



ACCP  
2011  
Annual Meeting

Meeting Dates: October 16-19, 2011  
Exhibit Show Dates: October 17 & 18, 2011

David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania

(For all information about the ACCP 2011 Annual Meeting, please visit [www.accp.com/am](http://www.accp.com/am).)

---

Exhibitor Service Kit

## Exhibitor Show Information

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

Advance Order Deadline  
Monday, October 3, 2011

**All orders MUST have a credit card authorization form on file.**

### Booth Equipment:

Each booth will be provided with 8' high back wall drape, 3' side dividers and a booth identification sign showing the company name.

**Show Colors: Teal & Gold; Aisle Carpet: Gray**

**Note: The exhibit area is NOT carpeted. It is recommended that exhibitors carpet their booth space.**

### Advance Deadlines:

In order to receive advance prices, we must receive your order, along with a form of payment by **Monday, October 3, 2011**. If you are shipping to the advance receiving warehouse, your freight must be received by **Monday, October 10, 2011**, in order to avoid surcharges.

### Installation:

Exhibitors may begin setting up their booths on:

Sunday	October 16, 2011	8:00AM – 4:00PM
Monday	October 17, 2011	7:00AM – 11:00AM

**All crates and empty boxes MUST be off of the show floor by the close of installation.**

### Show Hours:

Monday	October 17, 2011	11:00AM – 2:00PM
Tuesday	October 18, 2011	8:00AM – 11:00AM

### Dismantling:

Exhibitors must dismantle their booths on:

Tuesday	October 18, 2011	11:00AM – 5:00PM
---------	------------------	------------------

**\*All freight carriers must check in at the Paramount Convention Services service desk by 1:00PM on Tuesday, October 18, 2011 or your freight will be re-consigned onto the show carrier.**

**\*PCS will begin returning empty containers as soon as the aisle carpet is removed from the exhibit floor.**

### Shipping:

Advance Shipments to Warehouse	Name of Exhibiting Company and Booth # c/o Paramount Convention Services ABF 770 Beechnut, Chartiers Ind Park Pittsburgh, Pennsylvania 15205 For: ACCP 2011 Annual Meeting	<b>Advance Receiving Deadline Monday, October 10, 2011</b>
--------------------------------	---	--

Direct Shipments to show site	Name of Exhibiting Company and Booth # c/o Paramount Convention Services David L. Lawrence Convention Center 1000 Fort Duquesne Boulevard Pittsburgh, Pennsylvania 15222 For: ACCP 2011 Annual Meeting	Shipments will be accepted during exhibitor installation times ONLY! (listed above)
-------------------------------	---	---

Please feel free to contact your show coordinator, Leigh Everett, at (314) 621-6677 or leverett@paramountcs.com with any questions or concerns!



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax

[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services  
Exhibitor Show Information



## Key Contact List and Advance Order Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Advance Order Date</u>
Association	American College of Clinical Pharmacy Gretchen Miles, <a href="mailto:gmiles@accp.com">gmiles@accp.com</a> P: 913.492.3311, F: 913.492.0088	N/A
Furniture	Paramount Convention Services Leigh Everett, <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> P: 314.621.6677, F: 314.621.6416	Monday, October 3, 2011
Carpet	Paramount Convention Services Leigh Everett, <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> P: 314.621.6677, F: 314.621.6416	Monday, October 3, 2011
Floral	Paramount Convention Services Leigh Everett, <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> P: 314.621.6677, F: 314.621.6416	Monday, October 3, 2011
Electric	David L. Lawrence Convention Center <a href="mailto:exhibitorservices@pittsburghcc.com">exhibitorservices@pittsburghcc.com</a> P: 412-325-6102, F: 412-325-6009	Monday, October 3, 2011
Phones/Internet	Smart City <a href="https://www.smartcitynetworks.com/order/center.aspx?center=028">https://www.smartcitynetworks.com/order/center.aspx?center=028</a> P: 512.404.4000, F: 512.404.4220	Monday, October 3, 2011
Audio/Visual	VAE-visual aids electronics <a href="mailto:vaeconventionorders@vaecorp.com">vaeconventionorders@vaecorp.com</a> P: 602.437.4424, F: 602.437.4499	Monday, October 3, 2011
Booth Cleaning	David L. Lawrence Convention Center <a href="mailto:exhibitorservices@pittsburghcc.com">exhibitorservices@pittsburghcc.com</a> P: 412-325-6102, F: 412-325-6009	Monday, October 3, 2011
Plumbing & Compressed Air	David L. Lawrence Convention Center <a href="mailto:exhibitorservices@pittsburghcc.com">exhibitorservices@pittsburghcc.com</a> P: 412-325-6102, F: 412-325-6009	Monday, October 3, 2011
Catering	Levy Restaurants Nina Cornacchione, <a href="mailto:ncornacchione@pittsburghcc.com">ncornacchione@pittsburghcc.com</a> P: 412-325-6182, F: 412-325-6190	

# Credit Card Authorization / Payment Policies

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

Advance Order Deadline  
Monday, October 3, 2011



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**All orders MUST have a credit card authorization form on file.**

Company Name : \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

**REMINDER:**  
In order to secure  
advance rates, all  
necessary forms  
must be received  
by the advance  
order deadline  
date.

## Payment Policy

1. A Credit Card Authorization form MUST be included with all advance and show site orders. Orders WILL NOT be processed without the Credit Card Authorization form filled out and returned to Paramount Convention Services, Inc. with the requested services.
2. Any additional costs incurred for orders or services placed at show site, including labor and or material handling will be charged to your credit card account. If paying in advance or at show site by check, the credit card authorization must still accompany the payment.
3. Advance rates apply only to orders received with a completed credit card authorization form prior to the advance order deadline, stated on each order form. NO EXCEPTIONS!
4. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
5. If shipping materials to show site or the advance warehouse and other services are not required, Paramount Convention Services, Inc. must receive the Credit Card Authorization form completely filled out. Paramount Convention Services reserves the right to hold any materials shipped in/out without a credit card on file.
6. Purchase orders are not an acceptable form of payment.
7. All claims or discrepancies must be settled at the Paramount service desk prior to show closing.
8. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice. If for any reason an amount be credited back to your credit card, a 3% processing fee will be applied.
9. If you are tax exempt in the state which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Paramount Convention Services must receive your certificate by the advance order deadline printed on the order forms, otherwise tax will appear on your invoice. If you fail to submit your Sales Tax Exemption Certificate by the Advance Order Deadline, you will be subject to a crediting fee for removing any applied tax.
10. Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery unless otherwise stated on the order form.

If you have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

Please complete the information and return payment in full with this form and your orders. We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show or an appropriate form of payment must be on file. Payments may be made by check, drawn on U.S. Funds Account, Travelers Check, Cashier's Check, Discover, MasterCard, American Express, or Visa credit cards. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by you or your representative or services rendered to your company for this event.

## Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: \_\_\_\_\_

CC # \_\_\_\_\_

CVV #: \_\_\_\_\_

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.

The CVV (Card Verification Value) is an important security feature for credit card transactions.

A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

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

Cardholders Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

## Order Summary :

Furniture Rental	\$ _____
Carpet Rental	\$ _____
Rental Unit	\$ _____
Accessories	\$ _____
Priority / Accessible Storage	\$ _____
Material Handling	\$ _____
Exhibit Labor	\$ _____
Sign Service	\$ _____
Floral Service	\$ _____

Total Estimated Advance Order \$ \_\_\_\_\_

**This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account. I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".**

X \_\_\_\_\_  
Cardholder Signature

**Paramount Convention Services**  
**Credit Card Authorization / Payment Policies**

# Third Party Billing Authorization

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

Advance Order Deadline  
Monday, October 3, 2011

**All orders MUST have a credit card authorization form on file.**

Circle which Services are to be invoiced to the Third Party:

ALL SERVICES \_\_\_\_\_ RENTAL FURNITURE/CARPET/ACCESSORIES \_\_\_\_\_  
MATERIAL HANDLING (if circling this service, please fill out the Material Handling Info below") \_\_\_\_\_  
EXHIBIT LABOR \_\_\_\_\_ BOOTH CLEANING \_\_\_\_\_ SIGNAGE \_\_\_\_\_  
FLORAL \_\_\_\_\_ OTHER \_\_\_\_\_

## THIRD PARTY COMPANY INFORMATION

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Third Party Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Third Party Billing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact's E-Mail: \_\_\_\_\_

## THIRD PARTY CREDIT CARD AUTHORIZATION

MasterCard      Visa <sup>(Circle One)</sup>      Discover      American Express

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVV# \_\_\_\_\_ [THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD. The CVV (Card Verification Value) is an important security feature for credit card transactions. A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

## MATERIAL HANDLING INFORMATION

We, the Third Party, agree to pay for the material handling charges for the below shipments. We also acknowledge if we do not fill out this form in full or provide incorrect information, that we as the Third Party will be responsible for any fees incurred for crediting accounts.

SIGNATURE: \_\_\_\_\_

Warehouse Show Site (circle one)  
Carrier: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Estimated Weight: \_\_\_\_\_  
Contents of Shipment: \_\_\_\_\_

Warehouse Show Site (circle one)  
Carrier: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Estimated Weight: \_\_\_\_\_  
Contents of Shipment: \_\_\_\_\_

Warehouse Show Site (circle one)  
Carrier: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Estimated Weight: \_\_\_\_\_  
Contents of Shipment: \_\_\_\_\_

\*This form must be received by the Advance Order Deadline to ensure correct billing to all parties and must be sent in conjunction with Credit Card Authorization / Payment Policies Form.\*



5015 Fyler Avenue  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services

Third Party Billing Authorization

# Furniture Rental Order Form

ACCP 2011 Annual Meeting  
 David L. Lawrence Convention Center  
 Pittsburgh, Pennsylvania  
 October 17-18, 2011

Advance Order Deadline  
 Monday, October 3, 2011

All orders MUST have a credit card authorization form on file.



5015 Fyler Avenue  
 St. Louis, MO 63139

(314) 621-6677 phone  
 (314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

## Quality Rental Furnishings

Code	QTY	Description	Advance Rates	Floor Rates
(110)	_____	Arm Chair	\$75.00	\$105.00
(120)	_____	High Stool	\$105.00	\$140.00
(130)	_____	Padded Side Chair	\$70.00	\$80.00
(140)	_____	Secretarial Chair	\$90.00	\$125.00
(150)	_____	Black High Back Executive Chair on Casters	\$110.00	\$170.00

## Miscellaneous Equipment

Code	QTY	Description	Advance Rates	Floor Rates
(1999)	_____	Wastebasket	\$21.25	\$28.00
(010)	_____	Tripod Easel	\$39.25	\$51.00
(020)	_____	Bag Holder	\$95.25	\$123.75
(030)	_____	Literature Rack (5 pocket)	\$106.50	\$138.25
(040)	_____	Stanchion	\$22.50	\$29.00
(050)	_____	Stanchion Rope(Blue)	\$16.75	\$21.75

## 4<sup>th</sup> Side Drape

(1500)	_____	4 <sup>th</sup> Side Drape- 30" Tall	\$35.75	\$47.00
(1510)	_____	4 <sup>th</sup> Side Drape 42" Tall	\$35.75	\$47.00

### CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue  
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

## Special Drape Background

(Drape other than that supplied with booth space is additional in cost.)

Code	QTY	Description	Advance Rates	Floor Rates
(1100)	_____	8' H Background per ft	\$11.25	\$15.50
(1000)	_____	3' H Side Rails per ft (6' Minimum)	\$10.00	\$13.50

### CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue  
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

## Display Tables & Table Draping

Code	QTY	Draped Tables	Advance Rates	Floor Rates
(1200)	_____	4' Table-30" High	\$97.75	\$127.75
(1225)	_____	42" Counter High	\$106.50	\$141.50
(1300)	_____	6' Table-30" High	\$106.50	\$141.50
(1325)	_____	42" Counter High	\$117.50	\$157.50
(1400)	_____	8' Table-30" High	\$117.50	\$157.50
(1425)	_____	42" Counter High	\$129.00	\$171.25

6' and 8' draped tables are only draped on 3 sides

*\*If color is not indicated, show colors will automatically be provided*

### CIRCLE COLOR

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue  
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

## Round Pedestal Tables

		Advance Rates	Floor Rates
(170)	_____ 30" High	\$160.00	\$169.00
(180)	_____ 42" High	\$180.00	\$195.00

Please Circle Diameter Choice: 30" or 36"

Charges for rental items listed above are for the duration of the show and include delivery, installation, and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price and 100% of original price after delivery. All claims or discrepancies must be settled at the Paramount Convention Services desk prior to show closing.

SUBTOTAL \$ _____
TAX 7 % _____
TOTAL \$ _____

Company Name : \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name : \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

(Please Print)

**REMINDER:**  
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services

# Carpet Rental Order Form

ACCP 201 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania

Advance Order Deadline  
Monday, October 3, 2011

**October 17-18, 2011 All orders MUST have a credit card authorization form on file.**

Rental includes installation, front edge taping, and pickup at the close of the show. Samples are available upon request. Standard booth carpet is to be used only for booths up to 10' in depth. Area Carpet is required for all booths configured as an island or peninsula. Multiples NOT available, NO EXCEPTIONS!  
\*IF NO COLOR IS INDICATED, SHOW COLORS WILL AUTOMATICALLY BE PROVIDED.



