



Vendor Court Exhibitor Packet

Thank you for your support of the 2012 FMI Asset Protection Conference taking place March 11-14, 2012 at the Hyatt Regency New Orleans in New Orleans, Louisiana.

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 shipping/receiving, ordering electricity, equipment or internet services. Please note all shipping costs, services, and/or equipment ordered are the sole responsibility and expense of the vendor. All vendor services are provided through Hyatt Regency New Orleans.

Vendor Court Hours & Specifications

The Vendor Court is located in **Storyville Hall on Level 3** of the hotel and will be open to all attendees during the following times.

(Move-in/Set-up for exhibitors only: Sunday, March 11th 12:00 p.m. – 4:30 p.m.)

Sunday, March 11th 5:00 p.m. – 7:00 p.m.

Monday, March 12th 7:00 a.m. – 8:00 a.m., 12:00 p.m. – 2:00 p.m., 4:30 p.m. – 6:30 p.m.

Tuesday, March 13th 12:00 p.m. – 2:00 p.m., 5:30 p.m. – 6:30 p.m.

(Tear-down/Move-out for exhibitors only: Tuesday, March 13th 6:30 p.m. – 11:59 p.m.)

Vendor Court tables are 6'x30" table-top displays; **not** a full-sized tradeshow exhibit booth (e.g. 10x10 or 12x12 booth). 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 Court. 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. 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 is submitting all vendor table assignments to the hotel in order to coordinate delivery of vendor shipments, services, or table equipment. Packages **should not** be shipped or addressed 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 vendor table locations. Table assignments will be distributed to vendors by February 24th. Vendors are required to remain at their assigned location until vendor tear-down on Tuesday evening, March 13th. Vendors are **not** required to remove their table display each day. The doors to Storyville Hall will NOT be locked at night and security is NOT provided for the Vendor Court. 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 Storyville Hall for set-up beginning at 12:00 p.m. on Sunday, March 11th. All table set-ups must be completed by 4:30 p.m. on Sunday in

order to prepare for the Welcome Reception. **Dismantling or removing table displays prior to tear-down at 6:30 p.m. on Tuesday is prohibited.**

Shipping/Receiving/Storage

FedEx Business Office at the Hyatt Regency New Orleans will be handling all exhibitor shipping needs. Please read the attached Shipping Instructions for additional details. For shipping questions, please contact the FedEx Business Center at (504) 524-6833.

Electrical Services

Freeman will be handling all exhibitor electrical needs. Please read & complete the attached Electrical Order Form to order electricity for your vendor table. For electrical questions, please contact Freeman Exhibitor Services at (504) 733-7469.

Audio Visual Equipment & Internet Services

Swank Audio Visuals at the Hyatt Regency New Orleans will be handling all exhibitor audio visual & internet service needs. Please read & complete the attached Exhibit Equipment Order Form & Internet Request Form to order audio visual and/or internet service for your vendor table. For audio visual & internet services questions, please contact David Beauford at Swank Audio Visuals at (504) 613-3722.

General questions regarding the Vendor Court or exhibiting can be directed to FMI Staff.

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

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

Meredith Bombella
Manager, Education
mbombella@fmi.org
(202) 220-0728

Click [here](#) to visit our website for additional information and to register for the FMI Asset Protection Conference.



Shipping Instructions

In-bound Shipping Instructions

Utilize the correct addressing option from the methods listed below to eliminate any package routing delays. All packages received by FedEx Office require a release signature before being released from the custody of FedEx Office. Release signatures are captured at the time of package pick-up from the FedEx Office Business Center or during delivery of package(s) to the recipient. In-bound receiving and applicable delivery fees will be applied to all packages. Fees applied are in addition to standard shipping rates.

For the guest name field below, only use the individual who will be on site to sign for the package(s). Please do not address your packages to a hotel employee or Show Manager as this could cause the package to be delayed. Packages (excluding pallets/crates) will be available for pick-up at the FedEx Office Business Center. Delivery of packages can be scheduled after arriving at the hotel by calling 504.524.6833

To expedite handling of your package, please ensure your package is delivered to the hotel one or more days prior to the start of your event.

Shipments for meetings:

Affix a label with the following information in addition to the airbill

Hyatt Regency New Orleans
(Event Name) (Arrival Date)
Hold for Guest **(Guest Name) (Guest Cell Number)**
(Guest Company Name) (Booth Number)
601 Loyola Avenue
(Meeting Room)
New Orleans, LA 70113

Shipments for individual guests:

Hyatt Regency New Orleans
Hold for Guest **(Guest Name) (Arrival Date)**
601 Loyola Avenue
(Guest Cell Number)
New Orleans, LA 70113

Out-bound Shipping Instructions

To expedite the process for out-bound shipments, please affix a completed carrier airbill to each package. Boxes and FedEx shipping supplies are available through the on site FedEx Office Business Center. Pickup of out-bound packages by all non-standard couriers (other than FedEx or UPS) must be coordinated with the on site FedEx Office location. Out-bound Handling Fees will be applied to each package. Fees applied are in addition to standard shipping rates.

