



## 2016 Vendor Showcase Exhibitor Packet

Thank you for your support of the 2016 FMI Asset Protection Conference taking place March 14-17, 2016 at The Westin La Paloma Resort in Tucson, Arizona.

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 Westin La Paloma and its affiliates. 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 **Canyon Ballroom Salons I-IV** and will be open to all attendees during the following times.

Tuesday, March 15  
11:30 a.m. – 1:15 p.m.  
5:00 p.m. – 6:30 p.m.

Wednesday, March 16  
12:00 p.m. – 1:15 p.m.  
5:00 p.m. – 6:00 p.m.

\*Only Registered Exhibitors will have access to the Canyon Ballroom for set-up and tear-down.  
Exhibitor Move-in/Set-up: Monday, March 14, 12:00 p.m. – 4:30 p.m.  
Exhibitor Tear-down/Move-out: Wednesday, March 16, 6:30 p.m. – 11:59 p.m.

The Vendor Showcase is comprised of 6'x30" table-top displays; **NOT** full-sized tradeshow exhibit booth spaces (e.g. 10x10 or 12x12 booth space). 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 6'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 7th.** (You will **not** need your table assignment prior to shipping materials)  
Vendors are required to remain at their assigned location until vendor tear-down on

Wednesday evening, March 16th. Vendors are not required to remove their table display each day, however, the doors to Canyon 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 Canyon Ballroom for set-up beginning at 12:00 p.m. on Monday, March 14th. 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 Joey Bradfield at The Westin La Paloma. (See attached Exhibitor Services Form)

### **Exhibitor Services**

Please read and complete the attached Exhibitor Services Form to order electricity, audio visual equipment, internet service (beyond basic wireless service) and for package handling/receiving for the Vendor Showcase. For additional questions regarding these services, please contact Joey Bradfield at The Westin La Paloma at [joey.bradfield@westin.com](mailto:joey.bradfield@westin.com) or (520) 577-5870.

Please return completed **Exhibitor Services Form** by February 16, 2016 to:  
Joey Bradfield at The Westin La Paloma  
Fax: (520) 577-5886

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. FMI will submit all vendor table assignments to the hotel in order to coordinate delivery of exhibitor materials.

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](mailto:hcain@fmi.org)  
(202) 220-0815

Suzanne George  
Senior Manager, Education  
[sgeorge@fmi.org](mailto:sgeorge@fmi.org)  
(202) 220-0820

***Don't get left out....remember to register for the conference! Completing the forms in the Exhibitor Service Packet does not automatically enroll your company in the Vendor Showcase!***

Visit [www.fmiassetprotection.com](http://www.fmiassetprotection.com) for additional information and to register for the FMI Asset Protection Conference.



**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 Westin La Paloma Resort & Spa (the “Hotel”), Southwest Value Partners, the Hotel’s Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), and Food Marketing Institute (FMI) and its employees 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.

Insurance forms can be returned to:

Joey Bradfield, CMP, Meeting & Event Manager  
The Westin La Paloma Resort & Spa  
Email: [joey.bradfield@westin.com](mailto:joey.bradfield@westin.com)  
Fax: (520) 577-5886

# THE WESTIN LA PALOMA RESORT & SPA

## EXHIBITOR SERVICES FORM

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If you require internet, telephone, power, or shipping any boxes, please complete and fax this form by February 16, 2016 to:

**Joey Bradfield, Conference Planning Manager**  
**Fax: (520) 577-5886**

**CONFERENCE NAME:** Food Marketing Institute

Exhibitor Name:	_____	Telephone:	(____) _____
Address:	_____	Fax:	(____) _____
	_____	Date:	_____
City/State:	_____	Zip:	_____
*Email Address:	_____	Print Name:	_____
Authorized by:	_____	Signature:	_____

**\*A link will be sent to you via email to fill out accordingly for your requested charges below.**

**Please indicate below your internet/phone requirements for the above event:**

**Power:**

\_\_\_\_\_ Extension Cord & Power Strip \$15 Each

**Internet:**

_____ IP Address (2Mbps)	\$150 per Day
_____ IP Address (4Mbps)	\$300 per Day
_____ IP Address (10 Mbps)	\$600 per Day

\*Custom networks and/or additional packages with larger bandwidth capabilities please contact Joey Bradfield at [joey.bradfield@westin.com](mailto:joey.bradfield@westin.com) for pricing.

\_\_\_\_\_ Install Date/Time: \_\_\_\_\_ Removal Date/Time

**PSAV REQUIREMENTS:**

_____ 32" LCD Flat Screen Monitor	\$250 Plus Tax & Service Charge
_____ LCD Projector Package	\$500/day Plus Tax & Service Charge

# THE WESTIN LA PALOMA RESORT & SPA

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Package Center at the Westin La Paloma Resort & Spa:

**ALL PACKAGES SHOULD BE SENT TO:**

**Westin La Paloma Resort & Spa**  
**3800 E. Sunrise Drive**  
**Tucson, AZ 85743**  
**FMI Conference 2016**  
**(Exhibiting Company Name)**  
**(Exhibitor/Attendee Name)**

The Westin La Paloma Resort & Spa Package Center processing fee is \$0.59 cents per pound for all packages received and destined for your exhibit. The processing fee includes the storage of packages up to seven (7) calendar days before your event. Packages stored for eight (8) calendar days or more will be assessed an additional processing fee of \$0.25 cents per pound, per day.

# EXHIBITOR MATERIALS

From (Shipper):

To: \_\_\_\_\_  
(Exhibiting Company Name)

\_\_\_\_\_  
(Exhibitor/Attendee Name)

**FMI Conference 2016**  
c/o Westin La Paloma Resort & Spa  
3800 E. Sunrise Drive  
Tucson, AZ 85743

No. \_\_\_\_\_ of \_\_\_\_\_ pieces

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To: \_\_\_\_\_  
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\_\_\_\_\_  
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**FMI Conference 2016**  
c/o Westin La Paloma Resort & Spa  
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No. \_\_\_\_\_ of \_\_\_\_\_ pieces

# **THE WESTIN LA PALOMA RESORT & SPA**

## **EXHIBITOR OUTBOUND SHIPPING**

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**CONFERENCE NAME:** Food Marketing Institute

**TEAR-DOWN/MOVE-OUT:** Wednesday, March 16, 2016, 6:30 p.m. – 11:59 p.m.

All outbound shipments will be handled by the Westin La Paloma Resort & Spa Package Center. Package Center staff will come to the exhibit hall during tear-down with shipping forms for each exhibitor to complete. Staff will leave one (1) shipping form for boxes going to one destination – multiple destinations will require additional shipping forms. Exhibitors will need to package their boxes and place the return shipping form on top of their items. Packaging Center staff will collect the packages and ship items as instructed from the shipping forms. There is a \$5.00 package handling fee for each outbound box along with the costs from the shipping company.

**Any items remaining in the exhibit hall space after 11:59 p.m. on Wednesday, March 16 will be discarded as trash.**

Any questions regarding outbound shipping processing or fees should be directed to Package Center staff onsite at the Westin La Paloma Resort & Spa.