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

## Standard Carpet

Code	QTY	Description	Advance Rates	Floor Rates
(2__)	_____	10' x 10'	\$186.00	\$216.00
(3__)	_____	10' x 20'	\$372.00	\$483.50
(4__)	_____	10' x 30'	\$430.00	\$559.00

Please Circle Desired Color:

Red (10)	Blue (20)	Seafoam (30)	Burgundy (40)	Gray (50)	Hunter Green (60)	Black (70)	Navy Blue (80)
----------	-----------	--------------	---------------	-----------	-------------------	------------	----------------

## Area Carpet

Code	Booth Size	Advance Rates	Floor Rates
(9__)	_____ ' x _____ ' = _____ Sq. Ft.	\$2.30 per sq. ft.	\$3.00 per sq. ft.

Please Circle Desired Color:

Red (10)	Blue (20)	Seafoam (30)	Burgundy (40)	Gray (50)	Hunter Green (60)	Black (70)	Navy Blue (80)
----------	-----------	--------------	---------------	-----------	-------------------	------------	----------------

## Deluxe Carpet

Please fill out your choice below. There is a minimum order of 100 square feet required for all deluxe carpet orders. Advance prices only apply to orders received with full payment no later than the advance order deadline date. Any orders received after the deadline cannot be guaranteed. If additional carpet is required to cover steps, skids, or display cases, please send floor plans.

Price includes installation and removal.

BOOTH SIZE	Advance Rates	Floor Rates
_____ ' x _____ ' = _____ sq. ft.	\$3.50 per sq. ft.	\$4.55 per sq. ft.

Please Circle Desired Color:

Charcoal (202)	Red (204)	Black (205)	Navy (207)	Hunter Green (209)	Gray (211)	Seafoam (212)	Burgundy (213)	Blue (214)	Beige (215)
----------------	-----------	-------------	------------	--------------------	------------	---------------	----------------	------------	-------------

## Miscellaneous

Code	Description	Advance Rates	Floor Rates
(200)	Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$.80 per sq. ft.	\$1.05 per sq. ft.
(201)	Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$.41 per sq. ft.	\$.55 per sq. ft.

Charges for rental items listed above are for the duration of the show and include delivery, installation, and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price and 100% of original price after delivery. All claims or discrepancies must be settled at the Paramount Convention Services desk prior to show closing.

SUBTOTAL \$ _____
TAX 7 % _____
TOTAL \$ _____

Company Name : \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature) (Please Print)

**REMINDER:**  
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services  
Carpet Rental Order Form

# Specialty Furniture Rental Order Form

ACCP 2011 Annual Meeting  
 David L. Lawrence Convention Center  
 Pittsburgh, Pennsylvania  
 October 17 - 18, 2011

Advance Order Deadline  
 Monday, October 3, 2011

**All orders MUST have a credit card authorization form on file.**



5015 Fyler Avenue  
 St. Louis, MO 63139  
 (314) 621-6677 phone  
 (314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

## CUSTOM FURNITURE

Code	QTY	Description	Advance Rates	Floor Rates
(1911)	___	Desk Lamp	\$25.00	\$32.50
(1912)	___	Table Lamp	\$40.00	\$52.00
(1913)	___	Floor Lamp	\$50.00	\$65.00
(1914)	___	End Table	\$75.00	\$97.50
(1915)	___	Coffee Table	\$85.00	\$110.50
(1916)	___	Coat Rack on wheels with 25 Hangers	\$40.00	\$52.00
(1917)	___	2 Drawer Locking File Cabinet	\$60.00	\$78.00
(1918)	___	2 Door Locking Cabinet (5' Tall)	\$80.00	\$104.00
(1919)	___	Sofa	\$400.00	\$520.00
		<b>Color (Circle One) Beige Chocolate Black</b>		
(1920)	___	Lounge Chair	\$225.00	\$292.50
		<b>Color (Circle One) Beige Chocolate Black</b>		
(1921)	___	30" Tall Refrigerator	\$75.00	\$97.50
(1922)	___	Chrome Spiral Garment Rack	\$50.00	\$65.00
(1923)	___	Raffle Drum	\$65.00	\$84.50
(1924)	___	Plastic Fish Bowl	\$25.00	\$32.50

\*For other custom furniture needs, please call your exhibitor services representative.

\*\*Availability of custom furniture can not be guaranteed on site. To ensure your order, please order prior to the Advance Order Date.

\*Photographs of these items can be found at [www.paramountcs.com](http://www.paramountcs.com)

Subtotal \$	_____
Tax 7% \$	_____
Total \$	_____

In order to guarantee delivery, payment in full of rental charges must accompany your order and be received 7 days prior to first day of set-up. Charges for rental items are for the duration of the show, and include delivery, installation and removal. Furniture missing or damaged at the close of the show will be charged at full replacement cost. Cancellation policy: Items cancelled after move-in begins will be charged at 100% of the original price.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Please Print)

**REMINDER:**  
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

**Paramount Convention Services  
 Specialty Furniture**

These popular, practical configurations simplify your tradeshow participation. Bring your own graphics, add foliage, carpet, furnishings, shelves and lights, to enhance your display. Header graphics are included. Must be ordered ten days prior to move in or a 30% additional charge will apply. On-site availability limited. Tax will apply.

Rental Unit Desired \_\_\_\_\_ Name of Convention \_\_\_\_\_

Company Name \_\_\_\_\_ Ordered by \_\_\_\_\_

Choose Panel Color:  White  Grey

Other colors available at an additional \$ 35 per panel

Blue  Teal  Red  Black  Veltex



A. Invite prospects into this 10'x20' booth for an intimate discussion of your products or services.

The storage cabinets let you keep materials or equipment locked away.

\$ 2,400.00



B. This 10'x20' booth makes a big impression as it provides a wide open selling area.

The spacious storage cabinet provides a place to keep extra materials.

\$ 2,500.00



C. This 10'x10' unit is a simple way to get started. Add graphics, a table or a counter and you are ready to sell.  
\$ 800.00



D. This multi-entrance/exit 20'x20' booth allows you to sell your products or services from all sides. There is plenty of room for shelves and graphics.  
\$ 3,300.00



E. This 10'x10' unit adds dimension as it thrusts out to the aisle to capture more attention.  
\$ 1,500.00

# Accessories Rental Order Form

ACCP 2011 Annual Meeting  
 David L. Lawrence Convention Center  
 Pittsburgh, Pennsylvania  
 October 17-18, 2011

Advance Order Deadline  
 Monday, October 3, 2011

All orders MUST have a credit card authorization form on file.

\*Photographs of these items can be found at [www.paramountcs.com](http://www.paramountcs.com)

## Shelves/Gondolas

Code	QTY	Description	Advance Rates	Floor Rates
(1810)	_____	One Sided Free Standing Gondola	\$190.00	\$247.00
(1811)	_____	Double Sided Free Standing Gondola	\$254.00	\$330.25
(1812)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$52.25	\$68.00
(1813)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$52.25	\$68.00

## Display Panels

Code	QTY	Description	Advance Rates	Floor Rates
(1820)	_____	Velcro Board 38" x 8'	\$165.00	\$214.50
(1821)	_____	Poster Board 4' x 8' Horizontal	\$121.00	\$157.25

## Counters

Code	QTY	Description	Advance Rates	Floor Rates
(1830)	_____	1 Meter x 1/2 Meter	\$242.00	\$314.50
(1831)	_____	2 Meters x 1/2 Meter	\$290.00	\$377.00
(1832)	_____	1 Meter Radius x 1/2 Meter	\$314.00	\$408.25

**\*ALL COUNTERS ARE 42" TALL**

Standard Panel Color is White provided at no additional charge.

Panel Colors Available at an additional \$40.00 per panel: (circle one) Teal Red Black Blue Gray

## Light Fixtures

Code	QTY	Description	Advance Rates	Floor Rates
(1851)	_____	Stem Light (for use w/rental unit only)	\$42.50	\$55.25
(1817)	_____	Track Light (4 Feet)	\$169.50	\$220.25

## Table Top Risers

Code	QTY	Description	Advance Rates	Floor Rates
(1600)	_____	4' long table riser	\$31.00	\$40.25
(1610)	_____	6' long table riser	\$38.50	\$50.00
(1620)	_____	8' long table riser	\$47.50	\$61.75

SUBTOTAL \$ _____
TAX 7 % _____
TOTAL \$ _____

Charges for rental items listed above are for the duration of the show and include delivery, installation, and removal. Cancellation policy: Items cancelled less than 48 hours prior to the first day of move in will be charged 50% of original price and 100% of original price after delivery. All claims or discrepancies must be settled at the Paramount Convention Services desk prior to show closing.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Please Print)



5015 Fyler Ave.  
 St. Louis, MO 63139

(314) 621-6677 phone  
 (314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
 Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

Paramount Convention Services  
 Accessories Rental Order Form

# Priority Empty Return & Accessible Storage Order Form

ACCP 2011 Annual Meeting

David L. Lawrence Convention Center

Pittsburgh, Pennsylvania

October 17 - 18, 2011 All orders MUST have a credit card authorization form on file.

## Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after the close of the show. This service **must** be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Paramount Convention Services, Inc.

Priority Empty Container Return (3009).....\$100.00 per Container

Estimated Number of Pieces.....

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE.**

## ACCESSIBLE STORAGE

### STORAGE INSTRUCTIONS

A storage area will be available for exhibitors samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Paramount employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS.** Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited.

Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

**Accessible Storage (3010):** \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

### Labor Rates:

Straight Time: (one hour minimum per man).....\$99.00

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man).....\$150.00

**YES, I wish to reserve space for accessible storage, I plan on storing \_\_\_\_\_ pallets/boxes/crates/cases.**  
(# of pieces) (circle one)

To have items placed in or removed from accessible storage, please notify the Paramount Service Desk.

ALL GOODS STORED WITH PARAMOUNT ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

**No refunds will be given for services that are not utilized.**

**Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery.**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax

[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
In order to secure advance rates, All necessary forms must be received by the advance order deadline date.

Paramount Convention Services

Accessible Storage & Priority Empty Return



# GLOSSARY OF SHIPPING TERMS

**Actual Weight:** Gross shipping weight, is determined by (1) weighing the vehicle empty, (2) loading the shipment and returning to the scale to obtain the weight and (3) subtracting the two weights. Can also be obtained by individually weighing each piece of freight.

**Air Freight:** Materials transported by an air freight company.

**Bill of Lading:** Written receipt from a carrier for goods accepted for transportation. Serves as a receipt, contract and operating paperwork and is the single most important document in the shipping process.

**Common Carrier:** Department of Transportation-certified trucking firm that can be hired by the public for shipment of goods.

**Consignee:** Receiver of shipped goods.

**Consignor:** Shipper of goods

**Crate:** Container, usually wood, used for protecting exhibits during shipping.

**Cwt:** Hundredweight (100 lbs.)

**Dock:** Area where goods are received and shipped.

**Drayage:** Handling of exhibit properties between the loading dock and the booth area. Also includes handling goods from the advance receiving and the removal and return of empty containers.

**Drayage Contractor:** Handler who moves exhibit goods from the dock to the exhibit booth or from the drayer's warehouse to the exhibit booth. Responsible for all material handling activities at a show.

**Expedited Service:** Service offered by a transportation company to assure prompt or specific delivery. Normally incurs an additional charge.

**Forced Freight:** Routing of freight not picked up by an exhibitor's carrier or shipments left behind at the booth at the close of the show.

**Freight Forwarder:** Transportation company that arranges and manages all aspects of shipping but does not own vehicles.

**Handling:** Moving of materials, usually to and from a loading dock.

**Less Than a Truckload (LTL):** Shipments picked up by a trucker and consolidated with other LTL shipments to be transported to the destination city, unloaded and delivered.

**Liability:** Carrier's legal financial responsibility for lost or damaged goods.

**Marshalling Yard:** Area designed to state or check trucks for show delivery and pick-up.

**Miny:** Shipment weighing 200 lbs. or less, for which the minimum charge is 200 lb. rate.

**Mixed Truckload:** Truckload of different articles, crated and uncrated, in a single shipment.

**Net Weight:** Weight of goods without the shipping container.

**Official Carrier:** Carrier designated by a show manager or general contractor to be on-site for the inbound and outbound shipments of a show. Use of these carriers is recommended but not required.

**Official Contractor:** Organization appointed by show management to provide services such as set-up and tear-down of exhibit booths and to oversee labor, drayage and loading dock procedures.

**Packing List:** Detailed list or inventory of a shipment's contents.

**Pallet or Skid:** Wood runner protecting the exterior of a shipping case. Also describes a wooden base constructed to carry multiple cartons or equipment.

**Portable Display:** Lightweight exhibit capable of being carried by one person. Usually refers to tabletop or pop-up exhibit.

**Pro-Number:** Progressive numbering system used primarily by the trucking industry for tracking, billing and identifying freight.

**Set-Up:** Assembly of exhibit components for display or use.

**Shipper:** Individual or company whose goods are being shipped.

**Split Pick-up/Delivery:** Pick-up or delivery of multiple shipments at more than one place of business.

**Trapping:** Method of consolidating shipments. Usually defines function of the LTL trucker grouping freight for shipment to a particular show.

**Van Line:** Carrier that specializes in shipping uncrated exhibits, high-tech equipment and delicate materials that require special handling.

**Waybill:** Document that contains the address of the shipper and the recipient as well as other pertinent information. Contains a number used in tracking shipments.

