

# AWI • WI AWMAC

Spring  
Professional  
Development Seminars

# 2010



## Product Showcase Information & Registration Kit

April 29 & 30  
Marina del Rey, California

# Exhibitor Agreement Form

To participate in the 2010 Spring Professional Development Product Showcase, the following rules and regulations must be agreed to.

## Signage

The hotel does not permit anything to be nailed, posted or otherwise attached to its walls. No signage, promotional materials, etc. will be allowed in any lobby areas. Please direct questions on signage to Conference Service Manager, **Laura Lopez**, at [Laura.Lopez@marriott.com](mailto:Laura.Lopez@marriott.com)

## Security

The exhibit hall has a 24 hour hold for the evenings of April 28 & 29, 2010 and the hotel will arrange to have the exhibit hall locked for the evening. AWI and the Hotel will not be responsible for the exhibit displays and products in the exhibit hall at any time.

## Hotel

Overnight accommodations are not included with tabletop registration. Please be certain to book your reservations as soon as possible.

Hotel:	Marriott Marina del Rey
Phone:	800-228-9290
Group Rate:	\$144
Group Name:	AWI Spring Professional
Cut off Date:	April 6, 2010 (subject to room block availability)

## Agenda

### Wednesday, April 28, 2010

5:00 pm – 10:00 pm: Exhibitor Setup

### Thursday, April 29, 2010

6:30 am – 8:00 am: Breakfast w/ Members

8:00 am – 11:00 am: Exhibitor Setup

12:00 pm – 1:00 pm: Lunch w/ Members

5:00 pm – 7:00 pm: **Exhibit Reception**

### Friday, April 30, 2010

7:00 am – 8:00 am: Breakfast w/ Members

12:00 pm – 1:00 pm: Lunch w/ Members

1:00 pm – 4:00 pm: **Exhibit Teardown**

## Included Benefits

- Tabletop space at Product Fair
- 2 registrations
- Logo and link on seminars section of the website
- Logo and link in email promotion
- Exhibitor supplied, one-page insert in Member Mailing
- Exhibitor supplied, registration insert
- Onsite sponsor recognition signage
- Company listing in Training Manual as sponsor

Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the gross negligence of the hotel and its employees and agents.

Upon request Exhibitor will provide proof or liability insurance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# Shipping & Receiving Information

## Delivery Fees

Box delivery fees will be charged for any incoming/outgoing packages and storage services provided. Pricing structure is as follows:

Envelopes/Letters: No Fee

Incoming & outgoing packages & boxes: \$5.00 each

Self contained display unit/case: \$25.00

Pallets or oversized containers: \$50 & up

Perday day storage for packages & boxes: \$10.00

Perday day storage for self contained display unit/case: \$25.00

Perday day storage for pallets or oversized containers: \$50 & up

Labor per hour for pallet jack (1 hr minimum): \$50.00

- Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel outside of normal Receiving hours. Failure to make special arrangements may result in deliveries being refused or materials being unavailable when required.

- The Hotel does not accept liability for equipment, goods, displays or other materials which arrive unmarked or fail to arrive at the Hotel. Each Exhibitor is responsible for insuring its property for loss or damage.

The hotel has very limited storage space, so it is asked that materials be shipped to arrive no more than 3 business days prior to the official start date of the event (April 29th). Packages received prior to 3 days will be assessed a storage fee.

## Labeling

If you will be shipping materials to the hotel for this event, please label each package as follows:

**TO:** Marriott Marina del Rey  
4100 Admiralty Way  
Marina del Rey, CA 90292

**Hold for:** April 28, 2010

**Group Name:** Architectural Woodwork Institute

**Meeting Room:** Bayview Ballroom

**Attn:** address to on-site exhibitor  
exhibitor's contact number

**Hotel Contact:** Laura Lopez

Box (es) \_\_\_\_ of \_\_\_\_  
(Multiple boxes must be numbered)

**FROM:** Shipper's Name  
Shipper's Address  
Telephone number (best contact number)

**Please Note:** For your convenience, an exhibitor shipping label has been provided for you including all required information. **Return ship labels are not guaranteed to be available on-site at the hotel. Please come prepared with your needed return ship labels.**

