

SYMPOSIUM

LIVE PRODUCTION

August 1-2, 2017 · JQH Convention Center · Rogers, Arkansas

VENDOR BOOTH INFORMATION

Dear Vendor,

Thank you for choosing to exhibit at the upcoming Vendor Tradeshow at the annual Live Production Symposium being held at the John Q. Hammons Convention Center in Rogers, Arkansas on **August 1-2, 2017**. We look forward to another successful conference. Following is exhibitor information.

1. The Vendor Tradeshow will be held in Grand Ballroom 6 in the John Q. Hammons Convention Center
2. The exhibitor area will be ready for exhibitor move-in by 8:00 a.m. on Tuesday, August 1.
3. Designated hours for the Vendor Tradeshow are 5:30 p.m. to 7:00 p.m. on Tuesday and 7:00 a.m. - 4:30 p.m. on Wednesday, August 2.
(Please note: you will be responsible for any items left out over night on the tables.)
4. There will be a reception on Tuesday night in the vendor tradeshow room from 5:30 p.m. - 7:00 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 for your support!

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SPONSORSHIP+VENDOR COMMITMENT FORM

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Company Name:

.....
First Name

Last Name

.....
Billing Address:

.....
City:

State:

Zip:

.....
Telephone:

Alt. Phone:

.....
Email:

Sponsorship Level: **Principal \$2,500** **Reception \$1,500** **Friend \$500**
 Patron \$1,000 **Supporter \$750**

Vendor Booth: **TPF Member \$100** **Non-Member \$200**
 Sponsor *(If you are a Principal, Reception, or Patron Sponsor you receive a complimentary vendor booth)*

Payment: **Invoice**
 Check (Please make payable to The Poultry Federation)

Please charge my: **AMEX** **MC** **VISA** **DISCOVER**

.....
Card Number:

Exp:

Security Code:

.....
Authorized Signature:

RETURN FORM BY MAIL OR E-MAIL

Mail To:
The Poultry Federation
PO Box 1446
Little Rock, AR 72203

E-Mail To:
joyce@thepoultryfederation.com