



## Vendor Showcase Exhibitor Packet

Thank you for your support of the 2013 FMI Asset Protection Conference taking place March 10-13, 2013 at the Pointe Hilton Tapatio Cliffs Resort in Phoenix, 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 shipping/receiving and ordering electricity, equipment and internet services. All vendor services are provided through Pointe Hilton Tapatio Cliffs and/or its affiliates. Please note all shipping costs, services, and/or equipment ordered are the sole responsibility and expense of the vendor. A method of payment must be established prior to the hotel providing services for your display table.

### **Vendor Showcase Hours & Specifications**

The Vendor Showcase is located in the **Highland Center** and will be open to all attendees during the following times.

Monday, March 11  
7:00 a.m. – 8:00 a.m.  
12:15 p.m. – 2:15 p.m.  
5:00 p.m. – 6:30 p.m.

Tuesday, March 12  
7:00 a.m. – 8:00 a.m.  
12:15 p.m. – 2:15 p.m.  
5:00 p.m. – 6:00 p.m.

\*Only Registered Exhibitors will have access to the Highland Center for set-up and tear-down.

Exhibitor Move-in/Set-up: Sunday, March 10, 12:00 p.m. – 4:30 p.m.

Exhibitor Tear-down/Move-out: Tuesday, March 12, 6:30 p.m. – 11:59 p.m.

Vendor Showcase 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 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. 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 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 by March 1<sup>st</sup>.** Vendors are required to remain at their assigned location until vendor tear-down on Tuesday evening, March 12<sup>th</sup>. Vendors are not required to remove their table display each day. The doors to the Highland Center 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 Highland Center for set-up beginning at 12:00 p.m. on Sunday, March 10<sup>th</sup>. All table set-ups must be completed by 4:30 p.m. on Sunday. **Dismantling or removing table displays prior to tear-down at 6:30 p.m. on Tuesday is prohibited.**

### **Internet Service, Shipping and Receiving & Method of Payment**

#### **Internet Service:**

To order high speed internet for your display table, please read & complete the attached Internet Order Form.

#### **Shipping and Receiving:**

##### **Incoming Shipments**

To ensure all your materials are delivered to the correct location within the resort, please complete the shipping label included in this packet and affix to all your packages. Please clearly identify the exhibiting company and onsite exhibitor's name on all shipping labels. We recommend placing shipping labels on at least two sides of your boxes. Please be aware that shipments received by the hotel more than five (5) days in advance of the conference risk being returned to the sender. It may be useful to bring tracking numbers with you for all your packages. Exhibitor shipments will be distributed inside Highland Center on Sunday, March 10<sup>th</sup> during exhibitor set-up hours.

##### **Outgoing Shipments**

It is recommended that you bring preprinted return labels for your outgoing shipments; however, the hotel may have blank FedEx and UPS shipping labels available. A method of payment must be arranged if blank FedEx or UPS labels are used (FedEx Account Number or UPS Account Number or credit card number). Labeled return shipments will be collected from the Highland Center and taken to the hotel loading dock for pick-up by the appropriate shipping carrier.

All incoming and outgoing shipments will incur the following handling fees.  
\$4.00 per box, or \$0.15 per pound for larger shipments

#### **Method of Payment:**

A credit card payment authorization form has been included in order to establish a method of payment for services you may order for your display table. The hotel must have a method of payment on file prior to providing exhibitor services.

For additional questions regarding internet service, shipping and receiving or payment pre-authorizations, please contact Tiffany Poole at (602) 375-5408.

Please return completed **Internet Order Form and Credit Card Payment Form** to:  
Tiffany Poole, Senior Event Manager  
Pointe Hilton Tapatio Cliffs Resort  
Fax: (602) 866-6352

### **Audio Visual Equipment & Electrical Services**

Swank Audio Visuals at Pointe Hilton Tapatio Cliffs will be handling exhibitor audio visual & electrical needs. Please read & complete the attached Audio Visual Order Form to order any equipment and/or electricity for your

vendor table. For additional questions regarding equipment and electrical services, please contact Swank Audio Visuals at (602) 375-4642.

Please return completed **Audio Visual Order Form** to:  
Jeremy Judy, Sales Manager  
Swank Audio Visuals at Pointe Hilton Tapatio Cliffs Resort  
Fax: (602) 866-6363

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

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

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

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



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## **Responsibility Clause For Exhibits**

Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless the Pointe Hilton Tapatio Cliffs Resort (the “Hotel”), Hilton Worldwide, Inc., and 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, Hilton Worldwide, Inc., 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.



