



## NW/MET 2019 Frequently Asked Questions

The answers to all your most pressing questions are available below:

### **Where do I send booth materials / equipment?**

**Name of Hotel Guest**

**Hard Rock Hotel & Casino Las Vegas**

**4455 Paradise Road**

**Las Vegas, NV 89169**

**NWMET**

All shipping and receiving of packages must be coordinated directly with the Hard Rock Hotel Business Center. Refer to the attached Hard Rock Hotel and Policy Procedures (Business Center) for details on shipping costs, scheduling deliveries, and further information. Business Center contact is Edmond Davis.

**Edmond Davis**

**Business Center Manager**

**Encore Event Technologies**

**edmond.davis@encore-us.com**

**PH 702-216-5361 | FX 702-216-5362**

**UNLV and NWMET are not responsible for the handling or receiving of exhibit materials for the conference.**

### **When is Load-In & Load-Out?**

Sponsors can load in and setup between 1p – 5p on April 16 and breakdown from 1p-5p on April 18. If you require dock time for unloading, contact the Hard Rock Business Center for scheduling. You will be responsible for any shipping and handling charges. Facility will be locked and secure after event hours.

### **Will I have access to power / Internet?**

Included in your sponsor fee, power outlets and wireless internet access are provided at your assigned exhibit table location.

### **Do I get a table?**

YES. One eight-foot table, two chairs, linens, and skirting are provided. If you **DO NOT** need a table, please let us know at the time of your sponsorship reservation.

### **Where is my exhibit space?**

NWMET will be located in the Muse Hall. Vendors / Sponsors will be in rooms D,E,F,G,H,I.

### **Where can I send swag?**

Do you have stickers, pens, or other materials you want to be included in the attendee swag bag? You will need to provide a minimum quantity of 100 for each type of item. Send them by April 5, 2018 to the following address:

University of Nevada Las Vegas  
4505 S. Maryland Parkway  
Mail Stop 1032 C/O Frank Alaimo  
Las Vegas, NV 89154

### **Do I need to provide prizes or giveaways?**

All Silver, Gold and Platinum Sponsors are required to provide a prize valued at \$25 or more for the raffle to be eligible for your two minutes of microphone time.

### **What is meals are included?**

Breakfast, Lunch, and Dinner are included on Wednesday 4/17 and Thursday 4/18.

### **Can I participate in events?**

Yes, sponsors are invited to ALL events with attendees. Sponsors are not eligible for prizes or the silent auction.



## BUSINESS CENTER PRICE GUIDE

### INFORMATION GUIDE

#### BUSINESS CENTER

Hard Rock Hotel & Casino Las Vegas offers a full-service business center, to assist you with all of your printing, copying, collating, data entry or file transfer needs.

Hours of Operation: Monday through Friday, 7 a.m. - 6 p.m. and Saturday through Sunday, 9am-4pm

To service your business needs after hours, we also offer a 24-hour Automated Business Center kiosks.

#### SERVICES INCLUDE:

##### INTERNET ACCESS

##### PRINTING

Black & White

Color

##### FAX

Local/Long Distance

International

##### PRESENTATION MEDIA

Hand Out Material Production

Table Tents

Name Badges

Graphic Design

##### SHIPPING

Paper Cutting/Punching

#### ADDITIONAL PRODUCTS & SERVICES

Scanning

Word Processing

Signs

Spiral Binding

Laminating

Hand Staple

Hand Folding

Cut & Paste Clip Art

Inner City Delivery *(items delivered from Hard Rock to any hotel in the city)*

#### SALES

Computer Accessories

Phone Chargers

Apple Products

International Adaptors

Office Supplies



# BUSINESS CENTER PRICE GUIDE

## SHIPPING GUIDE

### SHIPPING AND RECEIVING/PACKAGES

In addition to the standard courier fees (FedEx, UPS, DHL) there will be a handling charge for incoming and outgoing packages. The cost will be based on size & weight due to variations in box dimensions. Please inquire for estimates.

Below are some guidelines for shipping packages to and from the Hard Rock Hotel and Casino.

The labeling on your packages should include:

Name of Hotel Guest or Meeting Planner  
Group/Conference & Arrival Dates  
Hard Rock Hotel & Casino Las Vegas  
4455 Paradise Road  
Las Vegas, NV 89169

Please DO NOT put hotel contact name on package.

