



2015 Vendor Showcase Exhibitor Packet

Thank you for your support of the 2015 FMI Asset Protection Conference taking place March 9-12, 2015 at The Peabody Memphis hotel in Memphis, Tennessee.

FMI requests that exhibitors respect conference speakers and sponsors who have so generously contributed to the conference and industry – please **do not** host any meetings or social events during official conference hours without prior written authorization from FMI.

This exhibitor packet contains information regarding ordering electricity, equipment, internet service and shipping & materials handling. All vendor services are provided through The Peabody Memphis, its affiliates and Hicks Convention Services. Please note all costs for services, equipment rental and/or shipping are the sole responsibility and expense of the vendor. A method of payment must be established prior to these services being provided for your display table.

Vendor Showcase Hours & Specifications

The Vendor Showcase is located in the **Grand Ballroom Salons A-F** and will be open to all attendees during the following times.

Tuesday, March 10
12:15 p.m. – 2:15 p.m.
5:00 p.m. – 6:30 p.m.

Wednesday, March 11
12:15 p.m. – 2:15 p.m.
5:00 p.m. – 6:00 p.m.

*Only Registered Exhibitors will have access to the Grand Ballroom for set-up and tear-down.

Exhibitor Move-in/Set-up: Monday, March 9, 12:00 p.m. – 4:30 p.m.

Exhibitor Tear-down/Move-out: Wednesday, March 11, 6:30 p.m. – 11:59 p.m.

Vendor Showcase tables are 8'x30" table-top displays; **not** a full-sized tradeshow exhibit booth space (e.g. 10x10 or 12x12 booth space). ***Please note the 8'x30" table size is specific to the 2015 showcase and not the same table size as previous conferences.** All tables are draped with two chairs each. FMI will provide a standard table sign with exhibitor company name to identify each table in the Vendor Showcase. Display tables should be limited to product samples, brochures, displays and supporting collateral that fit on the 8'x30" table surface. Pop-up displays are permitted but **may not** exceed the table's surface. Large floor displays or self-standing signs **will not** be permitted beside, behind or in front of your table.

FMI will make every effort to accommodate requests to be placed next to/near industry colleagues, as well as requests to be separated from any competitors. FMI will submit all vendor table assignments to the hotel in order to coordinate delivery of vendor services or table equipment. Packages **should not** be addressed or shipped to FMI staff for exhibitor tables as FMI will not be able to distribute packages or set-up vendor tables.

Table Assignments

FMI reserves the right to assign all table locations. Table assignments will be distributed to vendors via email by March 1st. Vendors are required to remain at their assigned location until vendor tear-down on Wednesday evening, March 11th. Vendors are **not** required to remove their table display each day, however, the doors to the Grand Ballroom will NOT be locked at night and security is NOT provided for the Vendor Showcase. Please be sure to remove and secure anything of value (laptops, other electronics, etc.) before leaving the exhibit

hall for the evening. Vendors will have access to the Grand Ballroom for set-up beginning at 12:00 p.m. on Monday, March 9th. All table set-ups must be completed by 4:30 p.m. on Monday. **Dismantling or removing table displays prior to tear-down at 6:30 p.m. on Wednesday is prohibited.**

Internet Service

Basic wireless internet service will be provided in the Vendor Showcase, **compliments of Food Marketing Institute.**

If you would like to order wired internet service or require an individual internet connection, you may contact PSAV at The Peabody Memphis at (901) 261-4402 for additional information and costs.

Audio Visual Equipment

PSAV at The Peabody Memphis will be handling all exhibitor audio visual equipment. Please read and complete the attached Equipment Rental Request Form to order any equipment for your vendor table. For additional questions regarding equipment services, please contact PSAV at (901) 261-4402.

Please return completed **Equipment Rental Request Form** to:

Allasyn Hunter, PSAV at The Peabody Memphis

By Email: AHUNTER@PSAV.COM, or By Fax: (901) 529-3685

Electrical Services

The Peabody Memphis will be handling all exhibitor electrical needs. Please read and complete the attached Electrical Request Form to order electricity for your vendor table. For additional questions regarding electrical services, please contact The Peabody Memphis at (901) 529-4154.

