

AIFD® 2022 National Symposium Partners' Showcase Application



Tuesday, July 5, 12:00 pm - 5:00 pm

Company Name: _____
Primary Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Primary Contact Phone: _____
Primary Contact Email: _____
Signature: _____

By signing this application, you accept all terms within and agree that all information provided is correct.
By completing this application, you agree to abide by AIFD® Code of Conduct and Code of Ethics as outlined on www.aifd.org.
Pages 1 and 2 are required for registration.

Please Select Your Exhibitor Level:

- Non-Member
- Industry Partner
- Regional Partner
- Education Partner *(Complimentary Banquet Table)*
- Accredited Member *(Book Fair and/or Book Store)*

Elite Partners must complete an application.

Please select Partner level below:

- Premier
- Diamond
- Platinum
- Gold
- Silver
- Bronze
- Emerald
- Ruby
- Rosebud
- Orchid Petal
- Daffodil

Select Registration Options:

(See page 3 for all pricing)

_____ Total Showcase Tables* = \$ _____

Select table type/size: 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 \$ _____

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 ___

Credit Card # _____ 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 or
Mail to: AIFD, ATTN: Michelle Carr, 2331 Rock Spring Road, Forest Hill, MD 21050 or FAX: 443-640-1031

**AIFD® 2022 National Symposium
Partners' Showcase Additional
Representative Registration**



(continued...)

Tuesday, July 5, 12:00 pm - 5:00 pm

First Representative Name (Complimentary): _____

Emergency Contact (Name / Phone): _____

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.
- It is required that you send the attached Designer Guidelines to all designers assisting your team during the Partners' Showcase.
- **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)*

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

<u>NAME</u>	<u>COMPANY</u>	<u>EMAIL</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

***Emergency Contact for additional Reps (Name/Phone):**

Terms and Conditions**Costs to Exhibit:****AIFD® Industry Partner* Showcase****Table Rates**

<i>Early Bird</i> (on/before 5/2)	<i>Standard</i> (after 5/2)
\$500/per table	\$600/per table

***AIFD® Industry Partner Membership Dues**

\$500 (optional but recommended: for more information on membership, please visit www.AIFD.org)

AIFD® Regional Industry Partner Showcase****Table Rates**

<i>Early Bird</i> (on/before 5/2)	<i>Standard</i> (after 5/2)
\$600/per table	\$700/per table

****AIFD® Regional Partner Membership Dues**

\$250 (optional but recommended: for more information on membership, please visit www.AIFD.org)

Non-Member Showcase Table Rates

<i>Early Bird</i> (on/before 5/2)	<i>Standard</i> (after 5/2)
\$1,000/per table	\$1,100/per table

- 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 banquet 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 10, 2022 or when space fills up, whichever comes first.**

Additional Representatives:

\$50 per Representative

Electrical Outlets:

\$350 per outlet

Wi-Fi Internet:

Contact Headquarters for details.

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

<i>Early Bird</i> (on/before 5/2)	<i>Regular Rate</i> (after 5/2)
\$200/per table	\$225/per table

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

<i>Early Bird</i> (on/before 5/2)	<i>Regular Rate</i> (after 5/2)
\$150/per table	\$175/per table

Both Book Fair and Book Store:

<i>Early Bird</i> (on/before 5/1)	<i>Regular Rate</i> (after 5/1)
\$350/per table	\$400/per table

Partners' Showcase Dates:

Set Up: Mon., July 4, 10:00 am – 6:00 pm &
Tues., July 5, 8:00 am – 10:30 am

Partners' Meeting:

Tues., July 5, at 11:30 am

Showcase Day/Hours:

Tuesday, July 5, 12:00 pm – 5:00 pm

Tear Down: Tuesday, July 5, 5:00 pm – 8:00 pm

Shipping:

-All **FRESH GOODS** are to ship directly to **Greenfield & Company**. Sample shipping labels can be found on **page 6**.

-All **HARD GOODS** are to ship to **Floral Supply Syndicate**. Sample shipping labels can be found on **page 7**.