Arrange to have your packages arrive to the hotel at least 2-3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to guest rooms or meeting space, please allow 45-60 minute delivery time. Signatures are required before any/all deliveries. Pallets of materials may require higher delivery times. You must be present to accept the delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for repeat delivery. There will be a \$10.00 per week service charge for anything stored by the business center longer than 7 days.

The Hard Rock Hotel and Casino's current handling fee structure, for all incoming and outgoing packages, based upon the weight of the package are as follows:

### RECEIVING & SHIPPING PACKAGES - HANDLING FEES

Letter	\$ 5.00
Packages up to 5 lbs	\$ 8.00
Packages between 6 - 15 lbs	\$ 15.00
Packages between 16 - 25 lbs	\$ 24.00
Packages between 26 - 51 lbs	\$ 65.00
Packages 52 lbs & over	\$ 85.00
Skids/Pallets	\$ 240.00
Skids/Pallets 500lbs & over	\$ 0.75/lb
Cart Move	\$ 85.00 (all walking transporting from car)
Handling may vary due to size of packages.	There is a \$8.00 delivery service of all items.

\*Service Charge of 21% for all services of 5 items or more, and or services totaling \$200 or more.

\*Package dimensions can affect pricing. Please inquire within or call with any other questions.



## BUSINESS CENTER PRICE GUIDE

### SHIPPING GUIDE

Exhibitors shipping packages participating in your event will need to provide credit card information prior to obtaining their packages.

Following your event, the Package Room can provide pickup service from your guest room or meeting space with a 45 minute pickup time. There is a \$15 per box service to tape up any outgoing items. In addition to the standard courier fees (FedEx, UPS, DHL) there will be a handling charge for incoming and outgoing packages. The handling fees listed above will apply for pickup per box. With an additional service for labor and packing.

#### **The normal business hours of the Package Room are:**

Monday through Friday - 7:00am - 6:00pm, Saturday 8am - 4pm, Sunday until 4 at guest request only.

Special accommodations can be made for service beyond the normal business hours at \$175.00 a hour per person to keep the business center open.

Due to limited storage space; freight will be accepted 4 days prior to the show. All shipments need to be coordinated with your Event Services Manager, Special Event Manager or Convention Services Manager prior to shipping. Hard Rock will not accept any of the following:

- Collect Shipments
- Cadavers
- Weapons or explosive materials

### LOADING DOCK

Exhibitors who have items delivered to the hotel by way of freight and will be needing to back a truck into the loading dock of the hotel before, during, and or after an event will have to coordinate dock plans by way of a loading dock schedule 5 business days before the start of the event to avoid a flat service rate of \$175.00 an hour. Arrangements with the business center must be made to avoid this service penalty. At the time of this arrangement the business center will assign a dock manager to the event. If hotel guests have met the service agreement there will be no service charge for trucks docked during the business center's hours of operation, which are Monday through Friday from 7am to 6pm, Saturday 9am to 5pm and Sunday 10am to 4pm. If service is needed outside of these hours of operation there will be a standard service of \$175.00 an hour that will apply. This too will have to be coordinated with the business center before hand in order to have a dock manager issued to the event. Business Center reserves the right to open or refuse suspicious items.



## NW/MET 2019 Sponsor Terms and Conditions

### **1. Definitions**

In these Terms & Conditions (hereafter referred as "T&C") the words/expressions referred to below shall have the following meanings except where the context otherwise requires:

- "Agreement" means a contract between NWMET and the Sponsor permitting the exhibition, demonstration, or advertisement of products or services at NWMET 2019 which is formed in accordance with paragraph 2.
- "UNLV" means University of Nevada Las Vegas, in Las Vegas Nevada.
- "NW/MET" or "NWMET" means Northwest Managers of Educational Technology.
- "Venue" means the HRH or Hard Rock Hotel & Casino.
- "Sponsor" means the person, firm, corporation or other entity stated in Sponsor Registration Form and accepted by NWMET.
- "Exhibition Booth Space" or "Exhibition Space" means floor area in the Venue where the Sponsor is invited to set up.
- "Host" means the NW/MET 2019 Conference host which is NW/MET.
- "NWMET2019" means the NWMET 2019 Conference organized and conducted by NWMET at the Hard Rock Hotel & Casino on April 16 through April 19, 2019.
- "Order Confirmation" means the electronic confirmation, including Invoice, of the Sponsor's registration sent by NW/MET specifying the price and details of Sponsorship Package.
- "Sponsorship Package" means a package of sponsor benefits selected by the Sponsor upon registration.
- "Sponsor Registration Form" means an online form filled by the sponsor upon registration.
- "Sponsorship" means the Sponsor's financial support of NWMET2019 in accordance with the terms of the Sponsorship Package selected by the Sponsor.
- "Invoice" means the document detailing the cost of being a NWMET2019 Sponsor that correlates to the Sponsor's selected Sponsorship Package.
- "Website" means the NWMET website at [nwmnet.org](http://nwmnet.org).