Please return completed **Electrical Request Form** to:

Pamela Walker, Catering & Conference Management, The Peabody Memphis

By Email: pamela.walker@peabodymemphis.com, or By Fax: (901) 529-3629

Shipping/Receiving/Materials Handling

Hicks Convention Services will be handling all exhibitor shipping & material handling. Please read and complete the attached Freight Service forms to coordinate your shipping and material delivery for your vendor table. For additional questions regarding shipping & material handling services, please contact Hicks Convention Services at (800) 798-0262 or (901) 272-1171 and ask for the Customer Service Department.

Please return completed **Exhibit Shipping Forms** to:

Hicks Convention Services

By Fax: (901) 272-9491

You will not need your table assignment prior to shipping materials, however, please be sure to clearly mark your company name on your shipping labels.

IMPORTANT SHIPPING DATES	
	Mark your Calendar
Shipments can start arriving at Advance Warehouse	Monday, February 2, 2015
Last Day for Shipment to arrive at warehouse w/o surcharge	Friday, February 20, 2015
Last Day for Shipments to arrive at warehouse	Friday, March 6, 2015
Move Out	Wednesday, March 11, 2015

**Shipments that arrive at the advance warehouse after February 20, 2015 will be charged a 25% late surcharge.
Shipments arriving at the advance warehouse after March 6, 2015 will be refused.*

Additional questions regarding the Vendor Showcase or exhibiting at the conference can be directed to FMI Staff.

Heather Cain
Manager, Convention & Meeting Services
hcain@fmi.org
(202) 220-0815

Rhett Asher
Vice President, Industry Relations
rasher@fmi.org
(202) 220-0774

Jordan Pietrak
Administrator, Education
jpietrak@fmi.org
(202) 220-0713

Visit www.fmiassetprotection.com for additional information and to register for the FMI Asset Protection Conference.

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THE VOICE OF FOOD RETAIL

Feeding Families  Enriching Lives

Responsibility Clause For Exhibits

Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless The Peabody Memphis (the “Hotel”), the Hotel’s Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), and Food Marketing Institute (FMI) from and against any claims or expenses arising out of the use of the exhibition premises.

Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s Indemnity in this Responsibility Clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel, the Hotel’s Owner, and each of such entities’ owners, subsidiaries and affiliates (collectively, “Hotel Parties”) and FMI shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with Certificates of Insurance at least 30 days prior to the use of the exhibition premises.

The Exhibitor understands that neither FMI nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

PSAVTM

EXHIBITOR AV REQUEST FORM – THE PEABODY MEMPHIS

GROUP NAME	COMPANY NAME	INDIVIDUAL NAME
SESSION DATES	ADDRESS	PHONE NUMBER
MEETING ROOM or BOOTH NUMBER		FAX NUMBER

Please return completed form with credit card information to:
 PSAV Presentation Services
 149 Union Ave., Memphis, TN 38103
 PSAV On-site - Phone: (901) 261-4402 Fax: (901) 529-3685

	HIGH-SPEED WIRELESS INTERNET (Per device/per day*)	\$25.00		
	20" FLAT SCREEN COMPUTER MONITOR (Includes table stand)	\$150.00		
	42" PLASMA MONITOR (Includes table OR floor stand, please specify)	\$350.00		
	52" LED MONITOR (Includes table OR floor stand, please specify)	\$500.00		
	LAPTOP COMPUTER	\$250.00		
	LABOR RATES (per hour)	\$85.00		
	Total (please add 9.25% sales tax*):			\$

Equipment is provided on a daily basis and the rates above are SINGLE DAY RATES. Prices are subject to change without notice. Confirmations will be sent via e-mail. Please indicate your e-mail address below. A 10% Loss/Damage Waiver will be applied to all equipment orders. *Tax will not be applied to internet access.

BILLING INFORMATION:

CREDIT CARD TYPE AND NUMBER: _____

EXP. _____

NAME ON CARD: _____

CLIENT SIGNATURE: _____

Security Code
(three digit code on back of card): _____

Billing Zip Code: _____

Email: _____

DATE: _____



Dear Exhibitor

Please complete this form for the on-site electrical order for your exhibit booth/tabletop area. Also, please complete the attached credit card authorization form.

