



**LA SCREENINGS 2019
INDEPENDENTS: MAY 14-17th, 2019
STUDIO SCREENINGS: MAY 18-24th, 2019
INTERCONTINENTAL EXHIBITING SUITE FORM**



EXHIBITING SUITE NUMBER(S): _____

COMPANY INFORMATION	
LAST NAME (PLEASE PRINT):	FIRST NAME (PLEASE PRINT):
COMPANY NAME (As it should appear on all public listings):	ON-SITE CONTACT NAMES (WILL HAVE ACCESS TO SUITES):
ADDRESS:	CITY/STATE: COUNTRY/ZIP: Or POSTAL CODE:
PHONE NUMBER:	EMAIL:
ARRIVAL DATE:	DEPARTURE DATE:
NUMBER OF NIGHTS:	IMPORTANT: EXHIBITING ROOMS MUST BE RESERVED AT LEAST 1 DAY PRIOR TO YOUR EXHIBITING ARRIVAL DATE (FOR BED REMOVAL AND SET UP). IF YOU HAVE MULTIPLE SUITES, WE RECOMMEND RENTING 2 DAYS PRIOR TO MEETINGS STARTING.

SUITE TYPES	
<input type="checkbox"/> 1 BEDROOM EXECUTIVE SUITE \$395 + TAX	<input type="checkbox"/> SUPERIOR ROOM BALCONY \$345 (TO USE AS A CONNECTOR TO THE MAIN SUITE)
<input type="checkbox"/> 1 BEDROOM PREMIER SUITE \$645 + TAX	<input type="checkbox"/> DELUXE TERRACE ROOM 1 KING BED \$385 + TAX
<input type="checkbox"/> 1 BEDROOM PREMIER SUITE (WITH TERRACE) \$745 + TAX	<input type="checkbox"/> STUDIO SUITE BALCONY 1 KING BED \$385 + TAX
<input type="checkbox"/> ELITE RESIDENCE SUITE (1 BEDROOM) \$945 + TAX	<input type="checkbox"/> DO NOT REMOVE BED (Someone will be sleeping in the suite)
<input type="checkbox"/> ELITE HONEYMOON SUITE \$1,045 + TAX	

FURNITURE REMOVAL	RATE	CHECK BELOW REQUIRED
Bed Only	\$250.00	
Bed and Desk Chair	\$350.00	
Bed, End Tables and Desk Chair	\$450.00	
OTHER REQUESTS	RATE	CHECK BELOW REQUIRED
Mini Fridge	\$25.00	

ADDITIONAL ORDERS	REQUIRED	NOT REQUIRED
Audio Visual Needs		
Food and Beverage *Please contact RAMONA BURNS @ RAMONA.BURNS@IHG.COM		

IMPORTANT: Check-In is at 3:00 PM. Check-Out is at 12:00 PM. If you need to hold meetings after the 12:00 PM check-out time, you will need to reserve the room for another day.

****Shipments MUST BE addressed to: On-Site Contact, Exhibitor Company Name and Suite Number.**

I hereby authorize THE INTERCONTINENTAL HOTEL to charge my credit card for the **total number of nights** of my stay. **I understand that charges are non-refundable if reservation is cancelled.** Credit card required at check in for incidentals on the suite.

CARD TYPE:
ACCOUNT #:
EXPIRATION DATE:
CARD HOLDER'S NAME (Please Print):
AUTHORIZED CARD SIGNATURE:

I UNDERSTAND THAT ALL ROOM NIGHTS WILL BE CHARGED AT THE TIME OF SENDING THIS FORM:

SIGNATURE: _____ **DATE:** _____

GENERAL INFORMATION

Deadline to submit

Welcome to LA SCREENINGS 2019 at the Intercontinental Los Angeles Century City Hotel. This packet is a supplement to The Intercontinental Hotels website information and as such will supersede several policies listed in our regular packet of information.