## Pointe Hilton Tapatio Cliffs Resort

### Credit Card Payment Authorization Form

*Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. **Do not send completed form by email.***

FAX COMPLETED FORM TO: 602-866-6352

ATTN: \_\_\_\_\_

**HOTEL USE ONLY:**

Date: \_\_\_\_\_

Authorized Amount:	Approval Code:	Date:
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**CARDHOLDER - Please complete the following section and sign/date below.**

Guest / Group Name:				
Check-In / Event Date:				
Name of Person/Group Making Reservation:			Phone:	
Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime /Business Telephone:			Evening Telephone:	
Credit Card Number:			Expiration Date:	
Credit Card Type: (Circle one)				
Visa/MasterCard	American Express	Discover	JCB	Diners Club
Credit Card Issuing Bank Name:			Bank Phone Number (from back of your credit card):	
I agree to cover the following categories of charges: (Please circle)				
All Charges	Room & Tax	Food & Beverage	Retail	Recreation
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				
<b>DIRECT BILL ACCOUNT PAYMENTS ONLY:</b> (For direct billing customers paying by credit card)				
Name on Invoice/Statement _____			Date on Invoice/Statement _____	
Invoice/Statement Number _____			Authorized Amount \$ _____	

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.**

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## HIGH SPEED INTERNET REQUEST FORM

Please complete the form below – A separate form is required for each meeting room

I. Contact Information	
Today's Date:	
Meetings & Conventions/Catering Manager:	
Group Name:	
Group Code:	
Group Contact Name:	
Group Contact Phone Number:	
Master Account / Credit Card:	

II. Location: Please include meeting room and specific line location	
Meeting Room / Specific Line Location:	

III Set-Up Scheduling Information	
Installation Date:	
Disconnect Date:	

IV. Pricing		
QTY	Description	Price
	Cabled Access – Initial Line	\$400.00 per line per computer per day. Passwords will be issued based on number of ordered connections.
	Cabled Access – Additional Lines	\$150.00 Per meeting room per day for each additional cabled connection per event. Passwords will be issued based on number of ordered connections.
	Wireless Access	\$150.00 per computer per day. Passwords will be issued based on number of ordered connections. <b>**Not recommended for presentations or high download usage.</b>
	Pop-Up Phone Order	\$50.00 non-refundable. One time charge in addition to requested service for all orders placed for same day service.
	Relocation	\$100.00 per hour labor charge. Relocation of existing lines/equipment or special requests.

V. System Requirements	
<b>PC Minimum Requirements:</b> Pentium; 16MB RAM; Windows '95, '98, XP or Greater 10/100 PCI or ISA Ethernet Card Latest Virus Updates Latest MS Virus Patches Must have been on Internet once before	<b>Laptop Minimum Requirements:</b> Pentium; 16MB RAM; Windows '95, '98, XP or Greater 10/100 Ethernet Card Latest Virus Updates Latest MS Virus Patches Must have been on Internet once before

**Please note the following:**

1. If a virus is detected on any connection, the internet service will be terminated and only re-activated after proper virus patches are installed and a virus scan is completed.
2. Any outside networking equipment including hubs, switches, wireless routers, network cables, must be approved prior to installation through your Catering or Event Manager – charges for connections will still apply.
3. Upon completion of installation of equipment, all fees are non-refundable.
4. In the event of loss or damage to equipment, replacement charges will apply.

X

\_\_\_\_\_  
Authorized Signature

FOR RESORT USE ONLY	
Install:	Username:
Pull:	Password:

Company Name:		Convention Name: FMI Asset Protection Conference 2013		Booth / Suite / Room N/A	
		Set up Date/Time:		Remove Date/Time:	
Address:			City		State / Zip code
Contact Name:			Phone:		Fax:
Email Address:			On-Site Contact:		
<b>Equipment/Service Requested:</b>					
Basic Power non-Dedicated 5amp		Daily Rate	Qty	# of Days	Total
Dedicated 20 Amp Service		\$85.00			
Special Power Requirements ( <b>Call for quote</b> )		\$170.00			
Tripod Screen with LCD Projector (3300 lumens)					
Tripod Screen with skirt & Cart		\$600.00			
42" Plasma Monitor with Stand		\$175.00			
32" LCD TV with Stand		\$400.00			
DVD Player		\$300.00			
Flat Panel Computer Monitor 17"		\$85.00			
Flat Panel Computer Monitor 20"		\$100.00			
Laptop Computer		\$195.00			
Desktop Computer Workstation ( <b>Call for Quote</b> )		\$295.00			
Wireless Computer Mouse					
		\$30.00			
<b>Subtotal:</b>					
(Equipment rental rates listed above include setup & removal)					
<b>Subtotal:</b>					
<b>Sales Tax @ 9.3 %:</b>					
<b>Total:</b>					
<b>Credit Card Number:</b> _____					
(CIRCLE ONE) Visa MC AmEx Disc Diners					
<b>SECURITY CODE:</b> _____ (THE LAST THREE DIGITS ON THE BACK OF YOUR CARD IN THE SIGNATURE STRIP.)					
<b>Name Imprinted on Card:</b> _____ <b>Expiration Date:</b> /      /					
<b>Authorizing Signature:</b> _____ <b>Today's Date:</b> /      /					
* I understand that I will be held fully liable for any damage to or loss of the above listed equipment.					
<b>* PLEASE BRING THIS CARD WITH YOU TO YOUR EVENT. WE WILL NEED TO GET AN IMPRINT OF IT FOR BILLING.</b>					
YOUR INITIALS _____					