## **2. Registration & Agreement**

To become a Sponsor of NWMET2019, the person, firm, corporation or other entity shall fill in the Sponsor's Registration Form and submit it online. Upon registration, Sponsor shall choose their desired Sponsorship Level, with corresponding benefits.

The Host will review the application form and confirm availability by sending an Order Confirmation to the Sponsor. The Host reserves the right to reject the application for any reason or suggest other Sponsorship Package to the Sponsor.

The Agreement between the Host and Sponsor shall be formed upon payment of the Invoice, no later than April 1, 2019.

## **3. Sponsor Obligations**

The Sponsor commits to:

Paying their fee as stipulated in the Invoice submitted with the Order Confirmation no later than April 1, 2019.

Not have in attendance more persons than agreed upon in the Sponsorship Package.

The Sponsor warrants that:

Any description relating to its products or services is true and accurate.

Any description relating to its products or services is in any other way illegal or defamatory.

Sponsor shall be responsible for ensuring that all video, artwork, photographs, and other promotional materials they make available at NWMET2019 shall not cause to the Host any claim of loss, injury, liability, or damage of any kind, including copyrights to them.

Sponsor grants that the Host is not obliged to indemnify the Sponsor from and against third party claims when the claims are against the promotional material provided by Sponsor and it will turn out that the Sponsor has no copyright to those elements.

Sponsor shall be responsible for collecting any property, including promotional materials, delivered to the Venue no later than 24 hours after the end of NWMET2019. The Host or HRH shall accept no responsibility for any such items which remain unclaimed by the Sponsor more than 24 hours after NWMET2019.

Sponsor agrees that the Host is not responsible for transportation of Sponsor's property to and from the Venue, and that the Sponsor shall take responsibility for custody and control of property during transportation.

Sponsor shall assume any risk of damage, destruction or loss of all its property which remains at the Venue during NWMET2019.

## **4. Host Obligations**

NWMET shall make all reasonable efforts to provide the highest degree of professional care and conduct in respect to providing the security of the Venue.

NWMET will provide to the Sponsor an Exhibition Booth Space on April 17 and 18 in accordance with the details outlined in the Sponsorship Package.

NWMET will host the Sponsor showcase cocktail reception from 3pm to 5pm on April 17.

NWMET will give Sponsors the ability to set up for the Sponsor showcase between 8am and 12pm on April and breakdown between 2pm and 5pm on April 18.

NWMET will provide to the Sponsor a table for their Exhibition Booth Space upon request, in accordance with the details outlined in the Sponsorship Package.

NWMET will provide to the Sponsor electricity and wireless Internet connectivity at the Sponsor's Exhibition Booth Space.

NWMET will indicate in its NWMET2019 materials and on its Website the name of the Sponsor and, when possible, the Sponsor's logo.

## **5. Fees**

The Sponsor shall pay its fee in full to NWMET as detailed in the Invoice, no later than April 1, 2019 either online or via check as stipulated in the Invoice.

The Sponsorship fee will have no additional fees or taxes.

If the Sponsor fails to make its payment in full prior to the due date then without prejudice to any other right or remedy available to NWMET, NWMET shall (at its option) be entitled to treat the Agreement as repudiated by the Sponsor and cancel the Sponsorship as well as cancel any presentation arranged by the Sponsor.

Any and all fees required for the delivery, storage and return of items sent to the Hard Rock Hotel are the responsibility of the Sponsor and must be paid directly to the Hard Rock Hotel Business Center. See Business Center information packet accompanying this document.