Handling Fees

Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card.

Weight	In-bound Receiving Fee*	In-bound Receiving with Delivery Fee**	Out-bound Handling Fee*
0.0 - 1.0 lbs	\$0.00	\$5.00	\$0.00
1.1 - 10.0 lbs	\$10.00	\$15.00	\$10.00
10.1 - 20.0 lbs	\$15.00	\$20.00	\$15.00
20.1 - 30.0 lbs	\$20.00	\$30.00	\$20.00
30.1 - 40.0 lbs	\$25.00	\$40.00	\$25.00
40.1 - 50.0 lbs	\$25.00	\$50.00	\$25.00
50.1 - 60.0 lbs	\$25.00	\$50.00	\$25.00
60.1 + lbs	\$25.00	\$70.00	\$25.00
Crate / Pallet***	\$150.00	\$150.00	\$150.00

Storage Fees

Fees apply to each package received more than 5 calendar days before delivery to Recipient.

Time Period	\$ / Day per Package
6 - 7 Days	\$25.00
7+ Days	\$50.00
Oversized**	\$25.00

* These fees apply per package or per pallet/crate

** Delivery fees are applied when packages are delivered beyond the FedEx Office location

***For inbound pallets or crates, receiving and delivery charges are consolidated into a single \$150 fee that should be applied to each pallet/crate handled. Similarly, for outbound pallets or crates, a single \$150 fee should be charged for pick-up and movement of each pallet/crate to the shipping dock.

** Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 ft. square box) will be charged an additional \$25/day. The length and girth of a Package is length plus (two times the height) plus (two times the width).

Terms & Conditions: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither Hyatt Regency New Orleans nor FedEx Office provide such insurance. Neither Hyatt Regency New Orleans, FedEx Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that Hyatt Regency New Orleans or FedEx Office may establish from time to time for receiving and delivering your packages.

Revised 092811

F R E E M A N

1000 Elmwood Park Blvd
New Orleans, LA 70123
Ph: 504-733-7469 • Fax: 469-621-5612
FreemanNewOrleansES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2012

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **FOOD MARKETING INSTITUTE / MARCH 10 - 15, 2012**

COMPANY NAME:	BOOTH#: N/A	
ADDRESS:	BOOTH SIZE	X
CITY/STATE/ZIP:	CUSTOMER #	
PHONE #:	EXT.:	FAX #:
SIGNATURE:	PRINT NAME:	
CONTACT'S E-MAIL		
E-MAIL FOR INVOICE	<input type="checkbox"/> CHECK IF YOU ARE A NEW FREEMAN CUSTOMER	

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (286511) on your remittance.

☐ **BANK TRANSFER**

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **AMERICAN EXPRESS**

☐ **MASTER CARD**

☐ **VISA**

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

ELECTRICAL	CLEANING/ SHAMPOOING	GRAND TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Orders received without payment or after the discount price deadline date will be charged at the standard price.

FREEMAN method of payment

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 733-7469 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2012

INCLUDE THE FREEMAN
METHOD OF PAYMENT WITH
YOUR ORDER

SHOW NAME: **FOOD MARKETING INSTITUTE / MARCH 10 - 15, 2012**

COMPANY NAME: _____ BOOTH#: N/A

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

110 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
5 Amp / 500 Watts	_____	_____	95.00	123.50 = \$	_____
10 Amp / 1000 Watts	_____	_____	145.00	188.50 = \$	_____
15 Amp / 1500 Watts	_____	_____	170.00	221.00 = \$	_____
20 Amp / 2000 Watts	_____	_____	195.00	253.50 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for all 208V Connections)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	200.00	260.00 = \$	_____
15 Amp	_____	_____	250.00	325.00 = \$	_____
20 Amp	_____	_____	300.00	390.00 = \$	_____
Over 20 Amp.....	Please call for quote @ 504-733-7469				

208 VOLT 3 PHASE (Labor Required for all 208V Connections)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	300.00	390.00 = \$	_____
Over 10 Amp.....	Please call for quote @ 504-733-7469				

EQUIPMENT (Power not included)

Extension Cords - 25'	_____	25.00	32.50 = \$	_____
Power Strip (15 amp rated)	_____	25.00	32.50 = \$	_____

- Freeman will not be responsible for power failures or voltage fluctuations
- Special Service or wiring into equipment will be charged at the prevailing labor rate
- If you have electrical requirements or have questions regarding electrical, please call your Exhibitor Services Representative at 504-733-7469.

LABOR (Minimum 1 hour charge)

Outlet prices for 110 Voltage power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

LABOR RATES:

Straight Time.....\$ 75.00 per hour
Monday - Friday, 8:00 am - 5:00 pm
(Excluding Holidays)

Overtime.....\$112.50 per hour
Monday - Friday, 5:00 pm - 8:00 am
All day Saturday & Sunday

ADDITIONAL INFORMATION

- One connection per order
- All electrical is located at the rear of the booth
- All advance orders will be installed first
- Any type of multiple plugs such as twin sockets, cube taps, etc. WILL NOT be permitted. Any such connection in the booth will have to be re-wired by the Electrical Contractor to conform with the facilities regulations and will be charged to the exhibitor.
- Outlets to front or sides of booth or lines under carpet will be charged on a labor plus materials basis
- All cords must be 3 ground wired
- No credit will be issued for outlets installed, but not used
- Power will be turned on 1 hour before show times and off one-half hour after show closing
- Power will be disconnected immediately at show closing. Other arrangements must be made in advance at an additional charge.