Qty.	Service	Unit Price	Tax	Total
	20 amp power strip	\$75.00	\$6.94	\$81.94
				\$

****This is the price for advance orders. On-Site orders will be \$100.00++**

Company Name: _____

Guest/Exhibitor Name: _____

Group Name: Food Marketing Institute-Asset Protection Conference

Function Room: Peabody Grand Ballroom

Date: _____

Booth# N/A

*****Please complete the attached credit card authorization****

The Peabody Memphis

Credit Card Authorization

GROUP MEETING

SECURE FAX 901-271-1480

Group Scan/Email pamela.walker@peabodymemphis.com

I, _____, hereby authorize The Peabody Hotel to charge my credit card for payment of all hotel services listed below.

I also understand that, unless otherwise specified, the listed credit card will be charged for ALL hotel services.

Guest Name / Group Name: _____

Hotel Stay Dates: From _____ To _____

Specific Charges: Room & Tax Y N / Incidentals Y N / Banquets Y N

Hotel Service Fee Y N / Other Services Y N

Specific Other Services: _____

Special Instructions: _____

HOTEL USE ONLY

Date: _____

Estimated Charges:: _____ Peabody Representative _____

Card Holder's Name (print): _____

Card Holder's Signature: _____

Credit Card Number: _____ Exp# _____

Card Holder's Address: _____

Card Holder's Phone#: _____ Fax: _____

Card Holder's Email : _____

- Credit card number and holder's name, and other data must be legible.
- All items on this form must be completed in order to process authorization.



Exhibitor Service Manual

**FMI Asset Protection Conference
Peabody Hotel
Memphis, TN
March 10-11, 2015**

SHOW INFORMATION

SHIPPING INFORMATION:

**ALL SHIPMENTS ARE
REQUIRED TO HAVE
CERTIFIED WEIGHT
TICKETS.**

WAREHOUSE SHIPMENTS: Hicks Convention Services will accept crated, boxed, or skidded materials beginning **February 2, 2015** to the warehouse address below. Any shipment received after **February 20, 2015** will be charged a 25% late surcharge. Shipments arriving after **March 6, 2015** will be refused.

Warehouse shipping address:

(All information below must be provided on the shipping labels.)

FMI Asset Protection Conference

Company Name _____

Booth #(Optional) _____

Hicks Convention Services

935 Rayner St.

Memphis, TN 38114

The warehouse will receive shipments Monday through Friday during the hours of 8:00 am – 4:00 pm.

Note: Shipping to show site might cause a delay in getting your freight to your booth. It is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely matter at the show.

ELECTRICAL:

Electrical service may be ordered through the facility.

TELEPHONE:

Telephone service may be ordered through the facility.

CUSTOMER SERVICE:

Please call Hicks Convention Services @ (800) 798-0262 or (901) 272-1171 and ask for the **CUSTOMER SERVICE DEPARTMENT**. You may also FAX us @ (901) 272-9491.



FMI Asset Protection Conference
Peabody Hotel
March 10-11, 2015

Discount Deadline: February 20, 2015
RETURN VIA FAX: 901-272-9491

PAYMENT POLICY FORM

Payment Policy -100% including applicable tax is due at show site.

Full payment must be included with all advance orders to obtain discount prices. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization.

Any additional costs incurred for orders or services placed at show site are due and payable upon presentation of the invoice. All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the Hicks Convention Services Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided.

In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the exhibitor shall then be liable for payment.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Exhibitors will be assessed a \$25.00 service charge for any returned check(s).

A finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

► PLEASE PRINT CLEARLY OR TYPE. This form must be signed and accompany your order.

Company Name:		Booth #:
Street Address:		
City:	State:	Zip:
Authorized Person (please print):		Title:
Signature:	Phone:	Fax:



FMI Asset Protection Conference
Peabody Hotel
March 10-11, 2015

Discount Deadline: February 20, 2015

RETURN VIA FAX: 901-272-9491

CHARGE AUTHORIZATION FORM PLEASE PRINT CLEARLY OR

TYPE. *Complete, sign and return this form with your orders.*

Company Name		Booth #
Billing Address		
City	State	Zip
Ordered By		Date
▶ Any charge back fee resulting from invalid charge disputes will incur a \$25.00 fee, per occurrence.		
Phone	Fax	

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number and expiration date.

☐ American Express ☐ Master Card ☐ VISA V-Code _____

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EXPIRATION DATE

SIGNATURE OF CARDHOLDER (as it appears on card): _____

PRINT NAME (as it appears on card): _____

PRINT NAME OF PERSON(S) AUTHORIZED TO SIGN AT SHOWSITE: _____

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.