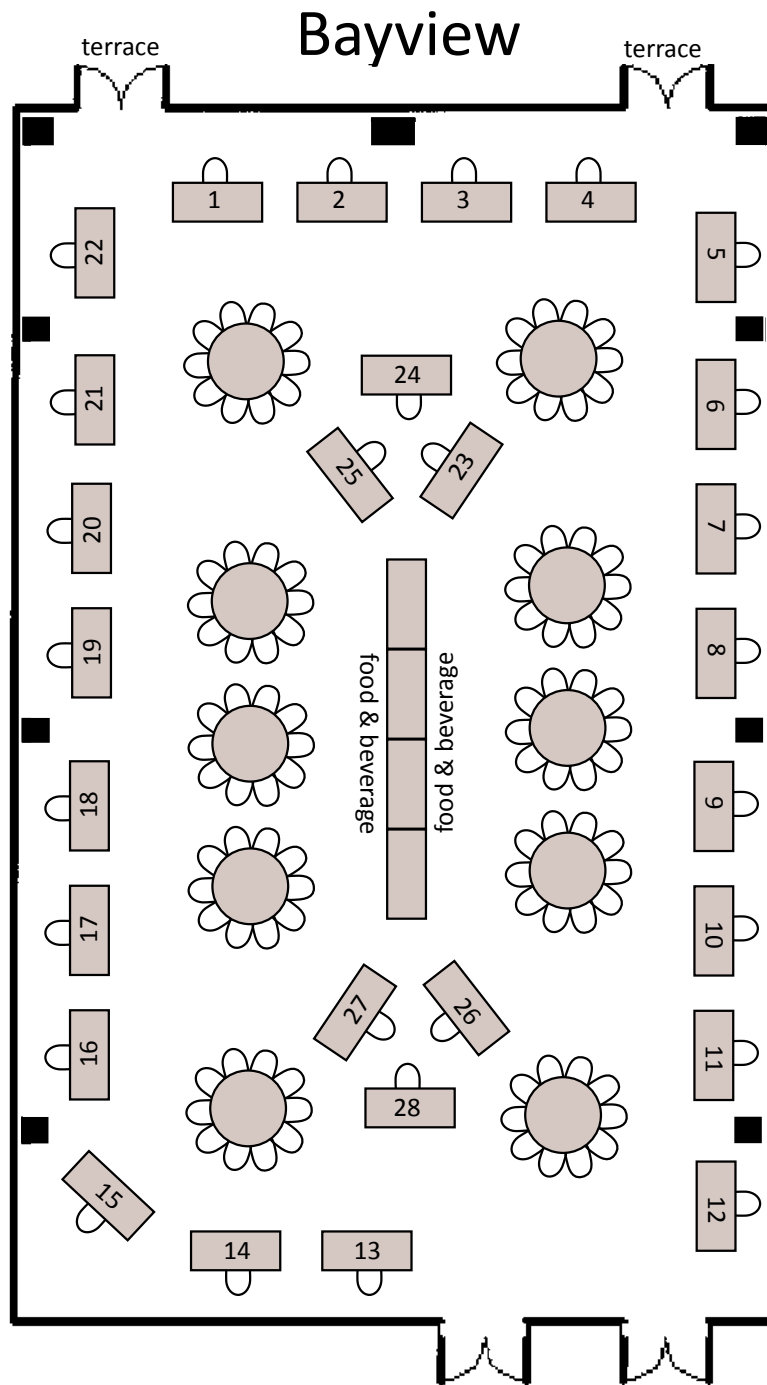
## Utilization of Services

Should you choose to utilize these services, payment will be required at time of merchandise pick-up or delivery to your booth in the form of a room charge, cash or credit card. In addition, all items that are shipped out after the show will also be assessed a handling charge (as listed above).

## Additional Services or Questions on Shipping

If any additional services are needed (i.e. equipment rental or internet service) or if you have any questions on shipping or receiving, please call Convention Services Manager, **Laura Lopez at 310-448-4854.**

# Exhibit Hall Tabletop Layout



## Room Arrangement

Food placement and tabletop exhibits are subject to change and final arrangement will be determined by total participant count. If there is a change in arrangement we will do our best to place you in the general area of your originally selected tabletop and notify you of the change prior to the event.

