



Networking Session – Monday, May 8, 2017 – 4:00 – 6:00 pm

Thank you for participating in USMA's Joint Supplier Networking Session. The session will be held in Texas Ballroom E/F on the second floor of the Omni Fort Worth Hotel. The room will be open to set-up at 3:00 pm.

Shipping to the hotel:

All deliveries should be shipped to the registrant from your company who is staffing the table. The address and format is shown below. The hotel will charge a fee for receiving and holding boxes. The hotel charges \$5 per small to medium box and higher for larger items. The receiver of the box must be a registered guest of the hotel. For security reasons the hotel will refuse acceptance of any box addressed to a person that is not holding a future hotel reservation.

Omni Fort Worth Hotel
Hold for Guest (name of guest), Arriving (Date)
1300 Houston Street
Fort Worth, TX 76102

Return Shipping:

You will need to affix a shipping label with payment information (your account number or credit card) to each box. They may be left at the Hotel Business center for pickup. Please note the last pickup of the day by FedEx and UPS will have already occurred when the networking session is over. Properly labeled packages won't go out until Tuesday, May 9th. However if you need to get a package out that same day, there is a FedEx location near the hotel at 901 Houston Street, Phone: (817) 348-8899.

This session will be enjoyable and productive if everyone abides by the following:

1. No signs, banners, backdrops, table covering or table-top exhibits will be allowed. USMA will provide each table with a table cloth and a sign.
2. No audio equipment may be played during the event. No dangerous chemicals or controlled substances may be brought into the hotel.
3. Samples are not allowed – this session is restricted to printed materials.
4. Giveaways are allowed, however we ask that they be limited to inexpensive items in consideration of limits placed on gifts by many companies.
5. All people working your table must be a registered conference participant.
6. Every effort will be made to keep competing companies away from each other. If you have any concerns please contact the organizer as quickly as possible.
7. Companies who have not sponsored a table are prohibited from using the show floor area to contact existing or potential customers. This area is reserved for those who have paid to sponsor the event.
8. There will be no individual table drawings.
9. Electricity is not available for this session.
10. We ask that everyone abide by the highest ethical conduct and respect private conversations.

Any company that does not abide by these items may be asked to leave and may not participate in the next event, at the discretion of the USMA Board of Directors.