



ACPOC

Association of Children's
Prosthetic-Orthotic Clinics

2019 ANNUAL MEETING,

May 1-4, 2019

Hilton Clearwater Beach Hotel

Clearwater Beach, Florida

EXHIBIT PROSPECTUS

REGULATIONS FOR TECHNICAL EXHIBITS

We offer the following:

- ALL EXHIBITS WILL BE IN THE **SAME ROOM** WITH FOOD AND FUNCTIONS
- **SEVEN** Vendor technical workshop presentations
- Extensive benefits for supporters (see pages 7-8)
- Exhibitor Passport Program provides attendees with a card to visit each vendor to win prizes
- Freeing up representatives' time by closing the exhibit hall during the general sessions

Dear ACPOC Corporate Partner,

On behalf of the Association of Children's Prosthetic-Orthotic Clinics (ACPOC), we invite you to participate in the 2019 ACPOC Annual Meeting, May 1-4, located at the Hilton Clearwater Beach Hotel in Clearwater Beach, Florida.

The ACPOC Annual Meeting is unique in that it is the only major association that focuses on the care of pediatric limb deficiency and other orthopaedic disabilities. ACPOC attracts approximately 225 professionals consisting of physicians, occupational and physical therapists, nurses, orthotists, prosthetists, social workers, and researchers.

ACPOC provides marketing opportunities during the Annual Meeting. Exhibits will be highlighted, with unopposed time, during the Wednesday Evening Reception; Thursday breakfast and lunch, morning and afternoon refreshment breaks, and Friday breakfast, morning and afternoon refreshment breaks.

To maximize the impact of your marketing dollars and receive optimum exposure to our attendees, we encourage you to take advantage of our Wednesday Technical Workshops Program, see registration form on page 9. This will give you 45 minutes to present in front of an audience at a cost much less than a traditional advertisement. This venue gives you the benefit of personal interaction with our attendees. The technical workshops are very popular and may sell out. Act today to confirm your workshop participation. Due to a waiting list for the technical workshops, we are implementing a new policy of one workshop per company. Also, see the Support Opportunities on pages 7 and 8.

Additional Benefits of Being a Supporter

- ◆ Ability to provide a participant giveaway at any supporter level
- ◆ Verbal recognition at ACPOC Annual Meeting by moderators and on main session screen during breaks
- ◆ Sign acknowledging supporters prominently located at meeting
- ◆ Acknowledgment printed in Annual Meeting Final Program
- ◆ Sponsor ribbons distributed at the Annual Meeting
- ◆ Recognition on the ACPOC website annual meeting page
- ◆ Opportunity for priority floor position selection

See pages 7 and 8 for support registration.

Deadline is February 22, 2019

General Exhibit Information: We are prepared to furnish individual companies with a draped, 6-foot exhibit table and two chairs. The maximization of your booth space will be key to your attendee traffic. Should an exhibitor want to utilize activities to draw attendees to its table (gifts, samples, food, beverage, demonstrations, etc.), these activities must take place within the confines of the tabletop space. The purpose of the exhibits is to further the education of the meeting attendees through product and service display and demonstrations. Outlying space may not be used for anything other than attendee traffic. Additionally, any activities undertaken must not interfere with traffic to or Interactions at other exhibits. Activities that should be avoided include, but are not limited to, loud music or audio that can be overheard at other exhibits, demonstrations that use up the full break time which prevents attendees from viewing other exhibits, holding attendee events outside of the exhibit hall during sessions, receptions, social events and exhibit hall hours. Gimmicks such as clowns, mimes, jugglers, cartoon characters, etc. may not be used in demonstrations. **No one under 18 years old is permitted in the exhibitor hall.**

You are responsible for ordering, before the meeting, your own internet, electrical, signs, labor, shipping, and tools necessary for setting up exhibits. If additional services are needed, it is the obligation of the exhibitor or his/her agent to provide for arrangement and payment of these services. Internet and electrical will be provided by the Hilton Clearwater Beach Hotel and PSAV, will handle all audio-visual needs.