FMI Asset Protection Conference
Peabody Hotel
March 10-11, 2015

Discount Deadline: February 20, 2015

RETURN VIA FAX: 901-272-9491

EXHIBIT SHIPPING INFORMATION & DRAYAGE RATE SCHEDULE

Ship Prepaid Only -Collect Shipments will be Refused

ANY ADVANCE SHIPMENTS RECEIVED AFTER **March 6, 2015** WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE.

Loose and Uncrated Materials will be Received at Show Site Only
All Charges are Based on In-Bound Weights Only

ADVANCE SHIPMENT

Rates Include:

- Unloading crated material
- Storing at Hicks warehouse for up to 30 days
- Reloading onto trucks and delivery to exhibit site
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Advantage:

- 30 Day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advance notification in the event of visible damage to materials.

Exhibitors should label and consign shipments as follows:

Your company name: _____

Your booth#: _____

Show Name: FMI Asset Protection Conference

C/O: Hick Convention Services

935 Rayner St.

Memphis, TN 38114

Warehouse: \$75.00 per CWT

with a 300 lb minimum (CWT=100 lbs.) = \$225.00

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

____ lbs. x \$75.00 per CWT = \$_____

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of Hicks Labor. Please contact your Hicks Representative at 800-798-0262.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER **February 20, 2015** WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

SURCHARGES: Fed-Ex, UPS, DHL, loose, uncrated, or improperly packaged materials, or those delivered by a carrier not providing supporting paperwork will be assessed a 25% special handling fee. A surcharge will be assessed for **special trips, handling of shipments** arriving at the warehouse after initial installation date, or for shipments arriving at Show Site after scheduled set-up times.

Hicks Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor will we be responsible for concealed damage to material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW			
Consign To:			
Street Address:			
City		State	Zip
Type of Carrier:	Motor Freight	Air	Van Line
If Prepaid, Bill To:			
City, State and Zip:			

ALL SHIPMENTS MUST ARRIVE PREPAID

- Shipments must be consigned to Hicks Convention Services, as the hotel and convention site do not have the facilities to receive such shipments and may refuse them.
- Hicks Convention Services. will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip (i.e. FedEx, UPS).
- It is understood that Hicks Convention Services and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Hicks for drayage services are based on the value of the material handling services and the scope of Hicks liability as herein set forth. The amounts payable to Hicks are unrelated to the value of the Exhibitors property being handled by Hicks Convention Services or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Hicks Convention Services or its subcontractors. It is agreed therefore that if Hicks Convention Services or its subcontractors should be found liable for loss or damage to Exhibitors materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Hicks Convention Services will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
- Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
- Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Hicks Convention Services. **Specified (freight force) time can be obtained at the Hicks Service Desk or by calling customer service.**
- All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
- Hicks Convention Services, as the Drayage Contractor, shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by Hicks Convention Services, but for which Hicks Convention Services is required to handle the storage of the empty shipping containers, a charge will be assessed.
- To avoid confusion, remove all expired shipping labels before shipment.
- Collect shipments will not be accepted unless written authorization is furnished by the shipper to accept the shipment. There will be a 25% surcharge (\$15.00 minimum) based on the amount advanced by Hicks Convention Services.

HICK CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE

Hicks Convention Services will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Hicks Convention Services for responsibility for concealed and/or apparent damage to uncrated and/or un-skidded exhibit material.

Company Name	Address
Attention of	City/State
Signature	Title

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization, and RETURNED PROMPTLY TO:

**Hicks Convention Services
935 Rayner St. Memphis, TN 38114**

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

FMI Asset Protection Conference

C/O Hicks Convention Services

935 Rayner St.

Memphis, TN 38114

ADVANCE FREIGHT MUST BE DELIVERED BY:

March 6, 2015

Booth # (optional) : _____

No. _____ of _____ pieces

A
D
V
A
N
C
E

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

FMI Asset Protection Conference

C/O Hicks Convention Services

935 Rayner St.

Memphis, TN 38114

ADVANCE FREIGHT MUST BE DELIVERED BY:

March 6, 2015

Booth # (optional) : _____

No. _____ of _____ pieces

A
D
V
A
N
C
E