

# AIFD 2019 National Symposium Partners' Showcase Application



**Sunday, July 7, 1:00 pm - 5:00 pm**  
**Monday, July 8, 9:00 am - 12:00 pm**

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

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**By signing you accept all terms within and agree that all information provided is correct.  
 Pages 1 and 2 are required for registration.**

**Please Select Your Exhibitor Level:**

Non-Member

Industry Partner

Regional Partner

Education Partner (*Complimentary Table*)

Accredited Member (*Book Fair and/or Book Store*)

*Elite Partners must complete application.*

**Please select Partner level below:**

Premier

Diamond

Platinum

Gold

Silver

Bronze

Emerald

Ruby

Rosebud

Orchid Petal

Daffodil

**Please Reserve:** (*see page 3 for all pricing*)

**Select Registration Option:**

\_\_\_\_ SUNDAY Only    \_\_\_\_ SUNDAY and MONDAY

\_\_\_\_\_ **Total Showcase Tables\*** = \$ \_\_\_\_\_

72" round: \_\_\_\_\_ 6'x30" banquet: \_\_\_\_\_

**\*Total Space available per exhibit: 6' x 6'**

Electrical Access **YES** \_\_\_\_ **NO** \_\_\_\_

Number of outlets \_\_\_\_\_ = \$ \_\_\_\_\_

Internet Access **YES** \_\_\_\_ **NO** \_\_\_\_ = \$ \_\_\_\_\_

Book Fair Table **YES** \_\_\_\_ **NO** \_\_\_\_ = \$ \_\_\_\_\_

Book Store Table **YES** \_\_\_\_ **NO** \_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ **\*\*Additional Company Representatives (\$50) = \$ \_\_\_\_\_**

**\*\*See page 2 to register additional representatives**

**Total Amount Due: \$ \_\_\_\_\_**

Reservation is confirmed when payment is made

Set Up /Design Assistance needed. **YES** \_\_\_\_ **NO** \_\_\_\_

Form of Payment:

Check enclosed (*payable to AIFD*)    Credit Card: AMEX \_\_\_\_ Visa \_\_\_\_ MC \_\_\_\_

CC Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_

Name as appears on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**This registration form becomes your space reservation when accompanied by your check or credit card payment  
 Email form (both pages 1 and 2) and payment to: [info@aifd.org](mailto:info@aifd.org) or  
 Mail to: AIFD, ATTN: Rachel Schlev, 9 Newport Drive, Suite 200 Forest Hill, MD 21050 or FAX: 443-640-1031**

**AIFD National Symposium  
Partners' Showcase Additional  
Representative Registration**  
*continued*



**Sunday, July 7, 1:00 pm - 5:00 pm**  
**Monday, July 8, 9:00 am - 12:00 pm**

Company Name: _____ Main Contact Name: _____ Phone Number: _____ Total # of tables: Partners' Showcase/Book Fair: _____/Book Store: _____
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**Additional Representative Registration:**

**Return this page along with page 1 to complete registration and reserve your Partners' Showcase table/space.**

- List below all representatives who will be setting up, tearing down / monitoring your display table(s) throughout the Showcase.
- Everyone is required to have an official registration badge to enter and work in the Showcase.
- For each table you purchase, you are entitled to 1 (one) complimentary representative badge for the Showcase. Educational programming and meal functions are not included in the Showcase registration.
- Additional representatives must register for the Showcase at \$50.00 per person.
- No on-site registrations will be accepted.
- **ALL Elite Partners and Education Partners receiving complimentary Showcase tables must fill out and return the Showcase Application and Agreement form.**

Name of Representative(s)	Company	Email
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____

*(\$50 for each additional rep(s) not included in the Showcase Registration)*

# AIFD 2019 National Symposium Partners' Showcase

## Terms and Conditions

### Costs to Exhibit:

#### AIFD Industry Partner\* Showcase Rates

	<i>Early Bird (on/before 5/1)</i>	<i>Standard (after 5/1)</i>
Single Day	\$400	\$500
Both Days	\$500	\$600

