



2020 Exhibit Room Information Sheet

OWAS, PO Box 6241 – Great Falls, MT 59406
406.590.1961– info@outwestartshow.net

Please return completed form by February 15th, 2020, to the above address.

Name:	Phone:	Room:
Address:	E-mail:	

Check Items to REMAIN in the room	Special Requests
<input type="checkbox"/> Dresser <input type="checkbox"/> Nightstands <input type="checkbox"/> Telephone <input type="checkbox"/> Beds <input type="checkbox"/> Bed Frames <input type="checkbox"/> Desk <input type="checkbox"/> Desk Chair <input type="checkbox"/> Accent Chair	# _____ Rollaway Bed @ \$10.00 each per Night* # _____ Table Cloths @ \$2.50 each *Rollaway will be removed every morning and brought back at night Additional notes:

A furniture removal fee of \$135 will be charged to standard exhibit rooms. This fee will be charged upon check-in to the hotel. Any changes or additions can be made up to 48 hours prior to arrival by contacting the Heritage Inn. Requests made after arrival shall incur a \$15 per item changing fee.

We encourage exhibitors, particularly first-time participants, to arrive on Tuesday March 17th, to allow time to setup. Please note the hotel cannot guarantee early check-ins.

Please fill in the blanks below:

I will arrive at the Heritage Inn on _____ (date) at approximately _____ (time).

I will be departing on Sunday March 22nd by the agreed check-out time of 11:00am.

My signature below indicates I agree to the following:

- I understand that any damages to wall, ceiling and/or carpet caused by display materials, will be repaired or replaced at my expense.
- I understand any changes or additions to the Furniture Requests, can be made up to 48 hours prior to arrival by contacting the Heritage Inn. Requests made after my arrival shall incur a \$15 per item changing fee.
- I am in full agreement and understanding that I assume all risk and hold harmless the Heritage Inn and owners of the Heritage Inn, for any and all damage to art while on display within the Heritage Inn premises.
- I understand I must rent the room for a minimum of five (5) nights. Failure to show will result in being charged for all five (5) nights.

Exhibitor Signature: _____

Date: _____