Terms and Conditions: The terms and conditions listed here are part of the exhibit application and constitute part of the agreement between the exhibiting company and ACPOC. By applying for exhibit space, a company, its agents, consultants and employees agree to adhere to all terms and conditions outlined in this prospectus and herein. It is the responsibility of the exhibitor to ensure that all company personnel or 3rd party agents involved in the exhibit arrangements are aware of, and adhere to, these terms and conditions and conduct themselves in a professional manner throughout the annual meeting. Whenever practical or appropriate, in the view of ACPOC, disciplinary action will be progressive according to the violation of the listed terms and conditions. However, ACPOC reserves the right to levy a more severe penalty, including refusal, or termination of the exhibit, at its sole discretion. In the event of such restriction or eviction, ACPOC will not be liable for any refunds on rentals or other exhibit related expenses incurred. **Please be sure that your promotional department or anyone else involved in the arrangements of your exhibit has a copy of these terms and conditions. All exhibits must remain fully assembled and staffed as required until the official closing of the exhibit hall.**

Booth Assignment: Assignment of exhibit tables will be on a first-come, first-served basis for exhibitors not designated as supporters, based upon receipt of exhibit applications and full payment. **Exhibitors may not let, sublet, share or transfer the exhibit privilege or space in whole or in part without the express written consent of ACPOC.** Exhibitors may not exhibit, or permit to be exhibited in their space, any merchandise or advertising materials which are not part of their own products, or those of their subsidiaries.

Please see booth rates on application form on page 10.

Exhibitor Registration: Advance exhibitor registration is provided to all exhibitors. All exhibitors are required to register. **Sharing or trading of badges is not allowed.** A company may register one (1) individual complimentary per one exhibit table. Additional badges may be purchased in advance or on-site (see page 12). Registration fees must be paid prior to, or at the time of, registration. "No Show" badges are non-refundable. Company badges will not be accepted in lieu of the official badge. Representatives registering on-site will be required to show proof of affiliation (business card) with the exhibiting company and pay a registration fee. Each representative of an exhibiting company must wear the official exhibitor badge at all ACPOC events. **Companies registered and paid in full by February 22, 2019, will be listed in the Final Program.**

Cancellation Policies: Booth and representative cancellations require written notification by email, fax or mail to the ACPOC office. Cancellations before February 22, 2019 will receive a full refund. Representative cancellations will be charged a 25% administrative fee for each representative cancellation received after February 22, 2019. No refunds will be made on booth registrations after February 22, 2019.

Exhibit Space Policy: Exhibit personnel may not enter another exhibitor's space or photograph/investigate another exhibitor's products at any time without the express permission of that exhibitor. Exhibitors may not enter an unstaffed exhibitor space at any time. This is in respect to the rights of other vendors to conduct business during the exhibit hours without interference or improper intervention. ACPOC, its representatives, and staff shall have free access to any exhibit during any time in their performance of their assigned duties. Canvassing outside the exhibitor's designated table area is forbidden. Exhibitors may not distribute materials to other exhibitors at any time. All business must be conducted within each exhibitor's table area.

Exhibit Space Occupancy: Exhibiting companies are responsible for monitoring their own space. Exhibits must be staffed by registered individuals who are representatives of the exhibitor. An exhibitor is responsible for the conduct and appearance of the exhibitor's employees or agents, and an **exhibitor or agent must be present in the exhibit space during all required open hours**. An exhibiting company whose booth space is not completed and staffed by the close of the exhibit installation period will forfeit all exhibit rights. ACPOC reserves the right to reassign space without notification or refund.

Exhibit Personnel: ACPOC and the Exhibitor agree that the purpose of the Exhibition is exclusively for the education of persons attending the Annual Meeting and exhibit staff will conduct themselves accordingly. If models are utilized for product demonstration, their conduct and manner must adhere to the professional environment of the ACPOC Annual Meeting. **No one under 18 years old is permitted in the exhibitor hall.**

Exhibit Materials: Items considered appropriate for distribution are educational materials, pens, mouse pads, pencils, luggage tags, calendars, note pads, mugs and key chains. Balloons, noisemakers and tobacco products are prohibited, as well as other items at the discretion of ACPOC staff.