#### **\*AIFD Industry Partner Membership Dues**

\$500.00 (optional but recommended: for more information on membership, please visit [aifd.org](http://aifd.org))

#### AIFD Regional Industry Partner\*\* Showcase Rates

	<i>Early Bird (on/before 5/1)</i>	<i>Standard (after 5/1)</i>
Single Day	\$500	\$600
Both Days	\$600	\$700

#### **\*\*AIFD Regional Partner Membership Dues**

\$250.00 (optional but recommended: for more information on membership, please visit [aifd.org](http://aifd.org))

#### Non-Member Showcase Rates

	<i>Early Bird (on/before 5/1)</i>	<i>Standard (after 5/1)</i>
Single Day	\$900	\$1,000
Both Days	\$1,000	\$1,100

- AIFD Industry and Regional Partners may purchase a maximum of four (4) Showcase display tables/spaces.
- Elite and Blossoming Product Partners refer to the Partner Benefits Packet for details on table availability.
- AIFD Education Partners have the opportunity to receive a complimentary table with this application.
- Non-Members may purchase up to a maximum of two (2) Showcase display tables/spaces.
- For each table/space purchased, exhibitor receives one (1) complimentary Representative badge. This badge is good for the Representative to set up, tear down, and access the Showcase. It does not include educational events or meal functions not associated with the Showcase.
- **Showcase registration closes JUNE 14, 2019 or when space fills up, whichever comes first.**

#### Additional Representatives:

\$50.00 per Representative

#### Electrical Outlets:

\$150.00 per outlet

#### Wi-Fi Internet:

\$150.00 per connection

#### Book Fair: (see page 5 for date and time)

	<i>Early Bird (on/before 5/1)</i>	<i>Standard (after 5/1)</i>
Single Day	\$175/table	\$200/table
Both Days	\$200/table	\$225/table

#### Book Store: (see page 5 for date and time)

	<i>Early Bird (on/before 5/1)</i>	<i>Standard (after 5/1)</i>
Single Day	\$125/table	\$150/table
Both Days	\$150/table	\$175/table

### Partners' Showcase Dates:

**Set Up:** Sat., July 6, Noon - 5:00 pm &  
Sun., July 7, 8:30 am - Noon

**Showcase Days:** Sun., July 7(PM) & Mon., July 8(AM)

**Continental Breakfast:** Mon., July 8, 8:30 - 9:30 am

#### Showcase Hours:

Sun., July 7: 1:00 - 5:00 pm

Mon., July 8: 9:00 am - Noon

**Tear Down:** Mon., July 8: Noon to 3:00 pm

### Shipping:

All items are to ship directly to **Floral Supply Syndicate**. Sample shipping labels can be found on page 6.

#### Hotel CANNOT accept large shipments.

- Shipments **MUST** be clearly marked on the outside with a **YELLOW LABEL** on all 4 sides with: **AIFD Partners**, and **name of company**.
- Shipments must be sent to arrive no earlier than **June 24, 2019** but **MUST** arrive **NO LATER** than **July 1, 2019**.
- Partner items will be brought to the hotel between Wed. July 3 and Friday, July 5. Access to these items will be limited and at the discretion of the Partner Committee Chair. If you are sending items in for both your display and for procurement/programs, please make sure to not mix products in the same boxes and please make sure to label each appropriately.
- Please retain all tracking and shipping information and product lists and bring them with you to Symposium. AIFD, the Partners Committee and its volunteers are not responsible for items not accounted for.
- Partner **MUST** bring own return shipping labels with them.
- Partners must have all return items boxed or palletized **prior to 3 pm July 8** to be moved to the holding area. Items will then be taken back to Floral Supply Syndicate for return shipping to your final destination.
- Only items that are sealed, labeled and ready for shipping will be allowed to be placed in the out bound holding area.
- Exhibitors are encouraged to bring their own tape and shrink wrap as none will be available or provided on site.

### Partners' Showcase Set Up:

All set up must be completed between Noon and 5:00 pm on Saturday, July 6 and 8:30 am to Noon, Sunday, July 7. **No early or late set up will be permitted.**

Partner product shipments will be delivered by the Partners Committee to a Partners display area in no specific order.

