



### **Networking Session – Tuesday, May 21, 2019 – 4:00 – 6:00 pm**

Thank you for participating in USMA’s Joint Supplier Networking/Display Session. The event will be held in main ballroom of the Westin Kierland Resort. The room will be open to set-up your materials at 3:00 pm on Tuesday, May 21<sup>st</sup>. [PLEASE note, this event is being held on Tuesday this year!](#)

**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 setting up or 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.
13. The hotel **REQUIRES** prior notification for all items shipped to the hotel. Use the attached form, complete and send to [Phil@MeetingForceLLC.com](mailto:Phil@MeetingForceLLC.com). Ask for verification of receipt to assure that your document was received.
14. Please notify the meeting planner if you notice anyone who is not registered for the conference, using the event to set up meetings and private meals.

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 on the following form. The hotel will charge a fee for receiving and holding boxes. The receiver of the box must be a registered guest of the hotel.

For security reasons the hotel will refuse acceptance of any shipment that was not announced by using the following form.

Due to limited 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 by the hotel. See the shipping notification form for more information.

**PLEASE NOTE:**

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

**RETURN COMPLETED FORM TO**

phil@meetingtrack.com

Must be received no later than Monday May 13, 2019

**Questions?**

Please contact Philip Arbuckle if you have any questions. [phil@meetingtrack.com](mailto:phil@meetingtrack.com) or 913t 207t 0502

**THE WESTIN**  
**KIERLAND**  
**RESORT & SPA**  
**PHOENIX-SCOTTSDALE**

Event/Function: USMA Networking Display

Date: Tuesday May 21, 2019

**SHIPPING NOTIFICATION REQUIRED BEFORE ANY SHIPMENTS WILL BE ACCEPTED**

**Shipping Contact:**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Quantity of Items Shipped:      Tracking Number (Must be provided for all items shipped):**

Packages/Boxes: \_\_\_\_\_

Packages/Boxes: \_\_\_\_\_

Packages/Boxes: \_\_\_\_\_

Packages/Boxes: \_\_\_\_\_

Pallets/Crates: \_\_\_\_\_

Shipping Date: \_\_\_\_\_ Expected Arrival Date: \_\_\_\_\_

**At Hotel Deliver To:**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Guestroom

Meeting Room  Room Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Hold For  Guest Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Method of Payment:**

Bill to Guestroom  Guest Name: \_\_\_\_\_

Bill to Credit Card  Cardholder's Email: \_\_\_\_\_

Credit card security is very important to Starwood. Accordingly, we have developed a secure website that you may use to transmit payment information (including credit card authorization forms and other documents that contain credit card information) in a more secure manner to our hotels. Please provide the cardholder's email, so an invite can be sent to access the eCredit Card Authorization Form. Your shipment(s) will not be released, until the credit card information has been submitted and received.

**Pricing:**

The price for receiving/off loading will be \$.50 per pound

The price for storage will be \$.50 per pound per day starting on the 4<sup>th</sup> day

The Storage of large crates/cases will be subject to a fee of \$35.00 per day

There will be an additional \$5.00 per box fee for receiving boxes sent to non-registered guests.. This must be paid before the box is released.

**Shipping Address:**    Westin Kierland Resort & Spa  
                                  ATTN: (Name), Hotel Guest, Guest Arrival Date  
                                  USMA CONFERENCE  
                                  6902 E. Greenway Pkwy, Scottsdale, AZ 85254

Return completed form to Phil@meetingtrack.com, no later than Monday, May 13, 2019