RESERVATION PROCEDURES:

1. All exhibiting suite reservations must be made using the Exhibiting Suite Form. **Deadline to submit Exhibiting Suite Form is April 10, 2019.**
2. All format details must be completed on the Reservation Form.
3. Keys to this room will be made available to the company after 3:00PM on the **day the suite is occupied or advertised**. Should you wish to access the suite prior to 3:00PM, you will need to reserve the suite the day prior. **Please contact the hotel for extra night pricing.**
4. All suites used as meeting or screening rooms must have room and tax prepaid for all nights. A credit card must be supplied upon check-in for incidentals, \$100.00 per room.
5. For all rooms used as screening or meeting rooms, an on-site primary contact must be provided. This individual will be responsible for checking the suite in and out, all incidental charges and must be an authorized signer for the suite.
6. Any authorized signer wishing to check-in a room for a colleague not physically present at the Front Desk must be listed on the reservation and supply a credit card for the room's incidental charges.
7. Any sleeping rooms that need to be **pre-assigned the day before the guest's arrivals** require an **additional night's rental prior to the actual arrival date of the guest**. For simplicity, utilize the Event Start Date as explained in item 3 of the topic to communicate your guest's actual arrival date. These requests must go directly thru LA SCREENINGS.
8. Check, credit card or wire transfer must accompany all reservations. All room & tax must be 100% prepaid prior to arrival.
9. All guests that will require key access to the exhibit suite must be listed as accompanying guests.

SUITE BILLING METHODS:

1. Billing methods are as follows:
For all groups, ROOM, TAX and EXHIBIT SUITE related charges must be 100% Prepaid: (Room Rate, Occupancy Tax, Exhibit suite related charges must be 100% prepaid. Incidental Charges signed to the exhibit suites will be the sole responsibility of the registered guest).

SUITE BILLING METHODS:

- a) **100% PRE-PAID.** Please note that a group can only apply for Direct Billing if their estimated meeting related charges exceed \$20,000.00. All groups with estimated charges below \$20,000.00 will be on a 100% pre-payment status. Credit applications must be received at least 2 weeks prior to your arrival.
2. Payment methods are as follows:
 - a) **CREDIT CARD** (Supplied at the time of rooming list). This card will be charged 100% of non-refundable room and tax at the time of booking.
 - b) **COMPANY CHECK** (Supplied 30 Days prior to arrival date.) Within 30 days of arrival all payments must be made by Certified Check or Wire Transfer.
 - c) **WIRE TRANSFER**

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PAYMENT INFORMATION:

CHECK PAYMENTS MAIL TO
Intercontinental Hotel
2151 Avenue of The Stars
Los Angeles, CA 90067

WIRE TRANSFERS SEND TO
Account Name – IHG MANAGEMENT MARYLAND

Wiring Instructions:
Bank of America
101 South Tryon Street
Charlotte, NC 28255

Swift code is BOFAUS3N

Account Number: 4426363466
ABA: wires only 026009593 / ach's only 111000012

\$35 Wire Transfer Fee

FOR PAYMENT INQUIRIES PLEASE CONTACT
Contact Ramona Burns
Ramona.Burns@ihg.com

AUTHORIZED SIGNERS:

For All Groups with The hotel a list of Authorized Signers is required. This list provided by you to the hotel authorize those listed to place charges on the Company's Master Account. As such, any and all charges approved by an Authorized Signer will be the sole responsibility of the Company for payment to the hotel. This list shall be due to the hotel 30 Days prior to arrival.

FRONT OFFICE CHECK-IN PROCEDURES:

1. All meeting rooms that require the installation of rental furniture must be rented (24 hours) prior to actual event date. All suites requiring additional data or phone lines must be rented at least (24 hours) prior to the start of the actual event date. The hotel can make keys available to your set-up crew by 3:00PM the first day the suite is held; however, it is understood that the hotel must have unlimited access to the suite during the setup day(s). The hotel will also work on a case-by-case basis with each participant to determine the number of days advance set-up is required in all cases the maximum number will be 2 days.
2. Check-in time is 3 PM. Checkout time is 11 AM.
3. Up to (4) suite keys can be made for each screening or meeting room. If you require more, please alert your CSM prior to your arrival.

HOUSEKEEPING:

A \$2.00 housekeeping charge per room, per night charge will apply to all exhibiting and sleeping rooms.

