

Exhibitor Information

Exhibit Booth Space Fee Includes

- **Delegate registration package for one (1) person.** Includes admission to all technical sessions, breaks, and special events.
- **All refreshment breaks.** Total of eight refreshment breaks will be held in the exhibit room.
- **Special events.** Three special events for all delegates and guests (President's Reception, Poster Reception, and Banquet).
- **Booth space.** A single (8'x10')
- **Table.** One, 6' skirted table for your booth.
- **Chairs.** Two chairs for your booth.
- **Wastebasket.** One wastebasket for your booth.
- **Program recognition.** Your company's name will be listed in the meeting Program.
- **Delegate list.** The final meeting delegate listing e-mailed to you following the meeting, upon request.

Exhibit Booth Space Fees

- Single Exhibit Booth Space (8x10) - \$700

Other Fees

- Non-profit Table - \$0
- Electrical Power – \$120, fill out Electrical form and submit directly to the hotel (address and fax # on form)

Exhibit Hours

Exhibitor Set-Up 12:00 pm - 5:00 pm, Sunday, July 14
Exhibits Open 7:30 am - 5:00 pm, Monday, July 15; 7:30 am - 5:00 pm, Tuesday, July 16; 7:30 am - 12:00 pm, Wednesday, July 17
Exhibitor Tear-Down 12:00 pm - 4:00 pm, Wednesday, July 17

Exhibit Booth Rental

The space contracted is to be used solely for Exhibitor whose name appears on the Contract (Exhibit Booth Form). Please submit your signed Exhibit Booth Form with payment by June 22, 2012. Exhibitors will not be able to set up exhibits without payment of the full rental fee.

Liability

Exhibitor assumes responsibility and agrees to indemnify and defend the APMS and the Westin Riverwalk and their employees and agents against any claims or expenses arising out of use of exhibition premises. The Exhibitor understands that neither the APMS nor the Westin Riverwalk maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Exhibit Installation and Dismantling

It is the responsibility of each Exhibitor to install his/her exhibit between 12:00 pm and 5:00 pm on July 14, 2013 and to dismantle the exhibit between 12:00 pm and 4:00 pm on July 17, 2013. All exhibits must meet local Fire and Safety codes. Decorations and signage may not be attached to any permanent hotel structure nor hung with nails, staples, tape or any other substance that could cause damage to the walls or other hotel structure.

Shipping and Handling Instructions

- When mailing packages to the hotel please have the name of the person who will be claiming the package, marked with the name and date of your meeting, on the shipping label.
- General receiving hours will be: 8:00am-4:00pm Monday-Friday, 10:00am-2:00pm Saturdays, Closed on Sundays.
- Because there is limited storage space in the hotel, boxes can be accepted no more than three (3) working days prior to your meeting. A storage fee of \$10.00 per day per box will be applied to any materials shipped earlier than three (3) days prior to the event.
- Boxes left on premises for longer than three (3) weeks after departure without shipping instructions will be discarded.
- A service charge will apply for boxes/materials shipped from the hotel. Service charges will be applied as follows: 0-5lbs= \$5.00 per box, 6-20lbs= \$10.00 per box, 21-50lbs \$15.00 per box, over 50lbs= \$25.00 per box, any item on a crate or pallet \$75.00.
- Any item over 250 pounds must be delivered to a drayage company at the client's cost; your hotel contact can assist you with these arrangements.
- A handling fee of \$2.00 per box will be billed to your account for deliveries. Any boxes needing returned shipping will have a handling fee of \$5.00 per box.
- Actual cost of shipping will be at the client's expense.
- Charges for materials: bubble wrap- \$1.00 per foot, packing tape- \$5.00 per roll.

- Please address boxes to: The Westin Riverwalk Hotel 420 W. Market Street San Antonio, TX 78205

Contact Information

LeeAnn Glomski, Exhibit Committee Chair (phone: 972-436-2215 x232; e-mail: leeann@laerf.org).