# Shipping Information

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

Advance Receiving Deadline  
Monday, October 10, 2011

**All orders MUST have a credit card authorization form on file.**

### Advance Shipments to Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #  
C/O Paramount Convention Services  
ABF  
770 Beechnut, Chartiers Ind Park  
Pittsburgh, Pennsylvania 15205  
For: ACCP 2011 Annual Meeting

**ADVANCE RECEIVING DEADLINE:  
Monday, October 10, 2011**

**ANY SHIPMENT ARRIVING AFTER THIS  
DATE IS SUBJECT TO A 25% DOCK FEE ON  
MATERIAL HANDLING CHARGES.**

### Direct Shipment To Show Site:

Exhibitors desiring to ship direct to the convention site FOR DELIVERY DURING EXHIBITOR SET -UP PERIOD ONLY, must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #  
C/O Paramount Convention Services  
David L. Lawrence Convention Center  
1000 Fort Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222  
For: ACCP 2011 Annual Meeting

**FOR DELIVERY DURING INSTALLATION TIMES  
AND DATES ONLY. ALL OTHER DELIVERIES  
WILL BE REFUSED. SHIPMENTS ARRIVING  
OUTSIDE THE DESIGNATED TIMES OR LABELED  
INCORRECTLY WILL BE SUBJECT TO A 25%  
SURCHARGE AND ANY FACILITY CHARGES  
THAT MAY APPLY.**

- A credit card authorization form MUST be on file for shipments to be accepted and delivered.
- The ABF warehouse will receive shipments Monday through Friday, 8AM – 5PM.
- All shipping charges MUST be prepaid. PCS will not accept any COD shipments.
- All shipments should be cosigned to Paramount Convention Services, Inc.
- Please use shipping labels provided to ensure accurate shipping, make copies as necessary.
- All shipments must have a bill of lading that shows number of pieces and weight, and or, a certified weight receipt showing the weight of the vehicle before loading as well as after unloading. Drayage charges are based on the total weight of each shipment.
- The warehouse will accept crates, cartons, skids, trunks/cases, and carpets. Loose or pad wrapped materials must be sent directly to show site.
- Please call PCS if you have any questions in regard to shipping procedures. Please read the shipping and material handling information thoroughly.

## OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Show Information form, pg. 1) for any reason, your freight will be re-consigned onto our convention carrier.

**If you are shipping freight, please complete the lower portion of this form, acknowledging you have read and understand the above information.**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
**In order to secure  
advance rates, all  
necessary forms  
must be received  
by the advance  
order deadline  
date.**

Paramount Convention Services  
Shipping Information

# Material Handling Order Form

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania

Advance Receiving Deadline  
Monday, October 10, 2011

October 17 - 18, 2011 **All orders MUST have a credit card authorization form on file.**



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

- A. **Advance Receiving at Warehouse** – Uncrated and loose display shipments will NOT be received at the warehouse. This form of shipment should be sent directly to show site. Paramount Convention Services will receive crated, boxed, or skidded materials at the warehouse up to 30 days in advance and deliver to respective booths at show site. Empty containers will be removed from booth, placed in storage, and returned to the booth at the close of the show. Materials then moved from the booth to the dock and reloaded on designated carriers at the close of the show at the following rates:

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

\*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT

Shipment Weight / 100	CWT = (hundred lbs)	X	RATE	=	Estimated Total
Lbs/100	CWT		\$96.00 per CWT		\$
Lbs/100	CWT		\$106.00 per CWT		\$

**Advance Receiving Deadline -  
Monday, October 10, 2011**

**Last day for crated shipments to arrive at the advance warehouse without surcharges. A 25% surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

- B. **Direct Shipments to Show Site** – Paramount Convention Services will receive materials at the convention site and deliver to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the show. Materials then moved from booth to dock and reloaded on designated carriers at the close of the show at the following rates:

\*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT

Shipment Weight / 100	CWT = (hundred lbs)	X	RATE	=	Estimated Total
Lbs/100	CWT		\$96.00 per CWT		\$
Lbs/100	CWT		\$106.00 per CWT		\$

**\*Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! All other deliveries will be refused. Shipments arriving outside of the designated times or labeled incorrectly will be subject to a 25% surcharge and any facility charges that may apply. Please see the included labels for your reference.**

C. **Overtime**

Warehouse and/or convention site shipments moved in or out on overtime, due to scheduling conflicts beyond the control of Paramount will have an additional 25% surcharge to the above rates. Shipments moved in and out on overtime, through no fault of Paramount, will have an additional 50% surcharge to the above rates. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

D. **Material Handling Rates and Charges**

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weight's rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment.

Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

Paramount Convention Services  
Material Handling Order Form

## E. Penalties

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received after the show opens; an additional 25% surcharge to the above rates will be included for trucking and unloading services supplied. Any financial penalties incurred because of inappropriate address, collect shipments, and early or late arrival, causing the re-consignment charges, storage, etc. will be the responsibility of the exhibitor.

## F. Van Lines, Uncrated, and Loose Display Shipments

Add 50% to the quoted rates for van line, uncrated and loose display shipments. UNLESS PRIOR ARRANGEMENTS ARE MADE, VAN LINE, UNCRATED, AND LOOSE DISPLAY MATERIALS WILL NOT BE RECEIVED AT THE ADVANCE WAREHOUSE. Uncrated and loose display shipments are defined as open displays shipped in vans – not in crates, cases, boxes, or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks.

## G. Empty Container Labels

Empty container labels will be available at the service desk FOR FREIGHT BROUGHT IN BY PARAMOUNT CONVENTION SERVICES ONLY. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous shipping labels should be removed. Paramount Convention Services assumes no responsibility for:

1. Errors to the above procedures.
2. Removal of containers with old empty labels and without Paramount Convention Services empty labels.
3. Improper information on empty labels.
4. Valuables stored in containers with empty labels.

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece. (3008)

## H. Personally owned Vehicle

Exhibitors may move in their own equipment through the dock as long as they are in a personal vehicle and do not need assistance. POV move in is only allowed during exhibitor set up and dismantle times.

## I. Inbound Bill of Lading or Delivery Receipt

All shipments must have a bill of lading or delivery receipt showing number of pieces, weight, and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weight station and obtain documentation before unloading or a mutual decision between Paramount and the exhibitor as the approximate weight will be agreed upon and will be binding on both parties.

## J. Vehicle Spotting

Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight. (2190)

## K. Additional Services Available

All per 100 lb rates quoted in the foregoing do not include any Blocking, Spotting or Bracing in Booth, Local pickups, or deliveries. For such services the following rates apply:

	<u>ST Code</u>	<u>Straight Time</u>	<u>OT Code</u>	<u>Overtime</u>	
Forklift with Operator (Up to 4,000 lbs. Capacity)	(2150)	\$150.00 per hr.	(2155)	\$200.00 per hr.	(One-hour minimum)
Material Handler	(2160)	\$50.00 per hr.	(2165)	\$100.00 per hr.	(One hour minimum)

### Banding (2170)

Metal Banding will be available for securing outbound shipments at a rate of .50 cents per foot, plus labor (One hour minimum).

### Shrink Wrap

Shrink wrap will be available for securing outbound shipments at a rate of:

<b>Straight Time (3110)</b>	<b>Overtime (3111)</b>
\$50.00 per skid	\$75.00 per skid

## L. Outbound Shipping

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information.

Labels and bills of lading will be available at the Paramount Service Desk. Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be forced onto the show carrier. Paramount Convention Services reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to check in at the service desk by the designated time.

## M. Limits of Liability

1. After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.
2. Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.
3. All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.
4. **Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.**

**Authority to handle and billing instructions. All terms and conditions herein stated are understood and accepted.**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

(Please Print)

Material Handling Order Form Cont'd

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o: Paramount Convention Services  
ABF

770 Beechnut, Chartiers Ind Park  
Pittsburgh, Pennsylvania 15205

**WAREHOUSE**

EVENT: ACCP 2011 Annual Meeting

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o: Paramount Convention Services  
ABF

770 Beechnut, Chartiers Ind Park  
Pittsburgh, Pennsylvania 15205

**WAREHOUSE**

EVENT: ACCP 2011 Annual Meeting

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

CANNOT ARRIVE UNTIL - Sun., Oct. 16 @ 8AM

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o Paramount Convention Services  
David L. Lawrence Convention  
Center

1000 Fort Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222

For: ACCP 2011 Annual Meeting

**SHOWSITE**

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

CANNOT ARRIVE UNTIL - Sun., Oct. 16 @ 8AM

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o Paramount Convention Services  
David L. Lawrence Convention  
Center

1000 Fort Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222

For: ACCP 2011 Annual Meeting

**SHOWSITE**

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

OFFICIAL  
SHOW  
CARRIER

# ABF<sup>®</sup> delivers trade shows



Choose ABF for on-site, on-time, damage-free service.

ABF can meet virtually any transit or delivery requirement. Choose ABF Assured Service<sup>®</sup> and your shipment is backed by a 100% satisfaction guarantee on our published transit times. Choose TimeKeeper<sup>®</sup> for guaranteed expedited or time-definite delivery. Next day, second day, third day. Whatever you need. Whenever you need it. We'll assign you a single-source contact to personally manage your transportation needs.

Relax and enjoy the show. No worries. No hassles. That's ABF.

**ABF** **tradeshow**  
On Site...On Time...Damage-Free.

**800-654-7019**

tradeshow@abf.com

# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings?  Yes  No

Would you like an ABF Trade Show coordinator to call you with a quote or information?  Yes  No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

**ABF** **tradeshow**

*On-Site... On-Time... Damage-Free*

tradeshow@abf.com

**(800) 654-7019**



# Exhibit Labor Order Form

ACCP 2011 Annual Meeting  
 David L. Lawrence Convention Center  
 Pittsburgh, Pennsylvania  
 October 17 - 18, 2011

Advance Order Deadline  
 Monday, October 3, 2011



5015 Fyler Ave.  
 St. Louis, MO 63139  
 (314) 621-6677 phone  
 (314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**All orders MUST have a credit card authorization form on file.**

	Advance Rates	Floor Rates
<b>Exhibit Straight Labor Request:</b>		
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$99.00	\$128.00
Overtime: (One hour minimum per man) 4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.	\$150.00	\$195.00

Select the plan that meets your needs and fill in the requested information. (MUST CHECK ONE)

### Plan A – Supervision by Paramount

To save time and personnel supervision, Paramount Convention Services will supervise the installation of your exhibit, upon arrival of your freight. A supervision charge of 25% will be added to your total labor bill for this service. Please note that under the Paramount plan, Paramount Convention Services will set and dismantle your booth at their earliest convenience.

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience based on arrival of materials. Please be sure to send display and graphic drawings either to our office or with the display. **Please Note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

### INSTALLATION:

# of men	approx. hours	Date	Day of week

### DISMANTLE:

# of men	approx. hours	Date	Day of week

Ladder(s) needed? \_\_\_ 8' \_\_\_ 12' \_\_\_ 14'

### Set-Up Instructions (Circle One)

Sent to PCS Office      Sent with display

### Plan B – Supervision by Exhibit Personnel

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Upon completion of work, exhibitors must also check laborers out at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. **IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED, unless a 48 hour notification is given.**

### INSTALLATION:

# of men	approx. hours	Date	Day of week	Time

### DISMANTLE:

# of men	approx. hours	Date	Day of week	Time

Supervisor will be: \_\_\_\_\_

Supervisor's On-Site Phone#: \_\_\_\_\_

Ladder(s) needed? \_\_\_ 8' \_\_\_ 12' \_\_\_ 14'

**Cancellation policy: Labor services cancelled less than 48 hours prior to first day of move in will be charged 1 hour per man requested.**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Please Print)

**REMINDER:**  
 In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services

Exhibit Labor Order Form

## Key Information

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

Advance Order Deadline  
Monday, October 3, 2011

**All orders must have a credit card authorization form in file.**



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
In order to secure  
advance rates, All  
necessary forms  
must be received  
by the advance  
order deadline  
date!

**Please complete and return this page only if you have ordered PCS supervised labor.**

### Inbound Freight Information

Carrier: \_\_\_\_\_ Shipped by: \_\_\_\_\_ Date: \_\_\_\_\_

# of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_ Pro #: \_\_\_\_\_

Description: \_\_\_\_\_

**Shipped To: (circle one)** Warehouse Show Site

### Outbound Freight Information

**\*if you are using a carrier other than the preferred show carrier, you must contact them for an appointment to pick up your freight.**

SHIP TO: \_\_\_\_\_ c/o \_\_\_\_\_

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

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

Contact Name & Phone # \_\_\_\_\_

### OUTBOUND FREIGHT CHARGES GUARANTEED BY:

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

Permanent address of shipper: \_\_\_\_\_

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

Authorized Company Rep Signature: \_\_\_\_\_

Authorized Company Rep Print: \_\_\_\_\_

**Circle One:** Pre-Paid Collect Bill to: \_\_\_\_\_

Shipping Method: **Circle One:** Common Carrier Air Freight Van Line Company Truck Customer Pick-Up

Carrier: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

(Please Print)

**Paramount Convention Services**  
**Key Information**

# Intent To Use Non-Official Contractor

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

**DUE DATE: October 3, 2011**

**If your company plans to use a firm who is not the official service contractor, as designated by show management, please complete this form and fax to Paramount Convention Services at (314) 621-6416.**

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Monday, October 3, 2011. **No extensions or exceptions will be granted after the published deadline. For your convenience, this form can be faxed to (314) 621-6416.**
2. The Non-Official Contractor must provide Paramount Convention Services with a copy of their "Certification of Insurance." This certificate must be received no later than **Monday, October 3, 2011.**  
  
**No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, ACCP, David L. Lawrence Convention Center and employees of each company as additionally insured. \*See rules and regulations forms.**
3. Failure to provide Paramount Convention Services with the above items, 1 and 2, will result in said firms required to hire installation and dismantle labor from Paramount. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at our Exhibitor Service Center.