TOTAL COST

Outlet(s)**	\$	_____
Equipment**	+	\$ _____
**11% Tax	+	\$ _____
Labor*	+	\$ _____
*2% Tax	+	\$ _____
GRAND TOTAL	\$	_____

FREEMAN ELECTRICAL

HYATT REGENCY NEW ORLEANS

®

Swank Audio Visuals at Hyatt Regency New Orleans

601 Loyola Avenue • New Orleans, LA 70113

Phone: (504) 613-3722 - Fax: (504) 648-1512

www.swankav.com

PROGRAM: FMI Asset Protection Conference

Set Date: _____ Set Time: _____ Booth #: N/A
End Date: _____ End Time: _____
Exhibitor Company Name: _____
On-Site Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

PAYMENT INFORMATION:

Cardholder Name: _____
Account Number: _____
Expiration Date: _____ Signature: _____

If paying by check, please make payable to: Hyatt Regency New Orleans.

Please fax or email order form **15 days prior** to set date. Any request received less than 15 days prior will be charged the on-site rate. All orders subject to hotel service charge, which will be applied to your total.

MEETING ROOM/EXHIBIT EQUIPMENT ORDER

	ADVANCE RATE	ON-SITE RATE	QUANTITY*	DAYS*	TOTAL
Computer Display Equipment					
20" Flat-Screen Monitor	\$185	\$240			
42" Plasma with Floor Stand	\$450	\$500			
50" Plasma with Floor Stand	\$550	\$600			
60" Plasma with Floor Stand	\$950	\$1,000			
Laptop Computer	\$175	\$225			
Video Equipment					
32" LCD Display (SVGA/MAC)	\$350	\$400			
42" LCD Display (SVGA/MAC)	\$450	\$500			
DVD Player	\$125	\$150			
VHS Player	\$80	\$105			
LCD Projector	\$525	\$575			
54" Media Cart with Drape	\$35	\$45			
Tripod Screen	\$75	\$95			
Audio Equipment					
Anchor Powered System	\$105	\$125			
House Audio Patch	\$100	\$100			
Audio Mixer	\$75	\$75			
Microphone (hand-held or lavalier)	\$55	\$55			
Wireless Microphone (hand-held or lavalier)	\$175	\$175			
CD Player	\$75	\$90			
Lighting and Rigging Services					
Banner (each)	\$95	\$125			
Up-lighting, Spotlight, Pin-spot	Call for quote	Call for quote			
Equipment Delivery and Removal	\$65	\$65	1		\$65
*Quantity x Days = Total				EQUIPMENT TOTAL	
				DELIVERY/REMOVAL	
				SUB-TOTAL	
				9% SALES TAX	
				GRAND TOTAL	



HIGH SPEED INTERNET ACCESS REQUEST FORM

FMI Asset Protection Conference, March 11-14, 2012

Name of Organization or Company:			
Group Contact:		Phone Number:	
Fax Number:		E-mail Address:	
Date of Event:		Total # of Days:	
Set-up Date:		Set-up Time:	
Ending Date:		Ending Time:	
Catering Contact:		Extension:	
Location of Computers:			
Number of Computers to be connected:			

Charges for Wired or Wireless High Speed Internet Access

WIRED: \$300.00 1st connection + \$100 per additional connection per day

WIRELESS: \$300.00 1st connection + \$50 per additional connection per day

STATIC /PUBLIC IP Address (networked printers, Secure VPN Access, Private or custom networks): \$1000.00 each

***ALL ROUTERS/SWITCHERS MUST BE SUPPLIED BY HYATT. ADDITIONAL CHARGES APPLY FOR SWITCHES, HUBS, ACCESS POINTS, NETWORKING EQUIPMENT, AND SETUP LABOR.**

***CONTACT SWANK AUDIO VISUALS FOR ANY ACCESS NEEDS BEYOND COMMON (NON VPN) INTERNET ACCESS FOR PRICING.**

Guidelines for IP Addresses:

Number of IP addresses will be provided based on customer request. The Hyatt reserves the right to audit usage. In the case of unauthorized additional IP addresses, the Hyatt will either disconnect or charge accordingly.

Technical Support:

If technical support is required, additional charges may be applied. Technical support is defined as anything over and above the adding of IP addresses, subnet mask, DNS, and gateway.

Comments: Please make sure your computers are configured to accept IP addresses. Due to the incompatibility of some components and our dependency on remote systems, we cannot guarantee access. Setup charges for wired lines are applicable regardless of connectivity.

Signature

Date

PLEASE FAX THIS FORM TO (713) 375-4835 TO RESERVE INTERNET ACCESS.