20 amps - 2 wire conductor) - Hoosier Only			\$ 125.00	
Additional Power Strip and Extension Cord			\$ 30.00	
<i>Specify 208 Plug Type:</i>			Electric Total:	

****Plug configuration required for any non-standard 120 volt power needs. ** Please attached picture to the end of this form****

Audio/Visual	Quantity	Days	Daily Rate	Item Total
55" LCD Display (includes 6' stand, cables, and technical support)			\$ 300.00	
65" LCD Display (includes 6' stand, cables, and technical support)			\$ 400.00	
80" LCD Display (includes 6' stand, cables, and technical support)			\$ 500.00	
Blu-Ray Player			\$ 75.00	
Windows Laptop			\$ 200.00	
LED Uplight			\$ 75.00	
Video Cables (VGA, HDMI, ET etc.)			\$ 25.00	
5' Easel			\$ 20.00	
<i>All Audio-Visual rentals are subject to a 22% service fee</i>			AV Total:	

Equipment	Quantity	Days	Daily Rate	Item Total
Rug (Mandatory for Vendors Cooking / Using Fryer)			\$ 20.00	
Pallet Jack			\$ 50.00	
Facility Personnel - By the Hour		hour:	\$50.00 /hr	
Genie Personal Lift <i>*Must be operated by facilities personnel.</i> Time:			\$ 400.00	
Fork Lift <i>*Must be operated by facilities personnel.</i> Time:			\$ 400.00	
			Equipment Total:	

****There will be a \$75 charge for any items added day of the event****
****Any Unreturned or Damaged item may result in extra fees****

Sub Total: _____
7% Sales Tax: _____
22% AV Service Fee: _____
Total: _____



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RES ID: _____ Booth #: _____

Exhibitor Payment 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)

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.

If you are having items shipped to the resort be sure to use the attached shipping label

**** 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: _____

Please call Conference Concierge at 812-865-6568 with any questions or concerns.

****Use attached shipping Label when mailing/shipping items****

****If you have requested 208 Volt Outlet please include picture of plug configuration****