**NOTIFICATION DEADLINE: Monday, October 3, 2011**

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

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

Please Print Name: \_\_\_\_\_

Full Name of Non Official Service Contractor: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_

Non-Official contractor "show site" representative \_\_\_\_\_ phone # \_\_\_\_\_

Type of Service to be provided \_\_\_\_\_



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

Paramount Convention Services

Intent to use Non-Official Contractor

# Non-Official Contractors' Rules and Regulations

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

DUE DATE: **Monday, October 3, 2011**



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

Paramount Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any Individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick-up, in person, an "EXHIBIT CREW" badge at the Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Exhibitor Service Center by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

---

**IMPORTANT - It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the required forms to Paramount Convention Services no later than the due date, listed in the heading on this page (Monday, October 3, 2011). For your convenience, you may fax the form to (314) 621-6416.**

---

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., ACCP, David L. Lawrence Convention Center, and employees of each company as additionally insured for each Non-Official Contractor firm being utilized. (\*Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

---

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (Monday, October 3, 2011), THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM PARAMOUNT.

---

*It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.*

Paramount Convention Services

Non-Official Contractor Rules & Regs

# Sign Service Order Form

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania  
October 17 - 18, 2011

Advance Order Deadline  
Monday, October 3, 2011



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**All orders MUST have a credit card authorization form on file.**

## QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

Please forward special logos or graphics to [signshop@paramountcs.com](mailto:signshop@paramountcs.com)

Code	Quantity	Size	Advance Rates	Floor Rates
(5010)	_____	7" x 11"	\$25.00	\$38.00
(5020)	_____	11" x 14"	\$30.00	\$45.00
(5030)	_____	7" x 44"	\$32.00	\$48.00
(5040)	_____	14" x 22"	\$40.00	\$60.00
(5050)	_____	22" x 28"	\$48.00	\$72.00
(5060)	_____	28" x 44"	\$77.00	\$105.00
(5070)	_____	40" x 60"	\$150.00	\$195.00
(5100)	_____	39" x 92"	\$225.00	\$292.00

### OPTIONAL SERVICES

(5090) Easel back applied to sign -\$10.00 per sign

\*On-site requests will be subject to additional fees.

Subtotal \$	_____
Tax 7% \$	_____
Total \$	_____

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

### PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: \_\_\_\_\_ QUANTITY: \_\_\_\_\_

BACKGROUND COLOR: \_\_\_\_\_ LETTERING COLOR: \_\_\_\_\_

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION: \_\_\_\_\_

SIGN TO READ AS FOLLOWS: \_\_\_\_\_  
(Please print or type)

**Cancellation policy: Orders will be charged 100% of original price once signage has been printed.**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

Paramount Convention Services

Sign Service Order Form

# Floral Service Order Form

ACCP 2011 Annual Meeting  
David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania

Advance Order Deadline  
Monday, October 3, 2011

October 17 - 18, 2011 **All orders MUST have a credit card authorization form on file.**



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

## PLANT RENTALS

Code	Quantity	Description	Advance Rates	Floor Rates
(9601)	_____	2' - 3' Tropical Plant	\$45.00	\$58.50
(9602)	_____	4' - 5' Tropical Plant	\$55.00	\$71.50
(9603)	_____	5' - 6' Tropical Plant	\$72.00	\$93.75
(9604)	_____	6' - 8' Tropical Plant	\$112.00	\$145.75
(9606)	_____	Ferns (circle one) Floor / Hanging	\$45.00	\$58.50

All containers for tropical plants will be provided in black

## FLOWERING PLANTS AND FLORAL ARRANGEMENTS

(PURCHASE ONLY)

Code	Quantity	Description	Advance Rates	Floor Rates
(970_)	_____	Flowering Mum Plant (circle one) (1) Yellow / (2) White / (3) Pink / (4) Burgundy	\$25.00	\$31.25
(9711)	_____	Small Cut Flower Arrangement	\$60.00	\$87.50
(9712)	_____	Medium Cut Flower Arrangement	\$90.00	\$131.25
(9713)	_____	Large Cut Flower Arrangement	\$150.00	\$187.50

**\*\*COLOR DESIRED (Cut Flower Arrangement Only)**

Yellow    White    Lavender    Rust    Blue    Pastels

Colors and availability may vary depending upon season and location.

**Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, once installation has begun no refunds will given for floral services.**

**ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!**

**RENTAL PLANTS NOT IN BOOTH AT CLOSE OF SHOW WILL BE CHARGED AT TWICE THE RENTAL PRICE.**

Subtotal \$	_____
Tax 7% \$	_____
Total \$	_____

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

**Paramount Convention Services  
Floral Service Order Form**

**REMINDER:**  
Items requested after the Advance Order Deadline are not guaranteed to be in stock. In order to secure advance rates and availability, all necessary forms must be received by the Advance Order Deadline date.

# UNION JURISDICTION RULES

---



5015 Fyler Ave.  
St. Louis, MO 63139  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements.

## DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative for booths up to 10' X 30' in area. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

## TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle **all** incoming show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!

Paramount Convention Services

## FIRE PREVENTION BUREAU

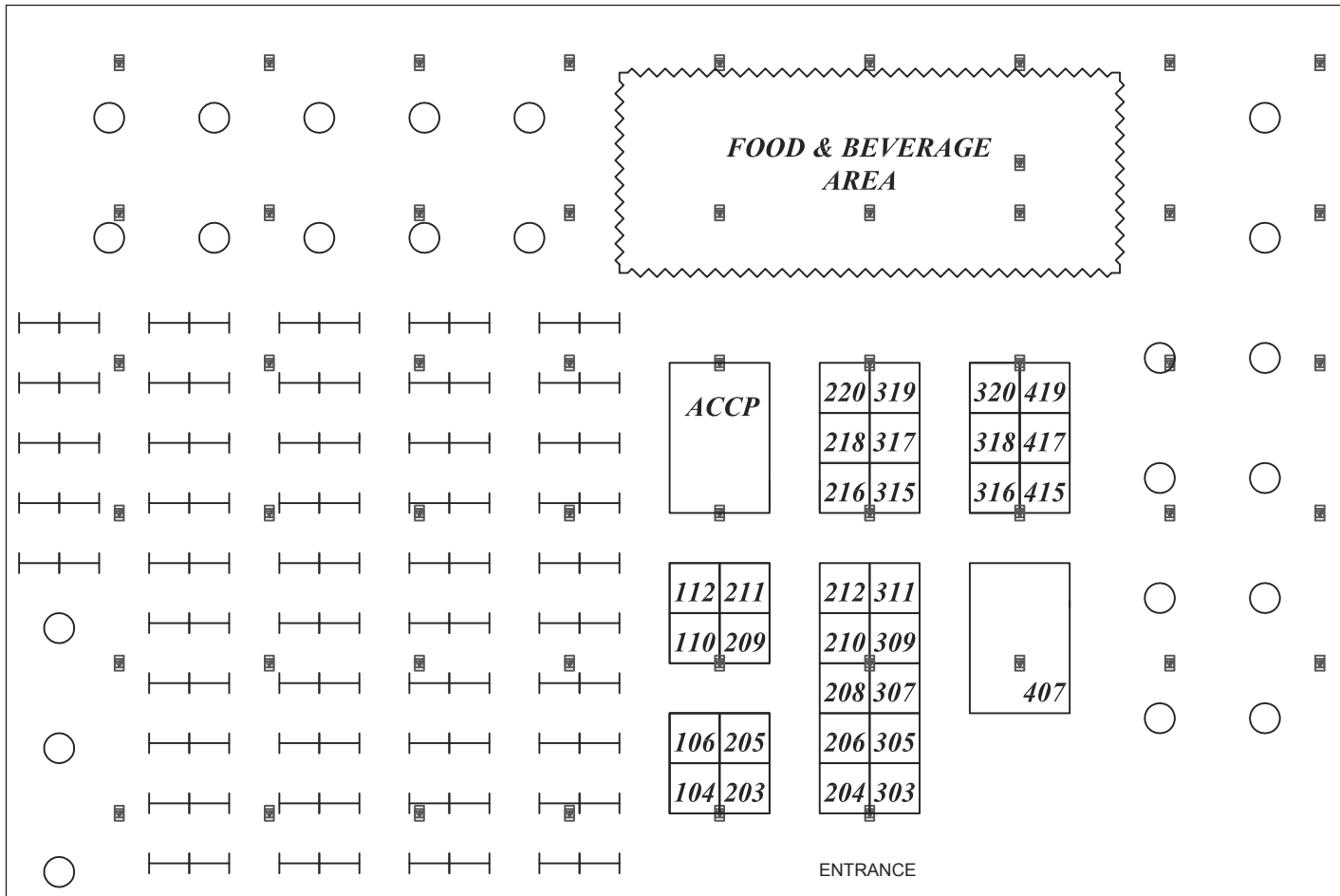
# *EXHIBIT HALL FIRE REGULATIONS*

---

The information contained in this brief outline does not completely cover the ordinances and regulations. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles unless flame proofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public.
5. All sawdust, shavings, hay and straw shall be stored and maintained in a manner approved by the Fire Marshall.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have **no more than two (2) gallons of fuel in the tank**; all fuel tanks shall be locked or effectively sealed and **battery cables shall be disconnected from the ignition system**. The battery can not be connected during the show for any reason. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Keys must be left overnight with security. A drip pan must be under all vehicles. **You must notify Paramount Convention Services of plans to bring in any vehicle so that appropriate arrangements can be made with the local Fire Marshal.**
7. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration when approved by the Fire Marshal.
8. "No smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
9. The exhibitor will provide for daily removal and disposal of trash and rubbish from buildings and tents.
10. All electrical wiring shall be installed in a manner approved by the City's Chief Electrical Inspector.

# Hall A Exhibit Floor Plan



# REQUEST FOR ELECTRICAL SERVICES



David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Electrical Service <small>(Electrical outlets approximately 120/208 A.C. 60 Cycle)</small>	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$115.00	\$142.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$250.00	\$334.75	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$460.00	\$620.00	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$610.00	\$798.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$490.00	\$664.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$885.00	\$1,194.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,240.00	\$1,648.00	\$
Over 100 AMPS or 480 Volts Service	Disconnect		Call for Quote		\$
				Services Total	\$
<input type="checkbox"/> 24 hour power required, add 50% to Service Total				+ 50%	\$
<i>Outlets will be dropped to the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of drop.</i>				Subtotal	\$
				Tax (7%)	\$
				<b>Total</b>	<b>\$</b>

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 74.00	\$
Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 101.95	\$
Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 133.15	\$
			<b>Total</b>	<b>\$</b>

*Note: Taxes are not required for labor services.*

Additional Services	Quantity	*Advance Rate	Standard Rate	Total	
<i>Cable Service:</i>					
• Digital service with digital converter box		\$ 350.00	\$ 350.00	\$	
<i>Electrical Equipment:</i>					
• Extension Cord: 3 wire, multi plug, does not include power		\$ 32.50	\$ 32.50	\$	
• Clip on Spotlight: 100 watt, includes installation and labor		\$ 90.00	\$ 90.00	\$	
				Subtotal	\$
				Tax (7%)	\$
				<b>Total</b>	<b>\$</b>

**Total for all Electrical Services: \$**

# REQUEST FOR ELECTRICAL SERVICES [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #

## TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For overhead Electrical Service (480 volt service), call Exhibitor Services Department (412-325-6102) for quote.
17. For 24-hour power service, add an additional 50% to electrical service charge.
18. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
19. Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa    MasterCard    American Express    Discover    Check

Card # : \_\_\_\_\_ CVV# : \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2011

*\* In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

## RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

# REQUEST FOR CUSTOM CLEANING SERVICES



David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)
Daily Vacuum		\$ 0.25 / sq. ft.	\$ 0.30 / sq. ft.	\$
Service needed (check box): <input type="checkbox"/> Prior to show opening <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5				
			Total Days Needed	
			<b>Total</b> (Total Days x Daily Vacuum Cost)	<b>\$</b>

Periodic Porter Service	Dates Service Needed	Begin Service AM /PM	End Service AM /PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$40 / hr	\$
					\$40 / hr	\$
					\$40 / hr	\$
					\$40 / hr	\$
					<b>Total</b>	<b>\$</b>

*Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be placed in front of booth.*

**Total for all Custom Cleaning Services: \$**

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa  MasterCard  American Express  Discover  Check

Card #: \_\_\_\_\_ CVV#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

**PLEASE NOTE**

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted
- Prices effective January 1 – December 31, 2011
- Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

*\* In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day*

**RETURN FORM TO:**

Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911 • 702-943-6001 (Fax)

David L. Lawrence  
Convention Center

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i>	Show Dates: / / To / /
Billing Address			Incentive Order Deadline: (see Incentive Price, Ts & Cs)
City, State / Country, Zip			Email
Contact	Telephone Number ( ) -		Fax Number ( ) -
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important! Important!** Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
<b>2. Internet – Networking Services: Equipment</b>					
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 185	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Voice Services: PBX Service – Dial "8" for an outside line</b>					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "8" )</b>					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
<b>5. Voice Services: Special Services</b>					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only ) upon request	CC / TLD				
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. Analog Extended POTS line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
<b>7. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x ( number of lines )</b>		
			<b>SUBTOTAL</b>		
<b>Unused portions of deposits returned with final billing.</b>			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2009 - 028 -</b>
---	----------------------------------

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

## Terms and Conditions / Payment Options

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. <b>Smart City is the exclusive provider and installer of all Voice, Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.</li> <li>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies or individuals.</b></li> <li>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</li> <li>4. <b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></li> <li>5. <b>Internet / Network</b> – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</li> <li>6. <b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any of our shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</li> <li>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</li> <li>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</li> <li>9. <b>Wireless Specific:</b> (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</li> <li>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</li> </ol> | <ol style="list-style-type: none"> <li>11. <b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</li> <li>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</li> <li>13. <b>CANCELLATION</b> – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</li> <li>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</li> <li>15. <b>Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</b></li> <li>16. <b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</li> <li>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></li> <li>18. <b>NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</b></li> <li>19. <b>All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</b></li> <li>20. <b>Long Distance (International Calls) and Line Restrictions:</b> (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</li> <li>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</li> <li>22. Prices are based upon current rates and are subject to change without notice.</li> </ol> |
|--|--|

