

# POULTRY SYMPOSIUM

PRODUCTION & PROCESSING

April 17-18, 2018, John Q Hammons Center/Embassy Suites, Rogers, Arkansas

## VENDOR BOOTH INFORMATION

The Poultry Symposium for Production & Processing Vendor Trade show will be held at the **John Q. Hammons Convention Center of the Embassy Suites in Rogers, Arkansas on April 17-18.**

### Please take note of the following:

1. The Vendor Trade show will be held in **Grand Ballroom 5-6** in the **John Q. Hammons Convention Center of the Embassy Suites in Rogers, Arkansas.**
2. Booth space consists of 1-6ft skirted table, 2 chairs, trash can and standard electric. No side or back walls.
3. All booths are first come first serve basis. You will pick out your location when you arrive.
4. The exhibitor area will be ready for exhibitor move-in by **8:00 a.m. on Tuesday, April 17.**
5. Designated hours for the Vendor Trade show are:

<b>Tues/April 17</b>	<b>Vendor Trade show/Reception</b>	<b>4:00 p.m. - 7:00 p.m.</b>
<b>Wed/April 18</b>	<b>Vendor Trade show</b>	<b>7:00 a.m. - 4:30 p.m.</b>

6. TPF is not held responsible for any items left out over night on tables or on display.
7. TPF does not provide individual company signage for the table.
8. If you are an Allied Member of TPF, you will receive a "member" sign to be displayed on your table during the trade show.
9. All booth workers must pay the workshop registration fee plus the vendor trade show fee:

**TPF Member: \$100 (booth fee) + \$100 (per booth representative)**

**Non-Member: \$200 (booth fee) + \$125 (per booth representative)**

**Complimentary: requires a \$1,500 or above sponsorship at the Poultry Symposium.**

**Registration deadline for exhibitors is Wednesday, April 11. Exhibitor registrations are not available on-site.**

### Shipping and Receiving

1. Arrangements must be made in advance for all pallets, as well as all shipments of more than 10 packages.
2. Embassy Suites is not responsible for any damaged packages and has the right to refuse any shipments.
3. Embassy Suites is not responsible for helping unload any delivery truck that may drop off shipments (Hotel does not own forklift).
4. Hours of receiving freight:  
**7:00 a.m. - 3:00 p.m. - Monday - Friday at the back dock of the hotel (Saturday and Sunday by the front desk)**
5. Normal drop off times:  
**8:00 a.m. - 3:00 p.m. (DHL) / 11:00 a.m. - 12:00 p.m. (UPS) / 10:30 a.m. - 12:00 p.m. (Fed Ex)**
6. Incoming packages will incur the following charges/fees:

**Envelopes and small Fed Ex/UPS carrier company boxes**

**Less than (5) parcels under (20) pounds**

**(5) Five or more packages under (20) pounds**

**All packages (21) pounds to (50) pounds**

**All packages over (50) pounds**

**All packages held over (4) four days**

**All per sized boxes**

**All normal sized pallets**

**All over sized pallets**

**All pallets held more than 2 days**

**NO CHARGE**

**\$5.00 per package**

**\$10.00 per package**

**\$15.00 per package**

**\$20.00 per package**

**\$2.00 per day/package**

**\$15.00 per box**

**\$75.00 per pallet**

**\$100.00 per pallet**

**\$50.00 per day**

**\*\*\*All packages not claimed after (30) days will be discarded\*\*\***