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BED REMOVAL POLICY:

In the event that an Exhibitor requests the bed to be removed, a onetime bed removal fee of \$250.00 per room will apply. Please refer to exhibiting form for additional furniture removal pricing.

FURNITURE RENTAL:

Furniture Rental is available through AFR Furniture. AFR Furniture has extended the LA Screenings furniture rental rate to all companies participating here at The Intercontinental, with an added labor charge for time required to deliver and pick-up furniture. The AFR catalog includes color brochures and rental forms. All forms should be sent directly to AFR. Please note that any furniture deliveries may not take place until the date keys are issued to your group. A representative from your company must be available in the Suites when furniture is delivered and picked up. This can be coordinated directly with AFR.

USE OF TELEVISIONS:

1. All Intercontinental televisions/plasma screens are to remain in their respective locations and are not to be disconnected from the hotel's hospitality network.
2. The Intercontinental will not allow the removal of televisions.
3. Under no circumstances shall any guest disconnect or reconfigure any Intercontinental Television.
4. Any unauthorized use of an Intercontinental Television as a monitor is strictly prohibited and will result in a fine related to the damages incurred.
5. Should you need additional televisions, monitors or audiovisual equipment brought to the exhibitor suites, please contact authorized A/V vendor, PSAV. PSAV AV will be happy to provide all required televisions, VCR's, DVD's, monitors, etc.
6. **PLEASE NOTE: There are no DVD Players in any guestrooms/suites.**

SIGNAGE/BRANDING GUIDELINES – GUEST ROOM FLOORS

The following guidelines pertaining to signage and branding on the Hotel's guestroom floors and hallways will be in effect:

ALLOWED

- Signage/Branding inside of the reserved guestroom such as pop up banners, standing posters inside the room.
- Any additional signage outside of your exhibiting suites needs to be approved by LA Screenings. Please contact Isabella Marquez at imarquez@eventstm.com.
- LA Screenings provides a door sign that exhibitors must order. Please refer to the website for pricing under Exhibiting Information (www.lascreenings.org).

NOT ALLOWED

- Signage/Branding on Hotel furniture or décor in hallways unless prearranged with Hotel.
- Signage/Branding on the exterior of the building including anything on balconies that can be viewed from other guestrooms.
- Signage/Branding in the hallway.

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SIGNAGE/BRANDING COSTS

Suite Door Number Signage outside suite thru EventsTM, refer to website for pricing.
Additional sponsorship/branding opportunities, please contact Isabella Marquez at:
imarquez@eventstm.com

SIGNAGE:

Displays, signs, and/or decorations may not be used unless the hotel gives written approval for them. If approved, the patron agrees to be responsible for any damage done to equipment or function room during the time the premises is under their control, including damage or excessive cleanup made necessary by florists, decorators, or outside agencies during setup or tear-down. Signage is not permitted on the guest room levels, elevators, main lobby areas, or the building exterior.

1. The hanging of any item from a Fire System detector or sprinkler is strictly prohibited.
2. In order to denote locations of suites per floor, suite assignments will be posted in the lobby Elevator landing, as well as on each floor.
3. Only the suite number signs approved by LA SCREENINGS can be used outside or inside the suites.
4. The hotel will not allow the affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, tape or any substance unless approved, in advance.

SHIPMENTS INTO THE HOTEL:

All freight shipments should be sent to hotel using labels provided online (www.lascreenings.org), please see the **InterContinental Drayage Form**.

If you plan to hand carry your items, you may bring them up directly yourself or utilize the hotel bellman service. The InterContinental does not provide any carts for movement of your materials. The only option is to use Bellman Services. Bellman carts will not be available for your personal use.

The hotel will accept exhibitor shipments according to above specifications 3-Day prior to **your** arrival date.

Intercontinental Hotel
Attention: Your Name
Company: Your Company Name
Suite No.: Main Suite Number
2151 Avenue of The Stars
Los Angeles, CA 90067

******PLEASE NOTE******

The hotel will receive shipments at the above address 3 Days Prior to your arrival date. Shipments arriving at the show site prior to this date may be refused. If accepted, your shipment will incur additional storage & handling charges from the hotel. All additional charges are the sole responsibility of the Exhibitor.