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>23. A valid Credit Card number with signature <b>MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></li> <li>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: <b>Smart City.</b></li> <li>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</li> </ol> | <p style="text-align: center;"><b>Mail or Fax Completed Orders with Payment and Floor Plan To</b></p> <p style="text-align: center;">SMART CITY<br/>5795 W. BADURA AVENUE, SUITE 110<br/>LAS VEGAS, NEVADA 89118<br/>(888) 446-6911 FAX (702) 943-6001</p> |
|---|--|

### Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2009 - 028 -</b>	

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: DLLCC (028) - Pittsburgh

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2009 - 028 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date Security Updates Last Performed: \_\_\_\_\_ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# Floor Plan – Communications Cable

Center: DLLCC (028) - Pittsburgh

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2009 - 028 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



# REQUEST FOR EXHIBIT SECURITY



David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

**SECURITY SERVICES**

- Four (4) hour minimum required for each shift
- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out security guards at booth site
- Security call will be scheduled with unarmed, uniformed personnel.
- If security is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Security services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

**SCHEDULE INFORMATION:**

Date	Start Time AM / PM	End Time AM / PM	Total Hours	*Advance Rate	Standard Rate	On-Site Rate	Total
				\$30.00	\$35.00	\$40.00	\$
				\$30.00	\$35.00	\$40.00	\$
<b>Total</b>							<b>\$</b>

On-site contact: (print) \_\_\_\_\_ Contact mobile #: \_\_\_\_\_

**POLICE SERVICES**

- Four (4) hour minimum required for each shift
- All police calls are based on scheduled start and end time. If shift ends early, police are billed based on original schedule.
- 48 hours minimum notice to ensure availability
- All individual police details will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out police at booth site
- Police call will be scheduled with armed, uniformed personnel.
- If police is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Police services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

**SCHEDULE INFORMATION:**

Date	Start Time AM / PM	End Time AM / PM	Total Hrs.	Surcharge Hrs. (hours above 8)	*Advance Rate	Standard / On-Site Rate	Advance Rate Surcharge	Standard Rate Surcharge	Total
					\$42.50	\$53.00	\$53.25	\$66.25	\$
					\$42.50	\$53.00	\$53.25	\$66.25	\$
<b>Total</b>									<b>\$</b>

*Any daily hours above 8 qualify for Rate Surcharge*

On-site contact: (print) \_\_\_\_\_ Contact mobile #: \_\_\_\_\_

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.  
 Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa   
  MasterCard   
  American Express   
  Discover   
  Check

Card #: \_\_\_\_\_ CVV#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

**PLEASE NOTE**

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2011
- \* In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day

**RETURN FORM TO:**

Exhibitor Services Department, David L. Lawrence Convention Center  
 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102  
 Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

# REQUEST FOR PLUMBING & COMPRESSED AIR



David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

**PLUMBING & COMPRESSED AIR:**

Type of Service	Quantity	*Advance Rate	Standard Rate	Total
<i>Plumbing:</i>				
• Cold Water Potable (single outlet 3/4" female threaded connection)		\$215.00	\$265.00	\$
• Fill and Drain per 500 gallons		\$125.00	\$150.00	\$
• Drain Line Service Outlet, 1 1/2" max. size		\$165.00	\$210.00	\$
<i>Compressed Air:</i>				
• 3/4" female threaded connection - 100 PSI max		\$315.00	\$400.00	\$
• Number of connections (One connection included, labor charges will apply for additional connections)				
<i>Utility will be installed to the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.</i>			Subtotal	\$
			Tax (7%)	\$
			<b>Total</b>	<b>\$</b>

**LABOR**

Plumbing or Compressed Air: (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
<i>Straight time:</i> M – F 8:00 AM - 4:30 PM (Except Holidays)			\$62.50	\$
<i>Overtime:</i> Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$89.05	\$
<i>Premium time:</i> Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$107.65	\$
<i>Attach floor plan for specific installation</i>			<b>Total</b>	<b>\$</b>

**Total for all Plumbing & Compressed Air Services: \$**

# REQUEST FOR PLUMBING & COMPRESSED AIR [CONTINUED]



David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #

**TERMS AND CONDITIONS**

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. Change of orders after installation may be subject to plumbing labor charges. Minimum of 1/2 hour.
4. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Request for special services such as placing hoses or relocating service(s) will be subject to additional labor charges.
6. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
7. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
8. Under no circumstance should anyone other than a DLCC technician make service connections.
9. All equipment using water must have an inlet and outlet properly tagged.
10. If compressed air and water are critical, DLCC recommends the exhibitor arrange to have a pressure regulator valve installed. Please also note that water and compressed air are limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
11. DLCC will not be responsible for water in compressed air lines or equipment.
12. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
13. Receipts can be obtained at the Service Desk during move-in only.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa     MasterCard     American Express     Discover     Check

Card #: \_\_\_\_\_ CVV#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

**PLEASE NOTE**

- There will be a \$30.00 fee for returned checks
  - Payment in full must be rendered prior to delivery of service
  - Check, Visa, MasterCard, American Express & Discover accepted
  - Prices effective January 1 – December 31, 2011
- \* In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

**RETURN FORM TO:**

Exhibitor Services Department, David L. Lawrence Convention Center  
 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



**visual aids electronics**



3625 E. Atlanta Ave., Suite 2, Phoenix, AZ 85040 Phone: (602) 437-4424 Fax: (602) 437-4499 [vaeconventionorders@vaecorp.com](mailto:vaeconventionorders@vaecorp.com)



Show Name: 2011 ACCP Annual Meeting

Facility Name: David L. Lawrence Convention Center

City, State: Pittsburgh, PA

Exhibit Floor Dates: October 17-18, 2011

**EXHIBITOR AUDIOVISUAL & COMPUTER EQUIPMENT ORDER FORM**

Firm Name:				On-site Contact:		
Address:				On-site Contact Phone #:		
City:				Booth #:		
State:		Zip Code:		Delivery Date:*		Approx Time:*
Ordered by:				*(Exhibit booth must be built and on-site contact must be present to accept delivery of equipment.)		
Phone:		Fax:				
Email Address:				Removal Date:		Approx Time:

**EARLY ORDER RATES APPLY IF RECEIVED BEFORE OCTOBER 3<sup>RD</sup>, 2011 DEADLINE**

Commercial Grade Equipment Description	Qty.	Early Order Show Rate	After Deadline or On-Site Rate	Total
<b>FLAT SCREEN MONITORS / STANDS / SPEAKERS — (Stand and Speakers available for VAE supplied monitors only)</b>				
17" LCD Flat Computer Monitor (Res 1280 x 1024) Ratio 4:3 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand    (must be used with a computer)		\$115.00	\$140.00	
20" LCD Flat Computer Monitor (Res 1280 x 1024) Ratio 4:3 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand    (must be used with a computer)		\$180.00	\$215.00	
32" LCD Flat Monitor w/ built in speakers (Res 1280 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$450.00	\$540.00	
40" LCD Flat Monitor w/ built in speakers (Res 1280 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$540.00	\$650.00	
50" Plasma Monitor (Res 1280 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$895.00	\$1075.00	
60" Plasma Monitor (Res 1365 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$1350.00	\$1620.00	
Dual Post Monitor Floor Stand (available for use with VAE LCD & Plasma monitors 32" and higher)		\$110.00	\$130.00	
Laptop Shelf for Floor Stand		\$10.00	\$12.00	
Plasma Monitor Side Attached Speakers (50" & 60" plasma models)		\$45.00	\$55.00	
<b>VIDEO MONITOR / PLAYERS</b>				
26" Video (TV) Monitor w/ 54" draped rolling cart (cannot be used with a computer )		\$135.00	\$160.00	
DVD Player w/ Auto Repeat (cannot be used w/ 17" or 20" computer monitors)		\$65.00	\$100.00	
<b>AUDIO EQUIPMENT</b>				
Wired Mic PA System ( <input type="checkbox"/> Floor or <input type="checkbox"/> Lav Mic, 4CH Mixer, and Speaker)		\$220.00	\$265.00	
Wireless Mic PA System ( <input type="checkbox"/> Handheld or <input type="checkbox"/> Lav, 4CH Mixer, and Speaker)		\$350.00	\$420.00	
Additional Wired <input type="checkbox"/> Floor or <input type="checkbox"/> Lav Microphone		\$45.00	\$55.00	
Additional Wireless <input type="checkbox"/> Handheld or <input type="checkbox"/> Lav Microphone		\$245.00	\$295.00	
Additional Powered Speaker		\$110.00	\$130.00	

Show Name: ACCP 2011 Annual Meeting				
Commercial Grade Equipment Description	Qty.	Early Order Show Rate	After Deadline or On-Site Rate	Total
<b>LCD PROJECTOR AND TRIPOD SCREENS</b>				
XGA LCD Projector w/ Stand		\$585.00	\$700.00	
<input type="checkbox"/> 5' Tripod Screen w/ Black Skirt <input type="checkbox"/> 6' Tripod Screen w/ Black Skirt		\$45.00	\$55.00	
<b>DESKTOP COMPUTERS (Includes 17" Flat LCD Monitor, NIC, Keyboard, Mouse, Windows Operating System, MS Office)</b>				
Core2 Duo / 2.0 GHz, 1GB / 80GB / DVDRW-CDRW		\$250.00	\$300.00	
IMAC Intel Duo Core 1GB / 80GB / DVD-CDRW		\$500.00	\$600.00	
<b>LAPTOP COMPUTERS (Includes Modem, NIC, Windows Operating System, MS Office)</b>				
Duo-Core / 1.8 GHz, 1GB / 80GB / DVD-CDRW		\$250.00	\$300.00	
Macbook Intel Duo Core/ 1GB / 60GB / DVD-CDRW		\$500.00	\$600.00	
<b>COMPUTER ACCESSORIES</b>				
Amplified Computer Speakers (set of two)		\$40.00	\$48.00	
Keyboard and Mouse		\$15.00	\$18.00	
Other:				
<b>ADDITIONAL EQUIPMENT AVAILABLE CALL FOR QUOTE</b>				
<b>COMPLETE PAYMENT INFORMATION AND FAX ENTIRE FORM TO 602-437-4499 OR EMAIL FORM TO: <a href="mailto:vaeconventionorders@vaecorp.com">vaeconventionorders@vaecorp.com</a></b>			Equipment Subtotal:	
CHECK: Made Payable To: Visual Aids Electronics Send to: 3625 E. Atlanta Ave., Suite 2 Phoenix, AZ 85040			7% Sales Tax:	
AMEX	Cardholders Name (print):		UNION Delivery / Set-up/ Removal 20% of Equipment Subtotal: <b>(\$100.00 Minimum)</b>	
VISA	Credit Card #:			
MASTERCARD	Verification Code:*	Expiration Date:	7% Labor Tax:	
* Verification Code is the last 3 or 4 digits AFTER the credit card number in the signature area on the back of the card.			Total:	
Credit Card Billing Address:				
City:	State:	Zip Code:		
Phone Number:		Authorized Signature:		

## TERMS AND CONDITIONS

**Rental Agreement** – Advance rates apply only to orders paid in full and received **15 days** prior to the first scheduled show day. Items ordered after deadline date, are subject to availability and applicable freight charges. Labor Charge includes Delivery/ Set Up / Pick-up. Rate is 20% of equipment subtotal before sales tax (\$100.00 minimum).

Your representative must be available at your booth on date and time specified to accept delivery of equipment. **PLEASE NOTE** that the equipment will NOT be left in your booth without an authorized person to receive. If a repeat delivery is required, an additional charge will apply.

It is understood and agreed that the Exhibitor accepts full responsibility for any loss or damage to the equipment until it is returned to VAE. Exhibitor will immediately notify VAE of any damage to the rental equipment, and Exhibitor hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in Exhibitor's care, custody and/or control.

**Payment Terms** – Full payment, including applicable tax, is due at the time services are ordered. Purchase orders are not considered payment. Orders placed or service provided at show site must be paid at the show site.

If paying by credit card, we will use this authorization to charge your credit card account for your advance order, and any additional charges incurred as a result of show site orders placed by your onsite representative. These charges may include labor, materials, and handling.

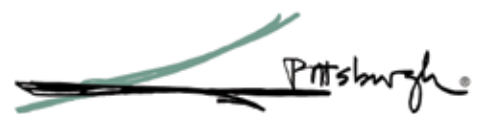
If you are exempt from payment of sales tax, VAE requires you to forward an exemption certificate for the STATE in which the services are to be used.

**Cancellation** – Written cancellation of equipment must be received one (1) week prior to delivery date to avoid a one (1) day charge. If equipment and services have already been provided at the time of cancellation, a minimum one (1) day charge will apply.



# BOOTH CATERING MENU 2011

*Levy Restaurants*



David L. Lawrence  
Convention Center

# BOOTH CATERING MENU 2011

At Levy Restaurants, our passion for food and enthusiasm for creating a stellar dining experience has inspired the design of this special menu filled with a variety of mouth-watering options sure to complement your show experience. Celebrate the thrill of the Market with us as we promise to bring you delicious food and heartfelt hospitality, time and time again.

The Booth Catering Menu has been created with a fresh approach to food and attention to detail that features only the finest ingredients and spectacular presentation. We have taken new twists on the old classics as well as innovative additions to help create the perfect menu for all of your catering needs. Whether you're providing a lunch for your customers or holding a reception for your staff, Levy is sure to make the occasion a success.

