



THE HYPHE  
VAII

## EXHIBITOR KIT

All exhibitors must fill out this kit 2 weeks prior to arrival regardless of their needs so that we can ensure each exhibitor is accounted for in our preparation for your show.

**For billing purposes**, please note that our standard method of charging for any services requested is to post charges to the guest room. If you are **not** a guest of the hotel or prefer to use an alternative method of payment a secure link will be sent to complete an authorization form.

Please fill out the forms and **email** them to the Resort **no later than 2 weeks prior to the show date** to ensure that all of your needs can be accommodated on site.

Any audio visual, power, and/or Wi-Fi request should be directed to:

Victor G. Ramos – Encore Global Sales Manager

M +1-505-363-5814

[victor.ramos@encoreglobal.com](mailto:victor.ramos@encoreglobal.com)

General exhibitor questions should be directed to 970.476.4444.

## SHIPPING AND RECEIVING CHARGES

We have the ability to receive UPS, Fed Ex / Freight and USPS packages. We will be happy to assist you with your shipments. With regard to outgoing packages, we can prepare shipments via Federal Express. We are also a drop-off location for UPS packages and packages with UPS air-bills are acceptable for outgoing shipments.

Vendors will be responsible for their own shipping charges, unless otherwise instructed by the group contact.

UPS will pick up/drop off Monday – Friday. Fed Ex express will pick up/drop off Monday – Friday between 2 – 4 PM. Fed Ex Ground will pick up/drop off Monday – Saturday between 4 – 6 PM.\*

\*Depending on distribution centers and holidays, deliver days and times are subject to change

The following Handling Fees will be applied by the Hotel to shipments:

Item Weight	Handling Fee
1lbs – 9lbs	\$5.00
10lbs – 19lbs	\$15.00
20lbs – 49lbs	\$30.00
50lbs – 99lbs	\$45.00
100lbs – 150lbs	\$75.00
Freight 150lbs – 499lbs	\$100.00
Freight >500lbs	\$150.00

Shipments can be received and stored at the hotel no earlier than 3 business days prior to the group arrival / exhibitor event. Shipments received earlier are subject to storage fees and may be turned back if they cannot be accommodated at the Resort due to storage limitations.

## BOX LABELING EXPECTATIONS\*

The following information should be clearly stated on all packages as follows:

**Vendor Exhibitor Name:** Name of Guest/Vendor  
**Company Name:** Vendor / Exhibitor Company Name  
**Conference Name:** Name of Group, Arrival Date  
**Address:** The Hythe Vail  
715 West Lionshead Circle  
Vail, CO 81657  
Box 1 of 1, 1 of 2, etc.

Example: John Doe, XYZ Company  
ABC Group, Arriving 06/14/21  
The Hythe Vail  
715 West Lionshead Circle  
Vail, CO 81657  
Box 1 of 1, 1 of 2, etc.

Group Name: Ultimate Colorado Mid-Winter Meeting  
Group Dates: 1/27/24-2/2/24

\*If boxes are incorrectly labeled we cannot guarantee they will be in the exhibit hall during set up as tracking numbers may be required



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## EXHIBITOR SHIPPING FORM

PLEASE SEND THIS FORM 2 WEEKS PRIOR TO THE SHOW DATE TO:

[exhibitorform@thehythevail.com](mailto:exhibitorform@thehythevail.com)

COMPANY/EXHIBITOR/VENDOR NAME \_\_\_\_\_

GUEST NAME \_\_\_\_\_ Hotel Confirmation # \_\_\_\_\_

EMAIL\*\* \_\_\_\_\_

### BOX HANDLING

**Please circle the appropriate responses so that we can be prepared to manage your materials**

Will you be shipping packages to the Resort? Yes No

Will you be shipping packages out at the end of the show? Yes No

What are you planning to ship to the Resort?

Small Boxes – 10lbs. or less

Small Cases – 10-25lbs

Large Cases – 25 to 150lbs

Palettes/Freight under 100lbs

Crates/Palettes over 500lbs

Do you have any special needs or arrangement we should be aware of regarding your shipment(s)? Please list information below:

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**\*\* If you are *not* a guest of the hotel or prefer to use an alternative method of payment please be sure to provide the appropriate email for the credit card authorization form to be sent via a secure link**

Group Name: Ultimate Colorado Mid-Winter Meeting  
Group Dates: 1/27/24-2/2/24