Partners are responsible for cleaning their area of all debris and trash prior to the end of set up and before leaving.

All pallets and shipping crates will be taken to a holding area as soon as they are emptied or cleared.

Partners in need of set up or design assistance for their tables must indicate this by checking the "set up assistance" box on the application and must return the application and request by **April 1, 2019**. Assistance may not be available after the April 1 deadline and no assistance will be available day of. AIFD does not accept responsibility for the experience level of the volunteer.

### **Tear Down and Clean Up:**

Tear down will begin promptly at Noon. No displays may be taken down prior to the close of the Showcase at Noon. The Partners' Committee will make an official announcement when the Showcase is closed.

All boxes and pallets will be returned to the vendors' space by the committee in no specific order.

Space **MUST BE** completely cleaned free of boxes, wrapping, left over products, buckets, flowers and debris.

**All packaged items for return must be made ready by 3:00 pm** for the committee to move to holding space for their return to Floral Supply Syndicate.

### **Exhibit Rules:**

No decorations, displays or promotional material may be hung from surrounding walls. All display items must be placed on your table or free standing.

Exhibits may not extend higher than 6 feet from the top of the table. Tables are standard banquet rectangle and round tables. More detailed information will be sent once application and payment have been accepted.

Partner tables must be manned at all times during the Showcase.

If you are in need of any flowers or supplies to decorate your table we recommend Mayesh Floral Wholesale and Floral Supply Syndicate Las Vegas locations. Their information can be found on page 5 of this packet.

Additional or extra flowers and/or supplies will **NOT** be available on site.

Due to fire codes, display spaces are not to be repositioned, moved or extended from their assigned locations. Exhibitors may exchange tables, as available, or may remove tables completely to set up their own free standing display, but said display **MUST** remain within the assigned location and given space.

No pipe and drape is allowed as part of your display.

Exhibitor accepts all responsibility for any damage or additional cleaning fees caused by their display and shall be responsible for any fee's associated with said damage.

Distribution of magazines, posters, catalogs and promotional materials is encouraged.

Selling items from your tables is permitted but you are responsible for any state tax issues.

Selling your display after the Showcase closes is permitted but all tear down rules and shipping rules apply. Anything left in the Showcase area after 3:00pm will be discarded by the committee without question.

Live demonstrations or interactive displays are permitted as long as they do not become a nuisance or distraction to any scheduled activity and do not impede traffic flow or cause congestion on Showcase floor.

No individual microphones are allowed on the Showcase area.

Everyone in the Showcase area is required to have an official registration badge.

### **Exhibit Rules *continued:***

**No one under the age of 18 is allowed in the Showcase area during set up or tear down.**

Showcase table space will be assigned based first on partner benefit level and then on response order.

As a special benefit to Symposium Partners' Showcase participants, AIFD will provide an Excel mailing list of Symposium registrants for follow up marketing. In addition, an electronic mailing list is available **ONLY** to AIFD Industry Partner Members at their request. No fax, phone or email will be provided due to AIFD privacy policies.

**AIFD and the Partners' Committee have the right to ask anyone to fix, change or remove any part of a display that is deemed inappropriate or shows signs of risk of falling, instability or may cause damage to the facility.**

**Partner is financially responsible for all damages to the facility caused by their displays.**

**AIFD is not responsible for any lost or damaged items.**

### **Equipment Availability:**

All spaces will be pre-set with a 72" round table unless otherwise requested in advance.

Based on availability and with advance notice, 6'x30" banquet tables may be exchange for the standard 72" round table.

Trash cans will be distributed around the room during set up and tear down for disposal of your unwanted items and trash.

1 (one) black table linen will be provided with each table ordered.

There will be a pallet jack available during set up and tear down which will be operated by the AIFD Partners' Committee **only**.

Water is available and the Partner Committee will transport water from the water station to your display area.

Plastic will be available and will be required for anyone designing at their display area.

### **Electric and Internet:**

#### **Electrical outlets:**

Electric must be ordered prior to June 14, 2019. For safety and logistical reasons, your selection of electricity could affect your table placement in the room.