As award-winning restaurateurs, Levy Restaurants was built on flavorful and exciting food, impeccable service and family values. Levy strives to exceed all of your catering expectations and we are able to custom design a menu for you. Enjoy "The Levy Difference."

*Levy Restaurants*

# BREAKFAST AND EARLY MEALS

## BREAKFAST PLATTERS

### ASSORTED BAGELS AND CREAM CHEESE

Freshly baked assortment of bagels served with flavored cream cheeses, whipped butter and fruit preserves 30.00 per dozen

### SCONES AND JAMS

Served with fruit preserves 30.00 per dozen

### FRESH BAKED MUFFINS

Bakery fresh assortment served with whipped butter and fruit preserves 30.00 per dozen

### CHEF'S SELECTION OF PASTRIES

An assortment of muffins, Danish and bagels with cream cheese, whipped butter and fruit preserves 35.00 per dozen

### BUTTERY CROISSANTS

30.00 per dozen

### BREAKFAST BREADS

28.00 per dozen

### SEASONAL FRESH SLICED FRUIT

Served with strawberry yogurt dipping sauce 5.00 per person

## BREAKFAST PACKAGES

All breakfast platters are priced per person

### SUN-UP SELECTION

Fresh muffins, scones, and Danish with seasonal fruit, butter and jam 12.95 per person (min 12 guests)

### MARKET BREAKFAST

Scrambled eggs with cheddar cheese, sausage or bacon, breakfast potatoes, buttermilk biscuits, butter and jam.  
15.95 per person (min 12 guests)

### A SMART START

A selection of cold cereal, yogurt and bananas.  
Served with milk 8.50 per person (min 12 guests)

# BREAKFAST AND EARLY MEALS

## À LA CARTE

### **BREAKFAST CROISSANT SANDWICH**

Croissant with scrambled eggs, smoked bacon and cheddar cheese 5.95 each

### **ASSORTED CEREALS**

Served with whole, 2% or skim milk 3.25 each

### **DANNON FRUIT YOGURTS**

2.95 each

### **BREAKFAST BURRITO**

Soft tortilla filled with scrambled eggs, pico de gallo, sausage and Chihuahua cheese 5.95 each

### **NEW ORLEANS FRENCH TOAST**

Cinnamon French toast topped with warm apples, pecans and maple syrup 6.95 per person

### **SMOKED SALMON PLATTER**

Served with diced red onion, capers, chopped egg and diced tomato and cucumber. Accompanied by bagel crisps, pumpernickel bread, cream cheese and lemon wedges 135.00 (serves 25)

# LUNCH

## SANDWICH PLATTERS

### SIGNATURE SELECTION

Choose up to three sandwiches from our sandwich selection below and two side salads from our menu. Served with chips and dessert bars  
18.95 per person (min 12 guests)

### SIGNATURE SELECTION SANDWICH

12 sandwiches presented in halves from our sandwich selections (Select up to three) 85.00

## SANDWICH SELECTIONS

### ROAST TURKEY BLT WRAP

### HAM AND JARLSBERG SWISS ON PRETZEL BREAD

### GRILLED CHICKEN ON HONEY WHEAT BREAD

### ROAST SIRLOIN

With boursin cheese and caramelized onion jam on grilled ciabatta bread

### CAPRESE SANDWICH

With roma tomatoes, fresh mozzarella and basil pesto on ciabatta bread

### CHICKEN SALAD SANDWICH

Dried Turkish apricots and cranberries tossed in a honey mustard dressing served on wheat

### TUNA SALAD

On multi-grain bread with romaine, parsley and tomato

## BOX LUNCH PACKAGE

### SIGNATURE SANDWICH

(Turkey, ham or tuna)

Choice of sandwich with whole fruit, pasta salad, chips and a cookie 18.95 per person (min of 12 guests)

# LUNCH

## SALAD SELECTION

(Each salad serves 10)

### TRADITIONAL CAESAR SALAD

Crisp romaine, Parmesan cheese and garlic croutons with creamy Caesar dressing 30.00  
(Add chicken, beef, or shrimp 12.00)

### SPINACH SALAD

With grape tomatoes, red onion, cucumber and aged balsamic vinaigrette 30.00

### ORGANIC FIELD GREENS SALAD

Strawberries, blueberries, spiced pecans and white balsamic vinaigrette 32.00

### COBB SALAD

Romaine and iceberg lettuces, black beans, corn, tomato, red bell pepper, green onions, shredded cheddar and Monterey Jack cheeses. Served with a chipotle ranch dressing 32.00

### MUSTARD POTATO SALAD

24.00

### CREAMY COLESLAW SALAD

24.00

### LOADED MACARONI SALAD

Cavatapi pasta tossed in creamy dressing with bacon, tomatoes, cheddar cheese, red onions and scallions 28.00

# PACKAGED LUNCHES

Minimum of 12 guests

## **FRESH BAKED PIZZA**

Personal 6.00

Large 11.00

Pepperoni Add 1.00

## **TEXAS BARBEQUE**

12 hour smoked sliced brisket

Grilled chicken breast with chipotle BBQ sauce

Bakery rolls

Loaded macaroni salad and cole slaw

Warm peach cobbler

17.00 per person

## **CHICKEN FAJITAS**

Grilled chicken with chorizo and Chihuahua cheese

Served with pico de gallo, cheddar cheese, sour cream and warm tortillas

Fiesta rice

Tortilla chips and spicy tomato salsa

Churros with Mexican caramel sauce

16.00 per person

## **BACKYARD GRILL**

Grilled cheeseburgers and all beef grilled hot dogs

Fresh bakery buns

Lettuce, red onions, vine ripened tomatoes and pickles

Mustard, mayonnaise and ketchup

Potato salad and kettle chips

Chocolate chip cookies and brownies

15.00 per person

# SNACKS

## SNACKS

### DRY ROASTED PEANUTS

14.00 per pound

### SNACK MIX

12.00 per pound

### HONEY-ROASTED PEANUTS

14.00 per pound

### PRETZEL TWISTS

12.00 per pound

### SALSA SAMPLER

Crisp tortillas served with three authentic fresh salsas: salsa verde, salsa cruda and salsa roja 15.00 per pound

### KETTLE-STYLE POTATO CHIPS

Kettle-style potato chips with French onion dip 20.00 per pound

### PRETZEL RODS WITH BEER CHEESE

Pretzel rods and grilled pretzel bread, served with ale cheddar dip 20.00 per pound

### WHOLE FRESH FRUIT BASKET

25.00 per basket

## HOT SNACKS

### SOUTHWESTERN NACHO BAR

With spicy chili, cheddar cheese sauce, guacamole, sour cream and jalapeño peppers 7.50 per person  
(Add fajita chicken or carne asada 4.00)

### JUMBO LUMP CRAB CAKES

Served with mustard sauce and zesty lemon aioli 48.00 per dozen

### WARM ARTICHOKE SPINACH DIP

Accompanied by focaccia crostini and tortilla chips 45.00 (Serves 10)

### CHICKEN QUESADILLAS

Ancho-marinated chicken with cilantro and Monterey Jack cheese.  
Accompanied by avocado crème 39.00 per dozen

# SNACKS

## PARTY PLATTERS

Minimum 12 people

### GRILLED JUMBO SHRIMP

Jamaican jerk with a pineapple jalapeño coulis 3.95 per piece

### CLASSIC BRUSCHETTA

Focaccia crostini with tomato basil salad, herb-roasted wild mushrooms and olive tapenade 4.95 per person

### FARMSTEAD CHEESE

A sampling of local farmstead artisan cheeses with assorted flatbreads, crackers and honey 6.95 per person

### GARDEN FRESH VEGETABLES

Served with buttermilk ranch dressing 4.00 per person

### MARKET FRESH FRUIT

Served with strawberry yogurt dipping sauce 5.00 per person

### ANTIPASTI PLATTER

Genoa salami, sopressata salami and prosciutto with marinated olives and assorted flatbreads 8.95 per person

### FARMERS MARKET DIPS, VEGGIES AND CROSTINI

Fresh, crisp vegetables and focaccia crostini served with red pepper hummus, garlic Parmesan and sun-dried tomato basil dips 6.95 per person

## SWEETS

### WARM PEACH COBBLER

Served with cinnamon whipped cream 5.95 per person

### LEMON ANGEL FOOD CAKE WITH MIXED BERRY COMPOTE

5.95 per person

### CHEESECAKE WITH MIXED BERRIES

6.95 per person

### FRESHLY BAKED COOKIE PLATTER

Chocolate chunk, oatmeal raisin, white chocolate macadamia nut, peanut butter 24.00 per dozen

### CHOCOLATE BROWNIES AND DESSERT BARS

Decadent chocolate brownies, lemon bars, toffee crunch blondie bar 28.00 per dozen

### RICE KRISPIE TREATS 24.00 per dozen

Dipped in chocolate and peanut butter 28.00 per dozen

# BEVERAGES

## **COFFEE**

Regular or decaf 40.00 per gallon

Starbucks regular or decaf 44.00 per gallon

## **HOT LOCAL APPLE CIDER**

28.00 gallon

## **JUICES BY THE GALLON**

Orange, apple, cranberry and grapefruit 36.00 per gallon

## **FRESHLY BREWED ICED TEA**

36.00 gallon

## **MILK**

Half pints of whole, low-fat or skim 2.00 each

## **CANNED SOFT DRINKS**

Assorted regular and diet 3.00 each

## **BOTTLED WATER**

3.00 each

## **BOTTLED JUICE**

3.75 each

## **LEMONADE**

A cool and refreshing thirst quencher 36.00 gallon

# BEVERAGES

## BAR SELECTIONS

(minimum of 25 guests)

### HOSTED DELUXE BAR

**Cocktails** 6.75

Featuring Ketel One, Bombay Sapphire, J. Walker Black, Maker's Mark, Bacardi 8, Crown Royal, Sauza Hornitos Reposado, Remy Martin VS, Martini & Rossi Dry and Sweet Vermouth

**Wine** 7.00

Napa Cellars Chardonnay, Geyser Peak Cabernet Sauvignon, Red Rock Merlot, and Beringer White Zinfandel

**Imported Beer** 5.00

**Domestic Beer** 4.50

**Bottled Water** 3.00

**Soft Drink** 3.00

**Juice** 3.75

### HOSTED PREMIUM BAR

**Cocktails** 6.25

Featuring Smirnoff, Beefeater, Dewar's, Jim Beam, Bacardi Silver, Canadian Club, Jose Cuervo Gold, Korbel Brandy, Martini & Rossi Dry and Sweet Vermouth

**Wine** 6.25

Woodbridge By Robert Mondavi Chardonnay, Cabernet, Merlot and White Zinfandel

**Imported Beer** 5.00

**Domestic Beer** 4.50

**Bottled Water** 3.00

**Soft Drink** 3.00

**Juice** 3.75

### CASH BAR

**Deluxe Cocktails** 7.00

**Premium Cocktails** 6.50

**Wine** 7.25

**Imported Beer** 6.00

**Domestic Beer** 5.00

**Bottled Water** 3.00

**Soft Drink** 3.00

**Juice** 3.75

125.00 per bartender for 3 hours of service.

Please add 20% service charge and applicable sales tax to all bars unless otherwise noted.

Bar lists and prices are subject to change.

# TRAFFIC PROMOTERS

## POPCORN CART

### RENTAL

150.00 per day

### POPCORN

50.00 per case

### ATTENDANT

125.00 for 3 hours (required)

## ICE CREAM FREEZER

### RENTAL

150.00 per day

### ASSORTED ICE CREAM BARS

5.00 each

### ATTENDANT

125.00 for 3 hours

### SIGNATURE DESSERT TABLE

Spectacular array of our famous desserts including the six layer carrot cake, chocolate paradisi, taffy apples, M&M taffy apples, assorted gourmet dessert bars, cookies and our giant chocolate turtles  
11.95 per person (minimum of 50 people)

### SMOOTHIE BLENDS

Banana strawberry, melon, blueberry and mixed berry smoothies 5.95 per person

### WARM COOKIES AND MILK

Freshly baked cookies served warm with ice cold milk 5.50 per person

# TRAFFIC PROMOTERS

## WATER SERVICE

### WATER COOLER

100.00 per day

### WATER JUGS

50.00 each

### WATER ENHANCEMENTS

Sliced Lemon, lime, cucumber and oranges, Crystal Light Packets 2.00 per person

## PERSONALIZED SERVICE

### BOOTH ATTENDANT

125.00 3 hours minimum

### CHEF ATTENDANT

125.00 3 hours minimum

### BARTENDER

125.00 3 hours minimum (Required for all alcohol service)

# BOOTH CATERING INFORMATION

## FOOD ORDERING

Our sales team is available from 9am to 5:00pm central standard time, Monday through Friday, to assist you with your beverage selections. Please contact our catering department for additional information:

Shannon Seydor  
Phone: 412.325.6194  
Fax: 412.325.6190  
Email: sseydor@pittsburghcc.com

Nina Cornacchione  
Phone: 412.325.6182  
Fax: 412.325.6190  
Email: ncornacchione@pittsburghcc.com

## GUIDELINES

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the David L. Lawrence Convention Center. To follow, are some general guidelines to get you started with your event planning process. We look forward to working with you on your upcoming show.