# Exhibitor Registration and Payment Form

## Exhibitor information

Company Name: \_\_\_\_\_

On-Site Primary Contact Name: \_\_\_\_\_

On-Site Secondary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Tabletop Exhibit

Tabletop Exhibit Space is available at \$1000 for members and \$1500 for non-members. All Tabletop exhibits include 2 event registrations, (1) 6'x30" table, table skirt, chair, and standard power outlet.

## Booth Selection

Please refer to the exhibit floor plan document to select preferred location of your tabletop. AWI Annual Suppliers will have first choice in selection of table tops. All other exhibitors will be assigned their tabletop in order of registration received. Please note, location selection is not guaranteed and may change due to attendance numbers or facility needs.

Preferred Booth Number: \_\_\_\_\_

Alternate Booth Numbers: \_\_\_\_\_  
(please list a minimum of 3 selections)

## Payment information

Company Name: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_

Billing Contact Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### Payment Method

- Payment included with annual sponsorship**
- Pre-Paid Date of Payment:** \_\_\_\_\_
- Credit Card** – Please contact Angie Fuller and provide your credit card number, 571-323-3618
- Check** – Please make payable to AWI, 46179 Westlake Drive, Suite 120, Potomac Falls, VA 20165

## Benefits Deadlines & Information

**Registration Deadline: March 31, 2010**

**Website Logo & Link:** AWI will post log & link within 3 business day of receiving it.

**Scheduled Email Promotions:** Logos must be received 2 days prior to scheduled email delivery date. Current delivery dates are as follows:  
FEB. emails: 11th & 25th    MAR. emails: 11th & 25th    APR. email: 1st

**Exhibitor Supplied Insert in Member Mailing: February 15, 2010**

**Exhibitor Supplied Registration Insert: To Marriott by April 27, 2010**  
All registration inserts must be mailed directly to the hotel with the (provided) registration insert mailing label attached to the exterior of each package. **Required Quantity: 200**

**Recognition Signage & Training Manual Listing:** A high resolution logo (300 dpi+) must be received by **March 31, 2010** otherwise a plain text listing will be used.

**Ship To:** Marriott Marina del Rey  
4100 Admiralty Way  
Marina Del Rey, CA 90292  
**ATTN:** Laura Lopez 310-448-4854

Exhibitor: _____
Contact Name: _____
Contact #: _____

**BOX \_\_\_\_\_ of \_\_\_\_\_**

---

## AWI Exhibitor Materials

---

**Group Name:** Architectural Woodwork Institute (AWI)  
**Group Dates:** April 29 – May 1, 2010  
**Group Meeting Room:** Bayview Ballroom  
**Group Contact:** Ilaria Buffalo 571-213-7283 (cell)

-----

**Ship To:** Marriott Marina del Rey  
4100 Admiralty Way  
Marina Del Rey, CA 90292  
**ATTN:** Laura Lopez 310-448-4854

Exhibitor: _____
Contact Name: _____
Contact #: _____

**BOX \_\_\_\_\_ of \_\_\_\_\_**

---

## AWI Exhibitor Materials

---

**Group Name:** Architectural Woodwork Institute (AWI)  
**Group Dates:** April 29 – May 1, 2010  
**Group Meeting Room:** Bayview Ballroom  
**Group Contact:** Ilaria Buffalo 571-213-7283 (cell)

**Ship To:** Marriott Marina del Rey  
4100 Admiralty Way  
Marina Del Rey, CA 90292  
**ATTN:** Laura Lopez 310-448-4854

Exhibitor: _____
Contact Name: _____
Contact #: _____

**BOX \_\_\_\_\_ of \_\_\_\_\_**

**AWI Registration Insert**

**Group Name:** Architectural Woodwork Institute (AWI)  
**Group Dates:** April 28 – May 1, 2010  
**Group Meeting Room:** Pacific 3  
**Group Contact:** Ilaria Buffalo 571-213-7283 (cell)

-----

**Ship To:** Marriott Marina del Rey  
4100 Admiralty Way  
Marina Del Rey, CA 90292  
**ATTN:** Laura Lopez 310-448-4854

Exhibitor: _____
Contact Name: _____
Contact #: _____

**BOX \_\_\_\_\_ of \_\_\_\_\_**

**AWI Registration Insert**

**Group Name:** Architectural Woodwork Institute (AWI)  
**Group Dates:** April 28 – May 1, 2010  
**Group Meeting Room:** Pacific 3  
**Group Contact:** Ilaria Buffalo 571-213-7283 (cell)