Exhibitor Meetings/Events: Exhibitors are welcome to hold meetings and events so long as they do not interfere with ACPOC related activities such as the welcome reception, all educational sessions, social event and when the exhibit hall is considered open. ACPOC will have control of assignment of all suites and meeting space contracted at the Hilton Clearwater Beach Hotel will release space to exhibitors on a first-come, first-served basis. Exhibitors may request hotel meeting space by contacting the ACPOC Headquarters office. Space outside of hotel property may be secured directly through that vendor. Under no circumstances, will companies neither exhibiting, nor making ACPOC Annual Meeting contributions equal to the average booth fee, be permitted to sponsor activities during the ACPOC Annual Meeting.

Optional and Social Events: A separate registration form for optional and social events will be available in the Preliminary Program, available in December 2018. Exhibit representatives are welcome to join these events. When registering for any optional events, indicate on the Registration Form your company and that you are registered with an exhibit. Exhibitors may attend the general session or symposia at no additional charge, unless the room where the course is being held is full. Exhibitors must identify themselves and maintain a courtesy to the speaker. Name badges must be worn at all times.

Compliance with Local and Ordinances: Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations. All products or services exhibited must comply with all state and local regulations.

Fire Ordinances: Local fire codes and ordinances require that the aisles be clear at all times. Demonstration areas shall not be placed on the aisle sideline of an exhibit. Sufficient space within an exhibit area must be left to absorb any crowd. Should spectators interfere with other exhibits, ACPOC may, in its sole discretion, require that the demonstration be limited or canceled.

Exhibitor Liability: All property of the exhibitor remains under the exhibitor's custody and control in transit to and from the Hilton Clearwater Beach Hotel, during installation and removal, and while it is in the confines of the Hilton Clearwater Beach Hotel. Neither ACPOC, the Hilton Clearwater Beach Hotel nor any other of the officers, directors, agents, or employees of any of the same are responsible for the safety of the exhibitor's property from theft, damage by fire, accident, vandalism, or any other causes, and the exhibitor expressly waives and releases any claim or demand against any of them by reason of any damage to or loss of any property, except where the damage or loss is due to gross negligence or willful misconduct of the person or entities mentioned above, their agents or employees. Exhibitors wishing to insure their exhibit materials, goods, and/or property on exhibit against theft, damage by fire, accident, or loss of any kind must do so at their own expense. We recommend that you take laptops and other electronic valuables with you when you leave the exhibit hall.

The exhibitor expressly releases ACPOC and the Hilton Clearwater Beach Hotel, their directors, officers, agents and employees from any such loss, damage, including that by fire and theft or injury. If ACPOC is made a party to any litigation commenced by or against an exhibitor, or relating to this lease or the premises leased hereunder, then the EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, including reasonable attorneys' fees, INCURRED BY OR IMPOSED UPON ACPOC BY REASON OF LITIGATION. ACPOC recommends that the exhibitor obtain its own insurance at its expense for loss or damage to property or injury to persons.

Damage to Property: Exhibitors will be held financially responsible for any damage done to the Hilton Clearwater Beach Hotel by them, their employees, or agents. No nails, tacks, or screws may be driven into the floor, wall, or woodwork of the building.

Use of ACPOC Name, Insignia or Logotype: The use of the name, insignia, logotype or other identifying marks of ACPOC may not be used in signs, advertising or promotions in any media or descriptive product literature or products without written permission from the ACPOC staff. The only exception is that exhibitors may reference the Annual Meeting (with date and place) of ACPOC on their materials associated with the Annual Meeting.

Reservation of Right to Make Changes: Any matters not specifically covered herein are subject to decision by the ACPOC Board of Directors and staff. ACPOC reserves the right to make such changes, amendments, and additions to these terms and conditions as it considers advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any changes.

Warranties: ACPOC makes no warranties, either express or implied, as to the availability or suitability of the facilities and the equipment of the conference site.

Hotel: By staying at the conference venue, you help ACPOC meet their contractual obligations. Please take this into consideration when making your accommodation decision.