1. All food and beverages served within the exhibit halls must be ordered through Levy Restaurants, exclusive caterer at the David L. Lawrence Convention Center.
2. No food or beverages will be permitted to be brought into the convention center by any exhibitor or any other entity without prior written authorization by Levy Restaurants. This includes product samples. Please see attached sampling policy and authorization request form for details. If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy etc.
3. No food or beverage is permitted to be sold in any capacity on the show floor. Please contact Levy Restaurants for sub contractor information if applicable.
4. Order form and service contract must be received no later than two weeks prior to show dates to ensure confirmation. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.
5. If food order is less than \$50.00 per order, a \$25.00 delivery fee will be charged.
6. Food service functions sheets, catering agreement, a confirmation number and the total amount due will be sent to you. Once received, the paper work must be signed and sent back to our offices via e-mail or fax. Please contact our office if you do not receive confirmation of your services.
7. Full payment (by company check or credit card) must be received no later than one week prior to the start of services. All replenishment orders during the show must be guaranteed by a credit card: any balance of charges due will be billed to the credit card unless payment is received prior to the end of the show.
8. Any changes for the next day must be made by 3pm the previous day. Cancellations require a 72 hour notice or full charges will be incurred.
9. We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and service are regulated by the Pennsylvania Liquor Control Board. Levy Restaurants, as licensee, is responsible for the administration of these regulations:  
**NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES;  
WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE  
PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.**  
Applicable alcohol taxes will be applied to your order.
10. The exhibitor is responsible for supplying any electrical power needed for food service equipment through the convention center.

# ORDERING INFORMATION

Remit all orders to:

## LEVY RESTAURANTS AT DAVID L. LAWRENCE CONVENTION CENTER

Shannon Seydor  
Phone: 412.325.6194  
Fax: 412.325.6190  
Email: sseydor@pittsburghcc.com

Nina Cornacchione  
Phone: 412.325.6182  
Fax: 412.325.6190  
Email: ncornacchione@pittsburghcc.com

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

## FOOD & BEVERAGE ORDER NEEDED FOR

Day of the week: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Person Ordering: \_\_\_\_\_

Other Authorized Signatures: \_\_\_\_\_

Booth #: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Clean-Up Time: \_\_\_\_\_



# ORDERING INFORMATION

<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL</u>

**SUB TOTAL:** \_\_\_\_\_

Delivery and Set-Up.....20% Service Charge  
plus 7.00% sales tax

**TOTAL:** \_\_\_\_\_

## CREDIT CARD INFORMATION

MasterCard: \_\_\_\_\_ Visa: \_\_\_\_\_ Amex: \_\_\_\_\_ Diner's Club: \_\_\_\_\_ Discover: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Card Holder: \_\_\_\_\_

Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

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



# SAMPLING POLICY

For additional information, please contact your catering sales manager  
Nina Cornacchione [ncornacchione@pittsburghcc.com](mailto:ncornacchione@pittsburghcc.com) 412.325.6182 or  
Shannon Seydor [sseydor@pittsburghcc.com](mailto:sseydor@pittsburghcc.com) 412.325.6194

Levy Restaurants retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center, including concessions and the sale of alcoholic and non-alcoholic beverages. All food and beverage that is not part of a sampling must be contracted through Levy Restaurants. Please see your catering Manager for menus and ordering procedures.

## SAMPLING OF FOOD AND NON-ALCOHOLIC BEVERAGES

Sponsoring organizations and/or their exhibitors may freely distribute packaged sample food and/or beverage only upon written authorization from Levy Restaurants using the attached Authorization Request Form.

Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

Food samples should be bite-sized and beverages are limited to a 4 oz. portion.

Any exhibitor giving away packaged or unpackaged food or beverage products will be fully responsible for any and all liabilities that may result from consumption of their products.

## TASTINGS OF ALCOHOLIC BEVERAGES

### A) Alcoholic Beverage Tastings

Any Exhibitor requesting product tastings of alcoholic beverages **must receive permission from Levy Restaurants** and be properly registered with the Pennsylvania Liquor Control Board. Product tastings are for market research and the purpose of educating consumers as to the qualities and availability of wines, spirits or malted brewed beverages and may be conducted by manufacturers, their representatives, distributors, importing distributors or retail licensees provided they adhere to the following:

1. Products used are legally procured, properly registered and tax paid.
2. There is no purchase requirement with the tasting.
3. There is no cooperative advertising associated with the event.
4. Wine and spirits manufacturers or their agents must be registered pursuant to PLCB Regulations.
5. No more than one standard size alcoholic beverage of each product shall be provided to each tasting participant.

A Levy Restaurant bartender is required for tastings of spirits, beers, alcoholic ciders or wines. Tasting sizes are limited to ½ oz. of spirits and one ounce of wine, alcoholic ciders and beers. Alcoholic beverages will only to be served to person 21 years of age or older and will be served according to the Levy Restaurants Alcoholic Beverage Service Policy. Each booth must provide a visible sign, stating: Guests must be 21 years of age to participate in sampling of alcoholic beverages and a picture I.D. is required.

# SAMPLING POLICY

## B) Limited Winery Exposition Permits

Any Exhibitor requesting sampling of wine or alcoholic ciders under a Limited Winery Exposition Permit **must receive permission from Levy Restaurants**, be registered with the Pennsylvania Liquor Control Board as a Limited Winery and have a valid Limited Winery Exposition Permit. Expositions qualifying for this permit are held with the primary intent of educating those in attendance of the availability, nature and quality of Pennsylvania-produced wines and alcoholic ciders in conjunction with suitable food displays demonstrations and sales. Holders of a Limited Winery Exposition Permit may engage in the sale of wines and alcoholic ciders by the bottle or case lot and may provide tasting samples which may be sold or offered free of charge.

A Levy Restaurant bartender is not required with a Limited Winery Exposition Permit. Samples are limited to one ounce of wine or alcoholic ciders and are only to be served to person 21 years of age or older. Each booth must provide a visible sign, stating: Guests must be 21 years of age to participate in sampling of alcoholic beverages and a picture I.D. is required. ***The area under the control of the Exhibitor must be clearly marked by visible signs or temporary barriers clearly delineating the area covered by the special permit. Exhibitor must ensure that no sample or open container leaves their designated area of control. The special permittee is liable for any violations of the Liquor Code and the Board's regulations occurring at the location used by the permittee.***

The Exhibitor must provide a copy of the PLCB Limited Winery Exposition Permit to Levy Restaurants at least three weeks prior to scheduled show dates.

The Exhibitor must submit an insurance certificate \$1,000,000.00 in liability insurance naming The Sports and Exhibitions Authority, SMG and Levy Restaurants as additional insured at least three weeks prior to scheduled show dates.

# AUTHORIZATION REQUEST FORM

For additional information, please contact your catering sales manager  
Nina Cornacchione ncornacchione@pittsburghcc.com 412.325.6182 or  
Shannon Seydor sseydor@pittsburghcc.com 412.325.6194

Levy Restaurants retains the exclusive right to provide and control all food and beverage services throughout the David L. Lawrence Convention Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the David L. Lawrence Convention Center without written approval of Levy Restaurants. ***This policy is strictly enforced. Violations will result in products being removed from show floor.***

Please complete this form and receive authorization to distribute food or beverages not purchased through Levy Restaurants.

Name of Show/Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Company Name/Booth Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

On site contact (if different from above): \_\_\_\_\_

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

Products you wish to distribute: \_\_\_\_\_

Size portion to be dispensed: \_\_\_\_\_ Anticipated Qty: \_\_\_\_\_

Reason for offering samples: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

If you do not meet the conditions required to sample distribution, corkage service fees will be quoted. Any such fees must be paid in advance of the show. All food and beverage distribution must receive advance approval from Levy Restaurants.

***This policy is strictly enforced. Exhibitors who do not comply will be asked to remove items from the facility. Please return to Levy Restaurants catering department at least two weeks prior to the start of the show.***

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

Catering Manager

General Manager

*Levy Restaurants*

**EXHIBIT BOOTH STAFF REGISTRATION FORM**  
**2011 ACCP Annual Meeting**  
**David L. Lawrence Convention Center**  
**Pittsburgh, Pennsylvania**



Each 10' x 10' booth includes 4 complimentary exhibit booth staff registrations. Additional exhibitor name badges may be purchased for \$50 each. Exhibiting staff who wish to receive continuing pharmaceutical education credit must register separately to attend the Annual Meeting.

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

**Booth Number(s):** \_\_\_\_\_ **Booth Size(s):** \_\_\_\_\_

**Number of Complimentary Staff Registrations:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Print Full Name	Address, City, State ZIP	Telephone	Additional Name Badge \$50 each
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
<b>ADDITIONAL NAME BADGES — TOTAL AMOUNT</b>			<b>\$</b>

**Payment Method:**

\$ \_\_\_\_\_ Check enclosed. Please make payable to **American College of Clinical Pharmacy**.

\$ \_\_\_\_\_ Credit Card:     Master Card         Visa         Discover Card         AMEX

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name of Card Holder (print): \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

**Please return this form no later than Friday, September 23, 2011, to:**

**American College of Clinical Pharmacy**  
**Attn.: Gretchen L. Miles, CMP**  
**13000 W. 87<sup>th</sup> St. Parkway, Suite 100**  
**Lenexa, Kansas 66215-4530**  
**TEL (913) 492-3311    FAX (913) 492-0088**



## American College of Clinical Pharmacy Registrant List Rental Agreement

The undersigned agrees to adhere to the following provisions concerning the use of names and addresses furnished on labels or magnetic media, which the undersigned has ordered and may hereafter order. The undersigned acknowledges that the names and addresses are owned by the American College of Clinical Pharmacy ("ACCP") and that the undersigned has no right, title or interest in the list of names and addresses. The undersigned further agrees that:

1. Names and addresses provided will be for a one-time use only;
2. Names and addresses will be used only for the specific mailing for which they were ordered and for which ACCP approval has been obtained and for no other purpose;
3. Permission to use ACCP Registrant Lists will not be inferred from signing this letter agreement. **Rather, all materials to be used in connection with the list (i.e., printed material, literature, advertising material, etc.) must be submitted by you and approved by ACCP prior to the release of any lists or media;**
4. Names and addresses will not be copied, nor will we permit, intentionally or unintentionally, the copying of the list for use as a mailing list or otherwise;
5. Names will be used within a reasonable time after receipt in order to retain the advantages of list accuracy. Further, the undersigned understands and agrees that there is no warranty of accuracy with regard to the Registrant List, and in no event shall ACCP be liable for any consequential or incidental damages arising from or relating to the use of the Registrant List;
6. ACCP Registrant Lists will not be made available for membership solicitations of any sort;
7. ACCP approval of any use of its lists will be conditioned on a finding that such use will not limit effectiveness of ACCP programs and is not inconsistent with any policy of ACCP, as established by its Board of Regents; and
8. ACCP Registrant Lists will not be made available for:
  - a. Use in connection with the dissemination of distasteful or offensive materials;
  - b. Use in connection with publicity or advertising which might imply, through copy or layout, ACCP endorsement of any organization or its products;
  - c. Any communication which would tend to mislead, misinform, deceive or promote an unlawful purpose;
  - d. Any fund-raising purposes by an organization or society; or
  - e. Any broadcast fax or e-mail communication.

This agreement shall be binding upon the undersigned, its principals and its agencies, agents, licensees, subcontractors, affiliates, associates and assignees. This agreement is expressly for the benefit of ACCP.

The undersigned understands and agrees to hold ACCP harmless from any and all claims, actions, disputes, or lawsuits brought against ACCP for damages, costs, and/or attorneys fees resulting from the undersigned's breach of this agreement or from the undersigned's negligence in the use of the Registrant List. Further, the undersigned understands and agrees that, in the event of such claims, actions, disputes or lawsuits, ACCP shall be entitled to any remedy, at law or equity.

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

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please circle which list you are requesting.

Premeeting Registrant List

Postmeeting Registrant List

\*The cost of each list is \$1,000.00. The Premeeting Registrant List will be made available after the ACCP Annual Meeting early registration deadline. The Postmeeting Registrant List will be made available beginning November 7, 2011. Please send full payment with this signed agreement.

Method of Payment

Total \$ \_\_\_\_\_

Check or money order payable in U.S. funds to: American College of Clinical Pharmacy

Credit Card  MasterCard  Visa  Discover  American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code (3- or 4-digit code): \_\_\_\_\_

Name as printed on the card: \_\_\_\_\_

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

How to Order

Please mail this completed agreement with check or money order to:

American College of Clinical Pharmacy

Attn.: Gretchen L. Miles, CMP

13000 W. 87<sup>th</sup> St. Parkway, Suite 100

Lenexa, Kansas 66215-4530

If you have any questions, please contact Gretchen Miles at (913) 492-3311 or [gmiles@accp.com](mailto:gmiles@accp.com).

Pittsburgh, PA  
October 16-19

# 2011 ACCP ANNUAL MEETING

David L. Lawrence  
Convention Center

- Westin Convention Center Pittsburgh (headquarters hotel)
- Omni William Penn Hotel



## Advertise in ACCP's Must-Read Meeting Newspaper and Communicate Your Important Message to Attendees

### Reach hundreds of potential customers through the official Annual Meeting newspaper

Want to reach your target audience at the ACCP's 2011 Annual Meeting? Here's an opportunity you can't afford to miss! ACCP exhibitors and others can deliver their important marketing messages to the hundreds of conference attendees—quickly and easily. All it takes is an advertisement in the ACCP's conference newspaper, *Annual Meeting News*. What better way to get your marketing message to industry decision makers.

### Annual Meeting News—distributed on site!

Why advertise in the conference newspaper? Simply put, it's a great return on your advertising dollar. ACCP's conference newspaper *Annual Meeting News*, will be published three times during the Annual Meeting filled with live news coverage.

The daily newspaper is provided free to all attendees, and is chock full of news and features on the industry, ACCP, and the Annual Meeting. You can be sure your message is widely read because we'll have personal distribution of the newspaper in the ACCP registration area and exhibit hall. Everyone will read it and take it back to the office for colleagues! This high-quality, tabloid-size newspaper is the first place attendees will turn for breaking news, articles, photographs, exhibition highlights, ACCP news, and product announcements. Be a part of it!