## **6. Cancellation of Services**

In exceptional circumstances, the Host will consider the cancellation of their Agreement with Sponsor, but only if both of the following conditions are met:

The Sponsor must submit a written request for cancellation;

The Sponsor must give reasons for its cancellation request and the Host must accept those reasons;

Upon accepting the cancellation request, the Host will apply the following refund policy:

For cancellation requests received before or on March 18, 2019, the Host will refund 100% of the total Invoice amount.

For cancellation requests received after March 18, 2019 the Host will retain 50% of the total Invoice amount.

## **7. Termination**

Notwithstanding and without prejudice to paragraph 6 above, NWMET shall be entitled to terminate the Agreement immediately by giving written notice to the Sponsor in any of the following events:



If the Sponsor fails to make payment in accordance with Agreement;

If the Sponsor convenes a meeting of its creditors, becomes insolvent, is unable to pay its debts, has an administrative receiver or receiver or administrator appointed over its assets or business or is the subject of a petition presented to put it in into liquidation;

If the Sponsor is in breach of any material term T&C and the Agreement.

In any such case NWMET shall be entitled to charge the Sponsor any costs, charges or expenses (direct or consequential) howsoever arising incurred by NWMET.

Termination of the Agreement howsoever, shall not affect the accrued rights or the liabilities of either party.

### **8. Assignment**

Sponsor shall not be entitled to assign, rent, lease, sub-license, copy or otherwise transfer the benefit of its obligations under the Agreement without the prior written consent of NWMET.

### **9. Force Majeure**

If either party is unable to perform its obligations by reason of matters beyond its control including but not limited to any act of terrorism, war, riot, civil commotion, compliance with any law or governmental order, fire, flood or storm, strikes, lock-outs or other industrial disputes (whether involving the workforce of the party so prevented or of any other party), delay in transit, power failure, postal delay, the party so affected will notify the other party and the parties agree to delay the performance of this Agreement for as long as may be reasonably necessary until the cause(s) giving rise to force majeure has/have ceased.

### **10. Confidentiality Clause**

The parties agree to hold Confidential Information in confidence in accordance with the terms of hereof T&C and the Agreement.

The parties agree to use Confidential Information solely in accordance with the terms of this Agreement. Failure to do so shall leave the other Party's obligations set forth in this Agreement unaffected. However, the party in breach of this clause could be claimed for damages on general basis.

The restrictions and obligations in this T&C and the Agreement shall not apply to the Disclosing Party's Confidential Information, which:

Is or becomes generally available to the public other than as a result of a disclosure by the Receiving Party (or its representatives);

Was received by the Receiving Party from a third party and not indirectly from the Disclosing Party in violation of any obligation of secrecy or non-use; or

Was in the possession of the Receiving Party prior to disclosure or was developed independently from such Confidential Information, as is shown by competent evidence.

### **11. Conference Dates**

The evening welcome reception is planned to take place on April 16, 2019.

The main conference will last from the morning of April 17, 2019 to the afternoon of April 19, 2019.

The Exhibition Space will be available on April 17 and 18, 2019.

## **12. General**

These T&C shall have precedence at all times and in all circumstances over any conditions that the Sponsor may be in the practice of using.

If any provision or part of a provision of these T&C shall be or be found by any court of competent jurisdiction to be invalid or unenforceable such invalidity or unenforceability shall not affect the other provisions or parts of such provisions of these T&C all of which shall remain in full force and effect.

## **13. Address for Notices**

For NWMET notices should be sent to:

Raul Burriel  
c/o NW/MET  
466 Learning Innovation Center  
165 SW Sackett Place  
Corvallis, Oregon 97331  
United States

e-mail: [nwmet2019@unlv.edu](mailto:nwmet2019@unlv.edu)

For the Sponsor the address to which notices should be sent shall be that given in the Sponsor Registration Form unless otherwise advised in writing by the Sponsor.

## **14. Jurisdiction**

All Agreements and all obligations under the same shall be governed by the laws of Oregon and the United States of America and the parties submit to the exclusive jurisdiction of the Oregon Courts.

## **15. Currency**

All fees, costs, and expenses related to NWMET2019 are in United States Dollars.

## **16. Time Zone**

All dates and times related to NWMET2019 are in the Pacific Time Zone.