Hilton Clearwater Beach Hotel
400 Mandalay Avenue
Clearwater Beach, FL 33767, USA
TEL: 727-461-3222 FAX: 727-461-0610

Hotel Reservations are available online at http://www.hilton.com/en/hi/groups/personalized/P/PIECBHF-ACPOPC-20190428/index.jhtml?WT.mc_id=POG

Or call (800) 753-3954, please reference group code: ACPOC. Room rate is \$179 plus taxes. The cut-off date (subject to availability) is April 3, 2019.

Audio Visual and Internet Contractor: Nicolas Villamamizar, PSAV , for questions call (727)-446-7741.

Shipping Information:

Please ensure your package is delivered to the hotel up to three working days prior to the start of the event. The following information must be on all packages to ensure proper delivery:

In-bound Shipping Instructions::

Hilton Clearwater Beach
c/o Receiving for <YOUR NAME>
ACPOC
400 Mandalay Avenue
Clearwater Beach, FL 33767



Out-bound Shipping Instructions:

To expedite the process for out-bound shipments please affix a prepaid or completed carrier airbill with Fed Ex or UPS account number to each package. Client must also schedule a Fed Ex or UPS pick for out-bound shipments.

Shipping/Handling charges may apply as follows:

Shipping Information: Hotel will accept limited freight and boxes not more than 3 days prior to the conference. Boxes will be charged a handling fee of \$5.00 per box up to 25lbs per box; \$10.00 per box 25lbs –100lbs per box. Hotel does not accept freight in excess of 100lbs or on pallets WITHOUT ADVANCE NOTICE; handling fees will be determined.

Handling fees DO NOT include storage of items, boxes, cartons or containers. These arrangements MUST be made in advance and fees will be determined based on size and duration. Return shipping arrangements may be made on-site and will be charged accordingly as determined by the hotel shipping and receiving manager. To make arrangements or for additional information on shipping/receiving, please call 727-461-3222 ext. 182.

Exhibits need to be set up prior to the start of the reception on Wednesday, May 1, at 6:00 PM. Installation and Dismantling of Exhibits:

Set Up: Wednesday, May 1, 2019 between 1:00 PM - 6:00 PM

Take Down: Friday, May 3, 2019, after the afternoon break (approximately 3:00 PM)

Exhibit Hours:

The Exhibit Hall will be open for attendees:

Wednesday, May 1: 6:30 PM - 8:30 PM Thursday, May 2: breakfast, lunch and breaks Friday, May 3: breakfast and breaks

(Exact exhibit times are TBD. Times will be published once the program has been finalized and will be sent to registered exhibitors in January 2019)

Wednesday, May 1

Set Up, 1:00 PM – 6:00 PM
Technical Workshops, 11:30 AM – 6:15 PM
Welcome Reception, 6:30 PM – 8:30 PM

Thursday, May 2

Light Breakfast
Morning Break
Lunch
Afternoon Break

Friday, May 3

Light Breakfast
Morning Break
Lunch for **Members Only** Business Meeting
Nonmembers – on their own for lunch
Afternoon Break – Passport prize announced
Take Down: After the afternoon break

Please Note: Exhibit Representatives are required to be at their booths during the Wednesday Evening Reception, Thursday and Friday Breakfasts, Morning and Afternoon Breaks, as well as the Thursday Lunch.

*****Companies who leave early or are not in attendance at their booth at the required times above may be subject to a penalty*****

Maximize your Exposure

ACPOC Support Opportunities

Note: Exhibit booths and extra representative registration fees are not included in the levels of support. Priority exhibit space given to supporters if submitted by February 22, 2019

Diamond Exhibitor: \$3,000.00

- ◆ Flyer insert in registrant's packet
- ◆ Complimentary 4 page insert in the Summer Post-meeting Issue of ACPOC News with access to over 400 members and distribution (hard copies of insert to be provided by company)
- ◆ Complimentary 1/2-page B/W ad in the Final Program Book plus in color within the online page on website
- ◆ \$300 off exhibit booth registration
- ◆ Recognition on the ACPOC website, at the meeting via signage, screen during breaks, by moderator and badge ribbon □ Pre-meeting attendee mailing list (or can be emailed on behalf of exhibitor)
- ◆ Two (2) complimentary tickets to the evening social event

