

AAFD Tradeshow Information

Tradeshow Dates and Times

Wednesday, April 29th

12:30pm – 5:00pm Tradeshow Set up
3:30pm – 5:00pm Inside tradeshow room – Supplier Council Meeting
6:00pm – 8:00pm Welcome Reception – Network with attendees in a more casual environment outside the exhibit room.

Thursday, April 30th

Registration, continental breakfast and break will be held in the exhibit room to allow more time for networking with attendees.

7:00am – 8:30am Registration and Continental Breakfast
10:00am – 10:20am Networking Break
11:35am – 12:05pm Speed Dating with the Suppliers
12:05pm – 2:45pm Market Power Trade Show and Ice Cream Social

Exhibit breakdown is immediately after Ice Cream Social and the room must be cleared by 5:00pm. Your registration includes all conference events and meals, and we encourage you to attend the Awards banquet Thursday evening. Friday brings more opportunities for you to network with the attendees and be sure to make plans to attend the special event Friday evening (to be announced).

Shipping Information:

Crowne Plaza Riverwalk San Antonio
Attn: (Conference Attendee and Company Name) *fill in appropriately*
Event name: AAFD 2009 Conference
111 East Pecan Street
San Antonio, TX 78205

Clearly mark: “Hold for AAFD meeting” and Box 1 of 2, Box 2 of 2, etc. Due to limited storage space at the hotel, please do not plan to have your packages arrive before Monday, April 27th. All boxes must be removed from hotel within 3 days following the conclusion of the event, however be aware of the charges per box, per day if you leave the boxes at the hotel after Saturday (see chart below).

There will be shipping forms for Fed-Ex as well as UPS available from Vickey Doescher and there will be one pick up scheduled for Friday at 8am, anything not in shipping by this time will be your responsibility and the hotels, not AAFD. The AAFD does not accept any liability for boxes that arrive unmarked, damaged or fails to arrive.

Receiving Charges to be paid directly to Hotel:

Letter Package = no charge
Parcels (1 lb -10 lbs) = \$5.00
Parcels (11 lbs -25 lbs) = \$10.00
Parcels (over 25 lbs / trunks) = \$25.00
Crates (0 - 200 lbs) = \$20.00 per crate, over 200 lbs - an additional \$10.00 per 100 lbs
Pallets (Not to exceed 1000 lbs) = \$75.00
Pallets larger than 1000 lbs WILL NOT be accepted at the hotel.

To ensure you and your guests will receive their packages in a timely matter; here are a few guidelines to follow:

Packages received more than (3) calendar days before date of guest pick up will be charged \$25.00 per every one hundred pounds, per day, everyday prior and post to the (3) day limit.

All packages can be retrieved by calling the purchasing Department at ext. 6423 during receiving hours. You must be present and sign for all boxes delivered to you in the exhibit room. Payment arrangements will also be made at this time (generally applied to your room charges). Boxes will not automatically be placed in your booth.

There is a \$20.00 per hr (or any portion of an hr), per man charge when shipping and receiving staff is involved in the unloading/loading or any excessive delivery time. Arrangements for bulk amount items must be made in advance with the Director of Purchasing to ensure delivery time.

General Receiving Hours:

Monday – Friday: 6:30 am - 4:00 pm

Saturday: 7:30 am - 12:00 noon

General Supplier Information:

Suppliers are to pickup their meeting badge and information at the registration desk Wednesday.

Suppliers may set up between 12 noon and 3:30pm on Wednesday and their will be a Supplier Council meeting in the exhibit room from 3:30pm – 5:00pm.

Each vendor will be assigned a 6' clothed table.

Any vendors with displays over 6' wide are required to purchase two spaces.

If you will be requiring power, be sure to indicate on your registration form and **fill out the required form** from the hotel. This form is available from Vickey Doescher of the AAFD by request at vickey@aafd.org or by contacting Bob Larking at 619-209-3775 ext #103. Extension cords from the hotel will be additional charge so bring your own.

If you require Internet access in the exhibit room, indicate on your registration form.

Showcase Raffle:

Each vendor is asked to provide a door prize. Each exhibitor will be provided with raffle tickets to be given out to the attendees as they visit with you about your product or service. Attendees will have a Scorecard that must be signed by you that they have visited with you and at that time you will give them ONE raffle ticket (Branded partners give out two tickets per attendee's visit). The raffle tickets are two part so keep one half (which will be collected thru out the event, beginning with the Welcome Reception and ending just prior to the ice cream social) and give the attendee the other half.

Drawings for prizes will be conducted during the luncheon, Market Power Trade Show and Ice Cream social and attendees must be present to win.

Attendees must get their Scorecard completed by visiting every exhibitor to be entered into a grand prize drawing held during the Awards banquet Thursday evening.