

# Hospitality Rooms Information

For the WCHA Conference, all hospitality condos and fees are to be reserved and paid directly to the Chula Vista Resort. Reservations are to be made with Event Coordinator, Renata Prellwitz, at 608-254-1625 or email [renata@chulavistaresort.com](mailto:renata@chulavistaresort.com). Renata will arrange and quote your firm for all other provided services within the hospitality condos.

Firms reserving hospitality condos must be a current WCHA Associate Member. Hospitality condos require a minimum of three attendee registrations. Attendance at conference any/all functions requires registration. Many of the conference sessions will be beneficial to you and your staff and conference registration is prerequisite to attending. Registrants will be issued nametags, which are required for admittance to all functions.

All hospitality condos are required to be reserved for a minimum of two nights (Monday 1/23/23 and Tuesday 1/24/23). A minimum of two-night charges will apply for all hospitality condos. Chula Vista will quote you direct on their terms and fee structures. Included in the room fees will be the cost of moving out the beds and supplying ice for refreshments, not for coolers.

The Conference Coordinating Committee will assign all condo room locations within the designated hospitality block area approximately two to three weeks prior to the conference. It will be the responsibility of the vendor to supply his or her own plastic glasses, napkins, condiments, etc. Socializing tables and chairs moved into the rooms will be an additional charge.

As the Chula Vista allows the WCHA corporate hospitality condos to bring in their own refreshments, WCHA is strongly suggesting that each hospitality condo order at least one perishable hors d'oeuvre per evening from the Chula Vista. Showing this good faith effort to the Chula Vista will hopefully continue the relaxed policy on bringing in your own refreshments.

For corporate hospitality condos purchasing food or beverage from the Chula Vista Resort, tables and chairs will be provided at no additional charge. As a precautionary measure, you may consider that all perishable hors d'oeuvres be supplied by the Chula Vista Resort.

Note: Please review and sign the enclosed hospitality condos rules summary provided by the Chula Vista. This document must be sent back to the Chula Vista by 3pm on 12/22/22.

# **WI County Highway Association January 2023**

## **Move In/Out**

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

## **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 12/22/2022 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 21% taxable service charge and 6.75% state and local tax.**

## **Food and Beverage**

Food and beverage orders must be placed by 3 pm on 12/22/2022 *by contacting Renata Prellwitz (608) 254-1625 or email [renata@chulavistaresort.com](mailto:renata@chulavistaresort.com)*. Orders received after 3 pm on 12/22/2022 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 Renata Prellwitz. 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 21% taxable service charge and 6.75% state and local tax.

## **Ice**

Ice service in vendor rooms is provided if ordered by 12/22/22. Otherwise, the fee is \$10.00/10 lb bag. The use of bathtubs or whirlpools are prohibited for ice storage. Please bring appropriate coolers or storage containers.

## **Beds**

Chula Vista provides bed removal in the vendor rooms for \$100. Chula Vista requests bed removal prior to 3 pm on 12/22/2022.

## **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. 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. Vendors are allowed to place their own sign outside their room on an easel.

### **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.

### **Door Prizes**

If you plan on door prizes, please keep them in the guidance that county's use for their policy.

Chula Vista Resort – Attn: Amanda Bledsoe Convention Services,  
2501 River Rd. Wisconsin Dells 53965

## PAYMENT POLICY & AUTHORIZATION FORM

**PAYMENT POLICY** - Payment in full of all charges must accompany your advance orders. Payment may be made by check (payable to: Chula Vista Resort) or credit card. Orders without payment will not be honored or delivered. One copy of this form with your check or credit card information must be forwarded to Chula Vista Resort – Convention Services. Please retain one copy for your file. **PLEASE REMIT WITH ORDER.**

**ALL CHARGES MUST BE PAID PRIOR TO SET-UP OF THE SHOW**

### HOSPITALITY VENDOR SERVICES ORDERED

Hospitality Equipment Charges.....\$ \_\_\_\_\_

Food Service Charges .....\$ \_\_\_\_\_

**TOTAL** .....\$ \_\_\_\_\_

If you wish to authorize Chula Vista Resort to charge the amount of your advance orders and any additional expenses incurred at show site by you or your representative to your credit card account, please complete the information requested below.

Visa  MasterCard  American Express Exp Date: \_\_\_\_ / \_\_\_\_

Account No:

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Cardholders Name (Please Print or Type) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

Show Name	
Booth #	
Firm Name	
Firm Address	
Phone	

Prices effective January 1, 2022

## HOSPITALITY EQUIPMENT ORDER FORM

Show Name: WI County Hwy Assn                      Deadline: December 22, 2022

Firm Name: \_\_\_\_\_

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All tables will be supplied with tablecloths. 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 table linen</u>		<u>Qty</u>	<u>Pre-Order By 12/22/22 With \$100 Food</u>	<u>After 3pm on 12/22/22 or no food</u>	<u>Total</u>
<b><u>30"X 96 Banquet</u></b>			-----	<b><u>\$15.00</u></b>	
<b><u>18" x 96" Classroom</u></b>			-----	<b><u>\$15.00</u></b>	
<b><u>60" Round</u></b>			-----	<b><u>\$15.00</u></b>	
<b><u>Std Stacking Chair</u></b>			-----	<b><u>\$ 5.00</u></b>	
<b><u>Table Cover Change</u></b>			<b><u>\$15.00</u></b>	<b><u>\$15.00</u></b>	
<b><u>Misc.</u></b>		<b><u>Qty</u></b>	<b><u>Pre-Order</u></b>	<b><u>Day of</u></b>	<b><u>Total</u></b>
<b><u>Bed Removal - please "x" which beds are to be removed</u></b>			-----	<b><u>\$100.00</u></b>	
<b><u>Ice</u></b>			-----	<b><u>\$10.00/10 lb bag</u></b>	

<u>Total Fees</u>	
<u>Sub Total Items Ordered</u>	
<u>Add 21% Service Charge</u>	
<u>Sub-Total Items</u>	
<u>Add 6.75% sales tax</u>	
<u>TOTAL</u>	

# HOSPITALITY FOOD SERVICES

## ORDER FORM

Show Name: WI County Hwy Assn      Deadline: December 22, 2022

Firm Name: \_\_\_\_\_

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All tables will be supplied with tablecloths. 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.*

			Pre-Order By <u>12/22/22</u> With \$100 Food	After 3pm on <u>12/22/22</u>	Total
Food order		Qty			
<i>Example: Buffalo Wings</i>		<i>3 orders</i>	\$95.99 each	+20%	\$287.97
				+20%	
				+20%	
				+20%	
				+20%	
<u>Misc.</u>		<u>Qty</u>	<u>Pre-Order</u>	<u>Day of</u>	<u>Total</u>
<u>Ice</u>			-----	<u>\$10.00/10 lb bag</u>	

<u>Total Fees</u>	
<u>Sub Total Items Ordered</u>	
<u>Add 21% Service Charge</u>	
<u>Sub-Total Items</u>	
<u>Add 6.75% sales tax</u>	
<u>TOTAL</u>	

# Hospitality Room Schedule

**January 23 & 24, 2023**

## **Monday – January 23 - Hours**

Pre – 6:00 P.M. – Set Up

6:00 P.M. – 12:00 Midnight – Open

## **Tuesday – January 24<sup>th</sup> - Hours**

11:30 A.M. – 1:00 P.M. – Optional to be open, refreshments only

6:00 P.M. – 12:00 P.M. – Open