Gold Exhibitor: \$2,000.00

- ◆ Complimentary 2 page insert in the Summer Post-meeting Issue of ACPOC News with access to over 400 members and distribution (hard copies of insert to be provided by company)
- ◆ Complimentary 1/2-page B/W Ad in the Final Program Book plus in color within online page on website
- ◆ \$200 off exhibit booth registration
- ◆ Recognition on the ACPOC website, at the meeting via signage, screen during breaks, by moderator and badge ribbon
- ◆ Pre-meeting attendee mailing list (or can be emailed on behalf of exhibitor) One (1) complimentary ticket to the evening social event



ACPOC Support Opportunities continued

Silver Exhibitor: \$1,000.00

- ◆ Complimentary 1/4-page B/W Ad in the Final Program Book and on website
- ◆ Recognition on the ACPOC website, at the meeting via signage, screen during breaks, by moderator and badge ribbon
- ◆ \$100 off exhibit booth registration

One (1) complimentary ticket to the evening social event

Bronze Exhibitor: \$500.00

- ◆ Complimentary 1/4-page B/W Ad in the Final Program Book and on website
- ◆ Recognition on the ACPOC website, at the meeting via signage, screen during breaks, by moderator and badge ribbon

Participant Give Away:

Please check here if you plan to give a participant giveaway in conjunction with any of the above support packages. This is only available to supporters. Suggestions include reusable drinking container, pens, flash drives, mouse pads, screen cleaners, etc. **Tote bags or lanyards with company logo are not allowed due to the AAOS and ACCME policy guidelines.**

Company Flyer: \$250.00

Inserted into the participant's registration packet. Hard copies shipped directly to the hotel by supporter company. Recognition on the ACPOC website.



ACPOC TECHNICAL WORKSHOP PRESENTATIONS

Wednesday, May 1st from 11:30 AM – 6:15 PM

During the exhibitors' technical workshops, commercial devices/products can be presented by the vendor without having to meet any of the normal scientific guidelines required of the scientific workshops. Here, commercial content will not be scrutinized. Essentially, this is a chance for you to present your techniques, manufacturing tools, devices, etc. to the audience and provide information on indications, fit, repair, solutions, etc. **No one under 18 years old is permitted in the presentation. An LCD projector and screen will be available, but you will need to bring your own laptop for your presentation.**

The program committee is providing seven slots with a maximum time of 45 minutes each. Suggested time allocation would be: 30 minute presentation with 15 minutes for Q&A. The 15 minutes between presentations will be for the exchange of presenters and equipment for the next session.

One Workshop per Company.

Register before November 1, 2018 for inclusion in the Preliminary Program. We will still accept registration for these presentations after November 1, but we will not guarantee inclusion in the preliminary program. A section of the Final Program includes a schedule, logo, and description of presentations.

To be included in the Final Program, registration must be received before February 22, 2019.

COST: \$900.00

SEND: A logo (jpg or gif file) and a text description of the presentation to: acpoc@aaos.org

TIME SLOT: 11:30am-12:15pm 12:30-1:15pm 1:30-2:15pm 2:30-3:15pm 3:30-4:15pm 4:30-5:15pm 5:30-6:15pm

(indicate 1st, 2nd, 3rd, 4th, 5th, 6th and/or 7th choice by putting 1, 2, 3, 4, 5, 6 and/or 7 in the boxes above)

Company Name: _____

Name of Presenter: _____

Product: _____

Title: _____

Note: Technical Workshop presenter(s) must be registered as a booth representative or a full meeting attendee. No one under 18 years old is permitted in the presentation.