In All CASES the hotel has sole authority to direct and or modify deliveries of freight, AV Equipment, additional furniture and materials to all suites.

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HIGH SPEED INTERNET ACCESS:

Hotel Internet is complimentary.

FOOD & BEVERAGE GUIDELINES:

The following guidelines shall be used for all Food & Beverage taking place in your exhibiting suite(s).

PRICES

- Prices listed are current and are subject to change without notice.
- Prices are subject to a 9.50% food and a 23.00% taxable operations charge and prevailing California sales tax will be applied to all food and beverage pricing.

ORDERS

Please place all of your food and beverage orders for the hotel by filling out the F&B Form provided on the website (www.lascreenings.org) and sending to Ramona Burns (ramona.burns@ihg.com). **Deadline to submit is April 26, 2019.**

Should you choose to select items from our published Banquet Menus (and not our exhibitor menus provided), customization may be necessary due to limited number of guests relative to menu size, and pricing is subject to change.

CANCELLATIONS

- Should it be necessary to cancel a catered function, the following policy concerning refunds will apply:
 - 90 days or more prior to your event - full refund
 - 90 days and more than 30 days prior to your event - 50% refund
 - 30 days or less, prior to the event - no refund

LIQUOR SERVICE

- The hotel reserves the right to refuse service to any person who visibly appears to be intoxicated and all guests must be 21 years of age or over before alcoholic beverages are permitted to be served.

SECURITY

- If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide at your expense, security personnel supplied by a reputable licensed guard or security agent doing business in the city or county in which we are located, which agency will be subject to our prior approval. The hotel Security team can also provided security with three weeks advance notice.

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LIABILITY

- Your organization agrees to protect, indemnify, defend, and hold harmless The hotel and its employees and agents against all claims, losses, or damage to persons or property, government charges, fines, and costs (including reasonable attorney's fees) arising out of or connected with the use of the facilities, including but not limited to the installation, removal, maintenance, occupancy or use of the premises, or any part thereof, by Organization, or any guest, invitee or agent of Organization or any independent contractor hired by Organization, except those claims arising out of sole negligence or willful misconduct of The hotel .
- The hotel is not responsible for loss or damage to any property, which the organization or its guests bring to the hotel before, during, or after the use of the facilities.

MISCELLANEOUS

- If our obligations under this agreement are not met for any reason beyond our control, our failure is completely excused and we may cancel this Agreement by returning your deposit. The following is a partial list of events that, if they occur, would be considered reason beyond our control: strikes, labor disputes, accidents, government restrictions on travel, hotel operations, goods or supplies, acts of war and acts of God. If, for any reason, the reserved space is not available for the function, other space of comparable quality in the Hotel will be substituted for and accepted by you.
- The hotel reserves the right to make the final decision concerning the suitability of holding a function outdoors or relocating it indoors due to inclement weather. The decision of the Hotel will be final. All contracted entertainment must conclude no later than 9:00PM in the garden area (music must end at 9 PM) and 1:00 AM in the ballroom(s). Set up times will be determined by the Convention Services Departments.
- Any function that has an admission charge or fee, or has merchandise for sale, must be approved by the hotel and licensed. A copy of the Certificate must be presented to your Convention Services Manager three (3) days prior to the event.
- There will be a handling charge for incoming and outgoing packages. Contact your Convention Services Manager for more information.

FLOOR PLANS

Floor plans for meetings and food and beverage functions with 300 people or more must be approved thirty (30) days prior to the date of the function(s). Therefore, all decorations, audiovisual, and room setup requirements must be received by the Catering Department no later than forty-five (45) days prior to function(s).

Floor plans are final once they are approved by the Fire Department. Therefore, no changes or alterations can be made with the exception of deleting equipment, tables, and decorations.

If requirements are not received by your Convention Services Manager forty-five (45) days prior to function(s), the room setup will be at the Hotel's discretion.

DECORATIONS

It is the responsibility of the organization to ensure their contracted decorator provides your Convention Services Manager with all proper certification of fire-retardant materials for submission. This must be done at the same time as the submission of the floor plan.

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