#### **Wi-Fi Internet:**

Wi Fi must be ordered prior to June 14, 2019.

**Be sure to include your electric and Wi-Fi requests on the application form.**

### **Book Fair Information:**

*(Occurs during and in the Partners' Showcase)*

Persons monitoring the Book Fair and/or Book Store **MUST** be registered for the *entire* Symposium.

**Set Up:** Sat., July 6, 5:00 – 7:00 pm

& Sun., July 7, 8:30 am - Noon

**Showcase Days:** Sun., July 7 & Mon., July 8

**Continental Breakfast:** Mon., July 8, 8:30 - 9:30 am

**Showcase Hours:** Sun., July 7, 1:00 - 5:00 pm

& Mon., July 8, 9:00 am - Noon

**Tear Down:**

Mon., July 8, Noon-3:00 pm

### **Book Store Information:**

*(Opens the day after Partners' Showcase)*

**Tuesday, July 9 - 7:00 am to 4:00 pm**

**Wednesday, July 10 - 7:00 am to 4:00 pm**

Products on display in the Book Fair and Book Store are limited to publications and video/audiotapes.

In addition to AIFD Industry Partners, Program Presenters and AIFD Accredited Members may participate in the Book Fair and/or Book Store.

Accredited Members and Program Presenters must show products written or produced by themselves.

Sales are permitted during the Partners' Showcase Book Fair and within the Book Store only.

Book signings are permitted.

Persons monitoring the Book Fair and Book Store **MUST** be registered for the entire Symposium.

All other Exhibit Rules apply.

Follow AIFD Partners' shipping guidelines.

**Be sure to fill out Partners' Showcase Application and Agreement forms and mark in the appropriate Book Fair and/or Book Store boxes.**

***On behalf of the 2019 Symposium and AIFD Partners' Committees, we are excited at the prospect of having you be part of the AIFD 2019 Partners' Showcase and Symposium.***

***Our primary goal is to work with you to create a positive and beneficial experience.***

***If at any time you have a question, please feel free to reach out to anyone on the provided contact list for more details.***

***We look forward to the opportunity to work with you.***

### **Contact Information:**

#### **AIFD Headquarters Contact**

Rachel Schley

443-966-3850

[rachel@stringfellowgroup.net](mailto:rachel@stringfellowgroup.net)

#### **Partners' Committee**

**Susan Ishkanian AIFD (Chairperson)**

415-652-2494

[capuchine@aol.com](mailto:capuchine@aol.com)

**Karen Schubert Genoud AIFD (Vice Chairperson)**

916-535-0582

[kgtheflowershop@yahoo.com](mailto:kgtheflowershop@yahoo.com)

#### **Symposium Coordinator**

**Joyce Mason Monheim AIFD**

520-544-4832

[jmmonheim@yahoo.com](mailto:jmmonheim@yahoo.com)

#### **Program Coordinator**

**Brian Vetter AIFD**

602-908-9024

[bvetter.aifd@yahoo.com](mailto:bvetter.aifd@yahoo.com)

#### **Supply Receiving Wholesaler**

**All Showcase shipments are to be send here:**

**Floral Supply Syndicate**

**2861 S. Highland Dr.**

**Las Vegas, NV 89109**

#### **Fresh Flower Receiving Wholesaler (local)**

**If you need to purchase flowers or supplies for your display Mayesh is local and will gladly help you, but please do not send your Partners' Showcase products to this location.**

Manager: Sharon Hearneh

702-739-0418

#### **Host Hotel**

**Paris Las Vegas**

3655 S. Las Vegas Blvd.

Las Vegas, NV 89109



Floral Supply Syndicate  
2861 S. Highland Drive  
Las Vegas, NV 89109

**AIFD Partners' Showcase**

Company Name \_\_\_\_\_

BOX # of \_\_\_\_\_ total

Floral Supply Syndicate  
2861 S. Highland Drive  
Las Vegas, NV 89109

**AIFD Partners' Showcase**

Company Name \_\_\_\_\_

BOX # of \_\_\_\_\_ total