IMPORTANT NOTICE: All Annual Meeting speakers are responsible to know the status of FDA approval of medical devices and pharmaceuticals discussed, described, or demonstrated in educational presentations and are responsible for informing the audience of that status. Faculty that do not know the FDA status of a device or pharmaceutical can determine the classification by examining the product package labeling, by contacting a sales representative or legal counsel of the manufacturer of the device or by contacting the FDA at 1-800-638-2041. *Also, when doing your presentation, please refrain from inappropriate language or any comments against and/or about other companies and/or products.*

ACPOC EXHIBITOR BOOTH APPLICATION

COMPANIES CONFIRMED BY FEBRUARY 22, 2019

WILL BE LISTED IN THE FINAL PROGRAM

ALL EXHIBITS WILL BE IN THE SAME ROOM WITH FOOD AND BEVERAGE FUNCTIONS

Company: _____

MEMBER RATE: To qualify for the Member Rate, Exhibit Company must have an on-site representative at the meeting who is already a member of ACPOC and have paid the current year's membership dues.

Member's Name: _____

Please reserve (1) 6-foot skirted table at: Non-member: \$1,200.00 / Member: \$1,000.00 \$ _____

Please reserve an additional table at: Non-member: \$600.00 / Member: \$500.00 \$ _____

This second table must be draped with the same company name & logo as the first table.

Affiliate Company Second Table at: Non-member: \$800.00 / Member: \$600.00 \$ _____

By registering a second table at this rate you may drape this table with the affiliated company's name and logo.

Total Exhibit Booth(s) Fees: \$ _____

Please select booth(s) location:

First Choice: _____ Second Choice: _____ Third Choice _____ Fourth Choice: _____

(see floor plan on page 14 for table layout)

Please Note: Space is limited, and is on a first paid basis.



EXHIBITOR BOOTH APPLICATION FORM continued

Company: _____

Address: _____

City: _____

State/Providence: _____

Zip/Postal Code: _____

Country: _____

Coordinator: _____

On-site Rep.: _____ E-mail: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Please provide us with a brief description, in electronic form, of your company and products for inclusion in the Final Program. This can be sent to acpoc@aaos.org. Full payment is required in U.S. funds only. Payment must accompany this form to guarantee your space. Cancellations require written notification by February 22, 2019 for a full refund. No refunds on booth fees after February 22, 2019.

Please send booth application together with meeting registration form and fees prior to February 22, 2019 to:

Association of Children's Prosthetic-Orthotic Clinics
 9400 W Higgins Rd, Ste 500,
 Rosemont, IL 60018-4976
 Phone: (847)698-1637 / Fax: (847)268-9560
 Email: acpoc@aaos.org / Website: www.acpoc.org



ACPOC REGISTRATION FORM FOR EXHIBITOR REPRESENTATIVES

Company: _____

One representative registration is included with each exhibit table. Included with registration are: Wednesday Reception, Thursday and Friday breakfasts and breaks, Lunch on Thursday, and printed material. Please supply the name (s) of Representative (s) below:

Table 1 - Name: _____ E-mail: _____

Table 2 - Name: _____ E-mail: _____

Exhibit Representatives are welcome to attend any optional events offered and can register for these separately. Please be sure to check the Preliminary Program when it is available in December 2018, to register for these events.

Additional Representatives:

Non-member Exhibitor \$450.00 / Member Exhibitor \$350.00

Please indicate the amount by checking the box under the name

Name: _____ E-mail: _____
 \$450.00 \$350.00

Name: _____ E-mail: _____
 \$450.00 \$350.00

Name: _____ E-mail: _____
 \$450.00 \$350.00

Total Representative Registration Fees: \$ _____

If paying by check, the registration fees must be checks drawn on US banks and in US dollars only. Representative cancellations require written notification by **February 22, 2019**. Cancelling representative registration between November 10, 2018 and February 22, 2019 there will be a 25% administrative fee for each representative cancellation received. No refunds on representative fees after **February 22, 2019**



ACPOC

Association of Children's Prosthetic-Orthotic Clinics

Please add together your support fee, technical workshop fee, booth fee and extra representative's fee for the total cost of your application.

PAYMENT:

Check is made payable to ACPOC in U.S. funds/U.S. bank

TOTAL \$ _____ Check # _____

Credit Card Payment (American Express, MasterCard or Visa ONLY)

American Express

MasterCard

Visa

Credit Card Number : _____

Card holder name: _____ Expiration Date: _____

TOTAL \$ _____

Signature: _____

Please send registration forms and fees before February 22, 2019.

