

WI County Highway Association January 2012

Move In/Out

Check in is 4 pm. Chula Vista will make every effort to have your hospitality suite ready by 1pm. Check out is 10:30am.

Tables/Chairs

For vendors purchasing food or beverage from the Chula Vista Resort, tables and chairs will be provided at no additional charge. Tables and chairs must be ordered by 3 pm on 12/9/2011 along with food & beverage or the standard table rental charge of \$15.00 per table and \$ 5.00 per chair will apply.

If you are not purchasing food and beverage from the Chula Vista Resort tables and chairs can be provided at the following rates: \$ 15.00 per table (60" round, 18" x 96" rectangle or 30" x 96" rectangle) and \$ 5.00 per chair. Placement of tables cannot block existing exists. All charges are subject to a 19% taxable service charge and 6.5% state and local tax.

Food and Beverage

Food and beverage orders must be placed by 3 pm on 12/9/2011 *by contacting Amber Kaminski (608) 254-1613 or email amberk@chulavistaresort.com*. Orders received after 3 pm on 12/9/2011 will be subject to a 20% surcharge. Surcharge does not apply to re-orders of food and/or beverage. If you prefer something not currently listed please call Amber Kaminski. In order to ensure the safety and health of guests, food items can only be presented for a total of 2 hours, after which Chula Vista staff will remove items. All charges are subject to a 19% taxable service charge and 6.5% state and local tax.

Ice

Ice service in vendor rooms is provided in advance by the order date complimentary. Otherwise the fee is \$8.00/10 lb bag. The use of bath tubs or whirl pools are prohibited. Please bring appropriate coolers or storage containers.

Beds

Chula Vista provides complimentary bed removal in the vendor rooms if \$100 worth of food is purchased from Chula Vista exclusive of service and tax when requested prior to 3 pm on 12/9/2011. Requests received after that date will be subject to a \$100.00 per bed charge.

Payment

Charges for Food and Beverage will be applied to the Sleeping Room Bill. Payment can be in the form of Company Check or Credit Card at time of check out.

Food

If food is not purchased through the Chula Vista, registered guest (vendor) will be responsible for adhering to all State and Local Laws related to the Service of Food. The Chula Vista will not be held liable for the Food not supplied or serviced by the Chula Vista.

Alcohol

If Alcohol and Bar Service is not purchased through the Chula Vista, registered guest (vendor) will be responsible for adhering to all State and Local Laws related to the service of Alcohol. The Chula Vista Resort will not be held liable for the Bar Service not Supplied or Serviced by the Chula Vista Resort.

Signage

VENDORS ARE NOT ALLOWED TO POST SIGNS IN ANY PUBLIC AREA OF THE RESORT.

A master sign of all Vendors and Room Numbers will be placed in several locations throughout the Resort. Chula Vista will also provide signs for each vendor door. If you do not wish to have the signage, please let Amber Kaminski know at (608)254-8366 extension 5292 by 3 pm on 12/9/2011.

Cleaning/Damage

If excessive carpet cleaning is needed a fee of \$125/hr will be charged or any other damage to the room is the responsibility of the vendor.

Excessive Noise

If excessive noise continues after 12 am and a warning has been issued, the Chula Vista Resort reserves the right to have the vendor room shut down for the evening.

HOSPITALITY EQUIPMENT ORDER FORM

Show Name: WI County Hwy Assn **Deadline:** Dec 9, 2011

Firm Name: _____

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All tables will be supplied with table cloths. Please indicate if you want skirted or not. All equipment remains property of Chula Vista Resort. No orders will be accepted without payment in full. Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order.

<u>Tables include</u> table linen		<u>Qty</u>	<u>Pre-Order</u> <u>By 12/9/11</u> <u>With</u> <u>\$ 100 Food</u>	<u>After 3pm on</u> <u>12/9/11 or no</u> <u>food</u>	<u>Total</u>
<u>30"X 96 Banquet</u>			-----	<u>\$15.00</u>	
<u>18" x 96" Classroom</u>			-----	<u>\$15.00</u>	
<u>60" Round</u>			-----	<u>\$15.00</u>	
<u>Std Stacking Chair</u>			-----	<u>\$ 5.00</u>	
<u>Table Cover Change</u>			<u>\$15.00</u>	<u>\$15.00</u>	
<u>Misc.</u>		<u>Qty</u>	<u>Pre-Order</u>	<u>Day of</u>	<u>Total</u>
<u>Bed Removal - please "x"</u> <u>which beds are to be removed</u>			-----	<u>\$100.00</u>	
<u>Ice</u>			-----	<u>\$ 8.00/10 lb bag</u>	

<u>Total Fees</u>	
<u>Sub Total Items Ordered</u>	
<u>Add 19% Service Charge</u>	
<u>Sub-Total Items</u>	
<u>Add 6.5% sales tax</u>	
<u>TOTAL</u>	

Chula Vista Resort- Convention Services, 2501 River Rd. Wisconsin Dells 53965