



Networking Session – Monday, May 21, 2018 – 4:00 – 6:00 pm

Thank you for participating in USMA's Joint Supplier Networking Session. The session will be held in Osceola Ballroom Salons D/E of the Omni ChampionsGate Hotel. The room will be open to set-up your materials at 3:00 pm on Monday, May 21st.

Table Assignments: USMA assigns the table locations at random and then makes adjustments to assure that competitors are not located next to each other. This process takes place onsite and is an effort to avoid any preferential table placement.

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

1. No signs, pop-ups, banners, backdrops, balloons, logo table covering or table-top exhibits will be allowed. USMA will provide each table with a tablecloth 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. Anyone working at your table must be a registered/paid 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.
11. Upon hotel check-in ask about any item you had shipped. Claim your package and bring it to the Osceola Ballroom at 3:00 pm on Monday. The hotel will not automatically bring it to you.
12. Do not schedule private appointments that conflict with USMA Conference Programming.

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.

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 (see below for more information on charges). 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.

Due to storage capabilities, please plan to have your packages shipped to the following address **no more than five business days prior to your arrival**. Storage fees will be assessed if your packages arrive more than five days prior to arrival or remains for more than 5 days following departure.

Please label incoming shipments in the following manner for proper delivery:

Individual Guest packages must be labeled as follows:

Guest's Name

USMA Conference
Your Date of Arrival at the hotel
Omni Orlando Resort at ChampionsGate
1500 Masters Boulevard
ChampionsGate, FL 33896

Return Shipping:

After the event, if you want to ship unused material back to your office you will need to affix a shipping label with payment information (your account number or credit card) to each box. The package 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 22nd.

Shipping and Receiving Charges:

- Handling fee:
 - Inbound Boxes \$5.00 per box/envelope under 10 lbs.
 - Inbound Boxes \$1.00 per lb. per box over 10 lbs.
 - Outbound Boxes \$15.00 each
 - Inbound Cases \$5.00 per box/envelope under 10 lbs.
 - Inbound Cases \$1.00 per lb. per box over 10 lbs.
 - Outbound Cases \$15.00 each
 - Envelopes/Tubes \$5.00 per envelope under 10 lbs.
- Incoming Crate / Pallets: \$150.00 per pallet
- Outgoing Crate / Pallets: \$150.00 per pallet
- Corrugated Boxes: \$6.00 per box + tax
- Roll of Tape: \$6.00 per roll + tax

*These charges are in addition to the individual carrier shipping services.

PLEASE NOTE:

FEDEX - Currently FEDEX **does not** provide these services to the ChampionsGate area, unless the package is specifically marked for this service when it is shipped out:

- No Saturday Delivery
- No Priority Overnight
- No First Overnight

FEDEX only provides Standard Overnight service to the area: (Next business afternoon by 5:00PM)

UPS - (Same service limitations as FEDEX above)

Shipping & Receiving (continued)

DHL - Current services (International Only):

- Mon. - Fri. One stop per day by 5:00PM
- Saturday Delivery

PLEASE NOTE:

It is **extremely important** that all packages be labeled to the attention of the guest **receiving** the package.

Questions?

Please contact Philip Arbuckle if you have any questions. phil@meetingtrack.com or 913-207-0502