Association of Children's Prosthetic-Orthotic Clinics

9400 W Higgins Rd, Ste 500,

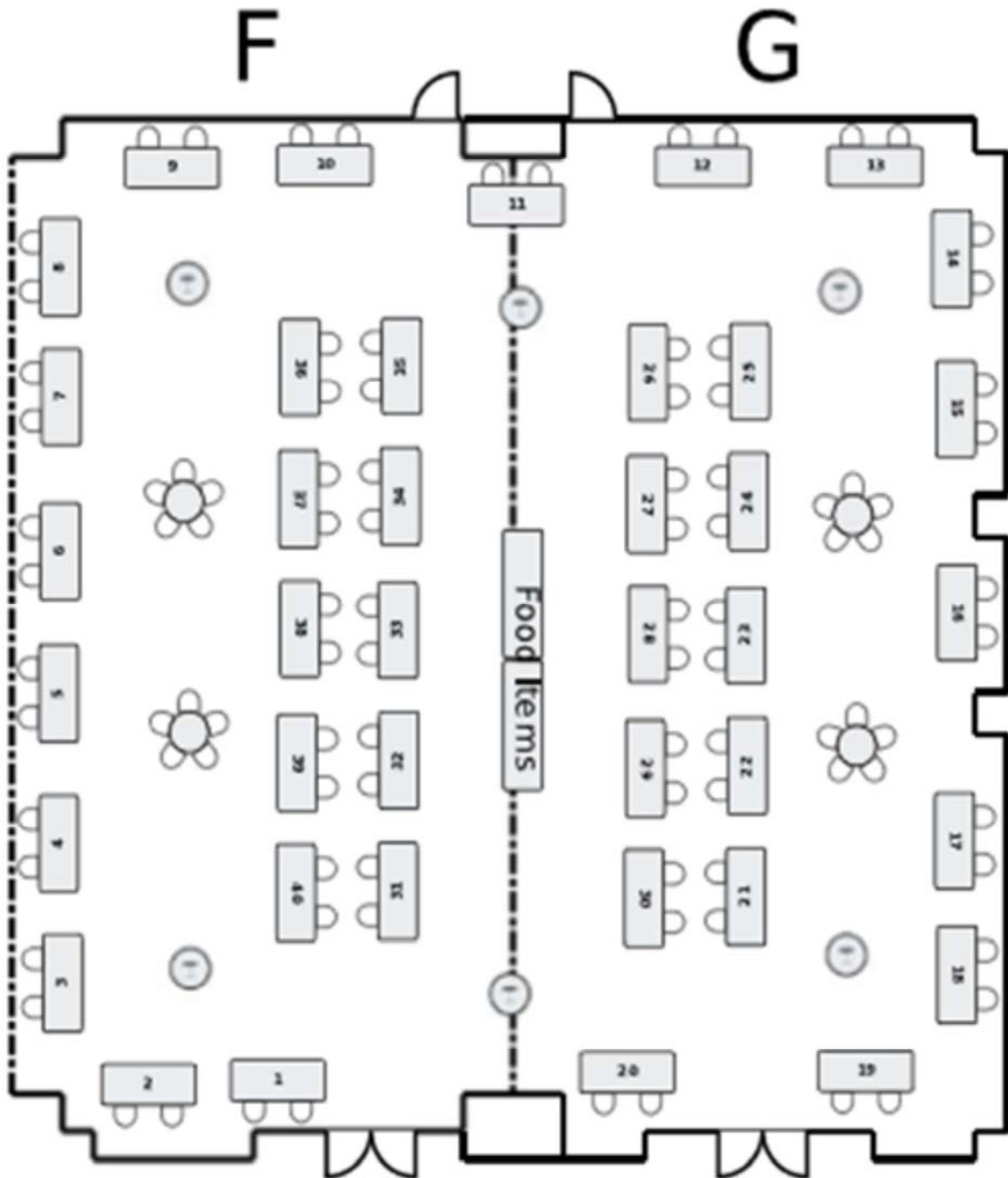
Rosemont, IL 60018-4976

Phone: (847)698-1637 / Fax: (847)268-9560

Email: acpoc@aaos.org / Website: www.acpoc.org

Questions?