## SHIPPING AND RECEIVING

### PACKAGE LABELING FOR IN-BOUND SHIPMENTS:

Please clearly indicate the on-site recipient receiving the package(s)

Send to:

POINTE HILTON TAPATIO CLIFFS RESORT

(Shipping persons name or company name): \_\_\_\_\_

Attention: (Hilton Meeting Manager Name): \_\_\_\_\_

11111 N. 7<sup>th</sup> Street

Phoenix, Arizona 85020

HOLD FOR ARRIVING GUEST: (On-Site Person Receiving Package & Event Name)

Label boxes 1 or 4, 2 of 4, etc. Due to limited storage, we ask that you do not send packages more than one week in advance. Arriving items that require forklift or pallet jack to move or unload will incur charges.

### OUTBOUND SHIPPING INSTRUCTIONS:

All parcels and freight being shipped out of the resort require a Pointe Shipping Form to be filled out and signed. Only authorized signers can bill to the master account. Guest room numbers or charge card numbers must be on the shipping forms prior to shipment. All outgoing parcels and freight will be charged reasonable and customary service charges as listed below. For equipment rentals, such as forklifts, pallet jacks, dollies, etc. we will need at least one week notice. Packaging of materials is the responsibility of the person shipping and insurance is an extra charge.

It is always best to use the trade show company, if one has been designated by your group, for exhibit freight. Exhibit freight will be refused by the resort unless prior arrangements are made through the Shipping and Receiving department or Event Services department.

### ADDITIONAL INFORMATION:

All boxes are stored in our Shipping and Receiving area and guests are messaged to contact us for delivery instructions. The cutoff time for overnight shipments is 2:30pm Monday thru Friday for FedEx / UPS / Airborne. It is recommended to get large quantities of outgoing boxes to the Shipping and Receiving department as early as possible if shipping overnight. There is a processing time required prior to shipment.

### CHARGES:

Group Conference Boxes (non-exhibit) boxes have a \$4.00 handling charge per box received. This includes receiving, movement to designated area in the conference, and storage. There are no outbound charges for the meeting planner's boxes. Any boxes over 50lbs are charged at \$.15 per pound.

### Service Charges:

Outbound to USA Destination	\$6.00 per box / \$.400 per letter
Outbound International	\$10.00 per single box / \$6.00 if all to same address
Requires Customs Form to be filled out	
Saturday pick up or delivery	\$12.50 each

### Supplies:

20" x 20" x 20" Boxes	\$6.00 each
16" x 16" x 16" Boxes	\$5.00 each
Golf Club Boxes	\$10.00 each
Packaging Materials	\$5.00 minimum (dependant on amount required)

\* To ensure service please alert Shipping and Receiving Department prior to shipment if supplies are required

**Equipment Rental Charges:** Please contact your group's event manager for quote. Current charges are

	Daily	Weekly
Fork Lift (fuel, tax, & operator not included)	\$120.00	\$475.00
Lift Operator (2 hour minimum)	\$35.00 per hour	
Pallet Jack	\$25.00	\$125.00

**SENDER'S COMPANY:** \_\_\_\_\_

**SENDER'S ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SHIP TO:** Pointe Hilton Tapatio Cliffs Resort  
Attn: Tiffany Poole, Senior Event Manager  
11111 N. 7th Street  
Phoenix, Arizona 85020

**HOLD FOR:**

Exhibiting Company: \_\_\_\_\_

Onsite Exhibitor to Receive Package: \_\_\_\_\_

FMI Asset Protection Conference March 10-13, 2013  
Deliver to Highland Center

Box \_\_\_\_\_ of \_\_\_\_\_