



The POULTRY FEDERATION
PROCESSORS WORKSHOP
October 17-18, 2017 • Rogers, Arkansas

VENDOR EXHIBITOR INFORMATION

Dear Vendor,

Thank you for choosing to exhibit at the upcoming Vendor Tradeshow at the annual Processors Workshop being held at the Embassy Suites in Rogers, Arkansas on **Wednesday, October 18, 2017**. We look forward to another successful conference. Following is exhibitor information.

1. The Vendor Tradeshow will be held in the Pinnacle Ballroom of the Embassy Suites
2. The exhibitor area will be ready for exhibitor move-in by noon Tuesday, October 17, 2017.
3. Designated hours for the Vendor Tradeshow are 7:00 a.m. - 5:00 p.m. on Wednesday, October 18, 2017.
(Please note: you will be responsible for any items left out over night on the tables.)
4. There will be a reception on Wednesday night in the vendor tradeshow room from 3:00 p.m. - 5:00 p.m. for all attendees and exhibitors.
5. Booth space consists of 1-6ft skirted table, 2 chairs, trash can and standard electric. No side or back walls.
6. All booths are first come first serve basis. You will pick out your location when you arrive.
7. TPF does not provide individual company signage for the table.
8. TPF members will receive TPF membership sign for the table.
- 9. All booth workers must pay the workshop registration fee.**

Shipping and Receiving: Due to limitations in secured storage space, the Hotel will only accept packages as follows:

- Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the responsible party's name, Group name, plus Hold for Arrival Date of _____.
- There will be a handling charge as follows:

Boxes up to 36" x 24" x 24"	\$ 15.00 per box
Larger boxes / display cases	\$ 25.00 per box
Pallets	\$ 100.00 per box

Shipping Address:

Embassy Suites
3303 Pinnacle Hills Parkway
Rogers, AR 72758

If you have any questions regarding the Vendor Tradeshow, please call Joyce Wood at the Federation Office at **501-375-8131** or email joyce@thepoultryfederation.com

Thank you for exhibiting and thank you for your support!

**Registration fee for attendees and booth workers includes all meetings and associated breaks and meals: Tuesday morning breakfast, Tuesday lunch, Wednesday Supplier Showcase food & drinks. The golf tournament is handled separately for an additional fee.*