Association of Children's Prosthetic-Orthotic Clinics
9400 W Higgins Rd, Ste 500, Rosemont, IL 60018-4976 USA
Phone: (847)698-1637 / Fax: (847)268-9560
Email: acpoc@aaos.org / Website: www.acpoc.org





Exhibitor Order Form

ACPOC Association of Children's Prosthetic-Orthotic

May 1 - May 4, 2019

Exhibit Information:

Exhibit Information:(1) 6' x 30" Draped
Table Includes 2 chairs & Waste Basket
Existing Ballroom Carpet

Shipping Address:

Hilton Clearwater Beach
c/o Receiving for <YOUR NAME>
ACPOC
400 Mandalay Avenue
Clearwater Beach, FL 33767

The Hotel will fulfill all requests for equipment including internet connections, audio visual and box handling fees. This form must be completed in its entirety and returned by the due date in order to receive advance pricing. All forms returned after APRIL 10, 2019 or submitted on-site will be subject to higher pricing.

COMPLETED FORMS SHOULD BE FAXED TO ACCOUNTING 727-442-9908
ELECTRICAL QUESTIONS: NICOLAS VILLAMIZAR, PSAV (727) 446-7741
PLEASE DO NOT EMAIL CREDIT CARD INFORMATION

Company Name	
Requestor's Name	
Address	
City, State, Zip	
Email Address	
Phone Number	
On-Site Contact (if different from above)	
Cell Number - On-Site Contact	
Will on-site contact be staying at hotel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is on-site contact authorized to change or add to the order?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PAYMENT INFORMATION - Room charges are not a form of payment – a credit card must be provided

Type of Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER
Credit Card Number	EXP Date
Name as it appears on the card (please print):	
Signature of Card Holder:	

ACPOC

Company Name: _____

EARLY BIRD DISCOUNT EXPIRES April 10, 2019	QTY	Early Bird Discount Rate	Standard Rate	# of Days	Total
PHONE LINES					
Dial 9 Analog Phone Line		\$95	\$133	X _____ Days	=
Dedicated Analog Phone Line		\$150	\$210	X _____ Days	=
HARD-WIRED INTERNET CONNECTION					
AT&T Hard-Wired Internet		\$150 per connection	\$200	X _____ Days	=
ELECTRICAL SERVICE (120V AC / 60 cycle)					
Up to 500 Watts (5 amps)		\$60	\$84	X _____ Days	=
500 – 1000 Watts (10 amps)		\$75	\$105	X _____ Days	=
1000 – 2000 Watts (20 amps)		\$90	\$126	X _____ Days	=
AUDIO VISUAL (indicate below your needs and a representative will contact you for details and pricing)					
LCD Projector Package					
Flipchart Package					
Whiteboard					
Tripod Easel					
Screen, 6' or 8'					
LCD Monitor					
Laptop Computer					
Shipping Charges					
Estimated Number of Deliveries Up to 25 lbs.		\$5		X # _____	=
Estimated Number of Deliveries 25 – 100 lbs.		\$10		X # _____	=
Estimated Number of Deliveries over 100 lbs.		Pricing to be determined		X # _____	=
Sub-Total					
Sales Tax 7%					
TOTAL AMOUNT DUE					

Shipping Information: Hotel will accept limited freight and boxes not more than 3 days prior to the conference. Boxes will be charged a handling fee of \$5.00 per box up to 25lbs per box; \$10.00 per box 25lbs –100lbs per box. Hotel does not accept freight in excess of 100lbs or on pallets WITHOUT ADVANCE NOTICE; handling fees will be determined.

Handling fees DO NOT include storage of items, boxes, cartons or containers. These arrangements MUST be made in advance and fees will be determined based on size and duration. Return shipping arrangements may be made on-site and will be charged accordingly as determined by the hotel shipping and receiving manager. To make arrangements or for additional information on shipping/receiving, please call 727-461-3222 ext. 182.