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 of **Hard goods** must be sent to arrive no earlier than **June 20, 2022** but **MUST** arrive **NO LATER** than **June 27, 2022**. **Fresh goods** must arrive no earlier than **June 29, 2022** but **MUST** arrive **NO LATER** than **July 1, 2022**
- Partner items will be brought to the Caesar's Forum prior to set-up on **Mon. July 4** at 10:00 am. 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 8:00 pm on July 5** to be moved to the holding area. Any items left after this time will be discarded. 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 outbound 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 10:00 am and 6:00 pm on Monday, July 4, and 8:00 am to 10:30 am on Tuesday, July 5. **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, 2022**. 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 5:00 pm on Tuesday, July 5. No displays may be taken down prior to the close of the Showcase at 5:00 pm. 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 8:00 pm on Tuesday, July 5 for the committee to move to holding space for their return to **Floral Supply Syndicate**. **Partners must make arrangements for returning pallets. FSS is for holding only.**

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 Greenfield & Company. 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 freestanding 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 8:00 pm on Tuesday, July 5 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. No exceptions will be made.

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. **Alternative linens may be purchased through BBJ Linen, contact Eve Katz ekatz@bbjlinen.com.**

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 his or her display area.

Electric and Internet:

Electrical outlets:

Electric must be ordered prior to June 10, 2022. For safety and logistical reasons, your selection of electricity could affect your table placement in the room.

Wi-Fi Internet:

Contact Headquarters for details.

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

AIFD® 2022 National Symposium Partners' Showcase Terms and Conditions *(continued...)*

Book Fair Information:

Set Up: Mon., July 4, 10:00 am – 6:00 pm

Book Fair Day/Hours: Tuesday, July 5, 12:00 pm – 5:00 pm
(Occurs during the Partners' Showcase)

Tear Down: Tuesday, July 5, 5:00 pm – 8:00 pm

Book Store Information:

(Opens the day after Partners' Showcase)

Wed., Thurs. & Fri.- July 6, 7 & 8, 8:30 am – 5:00 pm

Products on display in the Book Fair and Book Store are limited to publications and video/audiotapes. No sales of jewelry or like items are permitted. A Partners' Showcase table must be purchased otherwise.

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 2022 Symposium and AIFD® Partners' Committees, we are excited at the prospect of having you be part of the AIFD® 2022 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

Michelle Carr, QAS

443-966-3850 Ext: 1157

mcarr@stringfellowgroup.net

Partners' Committee

Bill Hattel AIFD, CFD (Chairman)

bill@whdesigns.co

Sheri Jentsch AIFD, CFD (Vice Chairman)

sheri@sherijfloraldesign.com

Symposium Coordinator

Ann Jordan AIFD, CFD

ann@ajdesigns.us

Program Coordinator

Hitomi Gilliam

hitomi@hitomi-art.com

Supply Receiving Wholesaler

All Fresh Showcase shipments are to be sent here:

Greenfield & Company

2310 Highland Dr.

Las Vegas, NV 89102

Fresh/Supplies On-Site Purchase (local)

To purchase fresh and/or supplies for your display, **Greenfield & Company** is local and will gladly help you:

For Fresh Contact: Dale Morgan at dale@greenfieldco.com

#702-932-0347

For Other Supplies Contact: Lanell Kelley at lkelly@fss.com

#702-222-0453

Additional Linens-BBJ Linen

Contact: Eve Katz

Email: ekatz@bbjlinen.com

Showcase Location

Caesar's Forum

3911 Koval Ln.

Las Vegas, NV 89109

Hotel

Harrah's Las Vegas

3475 S. Las Vegas Blvd.

Las Vegas, NV 89109

Cancellation Policy

After June 15, the **ONLY** refunds that will be given are for death in the immediate family, airline cancellations that make travel impossible, or serious illness of the attendee that prevented you from traveling. Proper legal documentation will be required. Premium and General registrants will receive a registration refund minus a \$300 administrative fee.

Additional meal tickets and any additional add-ons, such as workshops, will not be refunded.

PFDE® and Partners Showcase refund policies still apply separately.

No refunds will be processed until reviewed and approved by the National Executive Committee.

**Sample Shipping ID Label
(Fresh Supplies)**

**Greenfield & Company
2310 Highland Dr.
Las Vegas, NV 89102**

AIFD® Partners' Showcase

Company Name _____

BOX # of total

Sample Shipping ID Label (Hard Goods)

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

AIFD® Partners' Showcase

Company Name _____

BOX # of total