### Cost-effective promotion!

Tell new customers about your products and services. Re-establish contact with existing clients. Raise awareness in

the industry. Offer conference specials and drive traffic to your booth. Promote your company and services by using this once-a-year opportunity to connect with the movers and shakers in clinical pharmacy. Get your company's news out to the right audience! *Annual Meeting News* offers value-conscious rates that insure the cost-effectiveness of your message. See the following page for complete details.

### Contact us

The American College of Clinical Pharmacy has partnered with CustomNEWS, Inc. to provide this valuable publication. Purchase advertising today by calling John Carter at (800) 627-8723. *Book early to ensure your advertising space!*

## Boost Your Impact in Pittsburgh

- Increase your exhibition traffic!
- Reach key attendees!
- Are you a sponsor of a Satellite Symposia? If so, receive a 10% discount for ad buys in *Annual Meeting News!*



# Annual Meeting News

ACCP's Annual Meeting newspaper

On-site Issues

October 16

October 17

October 18

The American College of Clinical Pharmacy's convention newspaper is a one-of-a-kind opportunity for exhibitors and others to communicate their message, on site, right at the meeting, October 16–19, 2011 in Pittsburgh, Pennsylvania.

Exhibitors can reach attendees with their important sales messages. *Annual Meeting News* will be published three times in Pittsburgh: October 16, 17, and 18.

Each issue will feature important up-to-the-minute news and photographic coverage of the

event, coinciding with the exhibit opening and key exhibit days.

Each issue will be directly distributed to attendees as they enter the registration area and the exhibit hall.

ACCP's *Annual Meeting News* will reach industry professionals at precisely the right time. These issues will help guarantee high visibility and maximum traffic for your company and its exhibit booth.

Size	Width x Depth	1X	2X	3X
Back Cover	9 3/4" x 14"	NA	NA	\$6,125
Full Page	9 3/4" x 14"	\$1,875	\$3,475	\$4,875
Half Page Isl.	7" x 9 3/4"	\$1,550	\$2,875	\$4,150
Half Page	9 3/4" x 7"	\$1,350	\$2,675	\$3,925
1/3 Page	7" x 7"	\$1,225	\$1,900	\$3,100
1/4 Page	4 3/4" x 7"	\$950	\$1,600	\$2,400
Recruitment Classifieds		\$350	\$645	\$875

#### Size

Trim size is 11 1/4" x 15". Pages are four columns wide. All critical matter or illustrations should be kept at least 1/4" from all trim edges.

#### Bleed spreads

Four-color or black-and-white spreads are available ROP. Rate is space plus 15 percent. All bleeds are toward the gutter only.

#### Color

Any 4-A spot color or PMS matched color is \$350 per insertion. Four-color process is available for \$750 per insertion.

#### Mechanical charges

Any work done at an agency's request will be charged. This includes stripping, halftones, screens, reverses, additional artwork, typesetting, etc.

#### Printing/paper stock

*Annual Meeting News* is printed cold web on 50 lb. white off-set stock.

#### Inserts

Advertising inserts are accepted at space plus \$100/1,000

#### Premium positions

Premium positions are available at 15 percent over black-and-white space costs.

#### Materials accepted

High-resolution PDFs in CMYK color format, all fonts embedded; native files with all supporting files, CMYK, and fonts.

#### Production of advertisements

Where an advertiser does not have advertising copy, the conference newspaper will provide standard type and mechanical assembly of advertisements at cost. Where an advertisement requires original photography, sketches, and/or special effects, advertiser will pay these costs at billed rates.

#### Agency commissions/discounts

*Annual Meeting News* will pay a standard 15 per-cent commission to recognized agencies. Two percent cash dis-counts are offered for payment either in advance or within 10 days of billing.

**Deadline: Insertion Orders and Materials: October 3, 2011**

To purchase advertising in the *Annual Meeting News*, or if you have questions,

contact John Carter at (800) 627-8723.

## Advertising Insertion Order

### Company

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

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Street: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Ad Agency (Please provide this information if appropriate)

Agency: \_\_\_\_\_ Contact: \_\_\_\_\_

Street: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Ad Specifics

Num. Issues: \_\_\_\_\_ Size of Ad: \_\_\_\_\_  B/W  4/C (add color charges below)

Gross Space Cost: \$ \_\_\_\_\_ Add color charges, (if appl.): \$ \_\_\_\_\_

Add premium position charges (15% of gross space cost, if appl.): \$ \_\_\_\_\_

Total Gross Cost: \$ \_\_\_\_\_ Less Agency commission (if appl.): \$ \_\_\_\_\_

Net amount: \$ \_\_\_\_\_  Bill me  Credit Card (see below)

Special Instructions (Indicate premium positions, eligible discounts, if appl.): \_\_\_\_\_

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

Date: \_\_\_\_\_

Fax, mail or e-mail this Insertion Order to:



4341 Montgomery Avenue • Bethesda, MD 20814  
FAX: (301) 841-0040 • Phone: (800) 627-8723  
• jcarter@usae-e-mail.com

### Charge Information

Visa  MC  Discover  American Express

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

AMERICAN COLLEGE OF CLINICAL PHARMACY

# EXHIBITOR PROSPECTUS

---

**2011 ACCP Annual Meeting • October 16–19, 2011**

**Exhibit Dates • Monday, October 17 & Tuesday, October 18**

**David L. Lawrence Convention Center • Pittsburgh, Pennsylvania**



accp

# The American College of Clinical Pharmacy

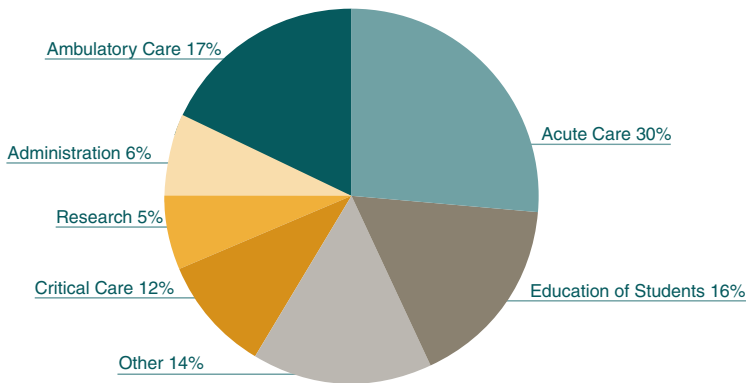
## The Future of Pharmacy is Here

In 1979, a small group of forward-thinking pharmacists saw a need to support the evolving practice of clinical pharmacy. These charter members founded ACCP to meet this need and thereby laid the foundation for an organization that now serves more than 11,000 clinical pharmacists.

Today, clinical pharmacists work in virtually every health care practice setting, dispelling the long-held belief that clinical pharmacy resides only in academic and tertiary care institutions.

The primary professional position held by most ACCP members is that of clinical pharmacist, followed by assistant professor and pharmacy manager/supervisor or clinical coordinator. Their primary practice or professional setting is most often acute care. Their most frequently reported professional interest areas are infectious diseases, critical care, internal medicine, ambulatory care, hematology/oncology, cardiology, and pharmacotherapy.

## Professional Setting



## ACCP's Meeting Attendees—Influential Experts in Drug Therapy

An exhibit at the ACCP Annual Meeting reaches an estimated 1,500 clinical pharmacists, who are experts in pharmacotherapy and influential in drug therapy decision-making.

In a recent survey, 80% of ACCP meeting attendees reported that they are consulted by physicians and other health professionals on the choice of therapeutic agents for their patients. Seventy-one percent provide this consultation daily. Eighty-five percent have provided in-service programs or other forms of clinical education to health care providers outside pharmacy. ACCP members are influential professionals.

## Maximum Interaction and Visibility

An exhibit at ACCP's Annual Meeting is your connection to drug therapy experts who routinely advise physicians on therapeutic agents for patients. Your exhibit at the Annual Meeting gives you direct access to these influential professionals. ACCP's exhibits program provides optimal access to high-caliber attendees during 6 hours of exhibit time. Plus, each exhibit session includes a traffic-building food function.

### Exhibit Hours

Monday, October 17 • 11:00 a.m.–2:00 p.m.  
Boxed lunch will be provided.

Tuesday, October 18 • 8:00 a.m.–11:00 a.m.  
Continental breakfast will be provided.



## Maximize Your Impact Through Sponsorship

Consult the following menu of ACCP sponsorships for the opportunity that's right for you.

Please contact Jim Pattis or Randi Fischer at Cunningham Associates to learn more about sponsorships: (201) 767-4170, [jpattis@cunnasso.com](mailto:jpattis@cunnasso.com); or [rfischer@cunnasso.com](mailto:rfischer@cunnasso.com).

### ACCP Clinical Pharmacy Challenge— The Annual Student Competition

**Sole sponsorship: \$25,000**

Don't miss the chance to be part this novel national pharmacy student team competition. The ACCP Clinical Pharmacy Challenge, a "quiz bowl" style competition, will pit student teams against competitors from schools and colleges of pharmacy nationwide. This sole sponsorship opportunity will give your organization name recognition beginning with the Web-based preliminary rounds and culminating with the excitement of the live quarter finals, semi-finals, and finals at the 2011 Annual Meeting.



### Cyber Café

**Saturday, October 15–Wednesday, October 19**  
**\$20,000**

As registrants check e-mail throughout the meeting, your company name at each Cyber Café station identifies you as a sponsor of this essential service.

### Annual ACCP Fellows Dinner

**Saturday, October 15, 7:00 p.m.–10:00 p.m.**

**Sole sponsorship: \$20,000 • Joint sponsorship: \$10,000**

ACCP Fellowship recognizes excellence in clinical pharmacy. The Fellows Dinner, featuring the Fellows Address and introduction of new fellows, is an unparalleled opportunity to network with influential clinical pharmacy leaders.

### Opening Reception

**Sunday, October 16, 6:00 p.m.–8:00 p.m.**

**Sole sponsorship: \$45,000 • Joint sponsorship: \$15,000**

Be a part of an Annual Meeting favorite: this all-registrant opener features appetizers, refreshments, and camaraderie.

### Scientific Exhibits Lunch

**Monday, October 17, 11:00 a.m.–2:00 p.m.**

**Sole sponsorship: \$30,000 • Joint sponsorship: \$10,000**

Exhibit attendees enjoy the convenience of a tasty boxed lunch. Sponsors enjoy high visibility at this traffic-building function.

### Scientific Exhibits Breakfast

**Tuesday, October 18, 8:00 a.m.–11:00 a.m.**

**Sole sponsorship: \$30,000 • Joint sponsorship: \$10,000**

Sponsor the popular continental breakfast and give registrants a jump-start to their exhibit tour.

### Annual Meeting Tote Bag \$15,000

Registrants will carry the attractive and durable official tote bag—featuring your company logo—long after the Annual Meeting.

### Badge Lanyards

**\$10,000**

Registrants appreciate the convenience of the registrant badge lanyards featuring your company name.

### Hotel Key Cards

**\$10,000**

This sponsorship opens doors and builds registrant awareness with hotel key cards displaying your company name and logo.

## Extend Your Reach With Advertising

### Annual Meeting News

ACCP's convention newspaper is a one-of-a-kind opportunity for exhibitors and others to communicate their message, on-site, right at the conference, October 16–19, 2011, in Pittsburgh, PA.

Exhibitors can reach attendees with their important sales messages. Annual Meeting News will be published three times in Pittsburgh: October 16, 17, and 18.

Each issue will feature important up-to-the-minute news and photographic coverage of the event, coinciding with the exhibit opening and key exhibit days. Each issue will be directly distributed to attendees every morning as they enter the registration area and the Exhibit Hall.

ACCP's Annual Meeting News will reach industry professionals at precisely the right time. These issues will help guarantee high visibility and maximum traffic for your company and its exhibit booth. Please contact John Carter at our publishing partner, CustomNEWS, to learn more about this opportunity: (800) 627-8723 or [jcarter@usae-e-mail.com](mailto:jcarter@usae-e-mail.com).

### Hotel Door Drop Program

The hotel door drop program helps you reach late and on-site registrants whom mailings may miss. Your door drop serves as a last reminder about meeting events to attendees as they finalize their meeting schedules. The door drop fee is \$1,800 per piece.

### Registrant List Rental

Extend your reach to meeting registrants through a premeeting or postmeeting mailing. The price of a one-time registrant mailing list is \$1,000 for the Annual Meeting.

### Advertising in *Pharmacotherapy*, ACCP's Official Journal

Published monthly, *Pharmacotherapy* contains original articles of interest to pharmacists, physicians, and other health care professionals with major interests in drug therapy and clinical drug research. Exhibitors are entitled to advertising discounts in *Pharmacotherapy*.

Please contact Jim Pattis or Randi Fischer at Cunningham Associates to learn more about advertising: (201) 767-4170, [jpattis@cunnasso.com](mailto:jpattis@cunnasso.com); or [rfischer@cunnasso.com](mailto:rfischer@cunnasso.com).

**Exhibit Booth Assignment**

See page 6 for the exhibit application. Applications received by June 24, 2011, will have the best chance for preferred booth assignments based on the date the application is received. Full payment and a signed application are required to reserve booth space. After assignment of booth space, you will be sent a written confirmation, an exhibit staff registration form, a meeting program brochure with registration information, and the exhibitor service kit.

**Exhibit Booth Fees**

Booth Size	Fee
Standard 10 feet x 10 feet	\$2,650
Corner 10 feet x 10 feet	\$3,000
Island 20 feet x 20 feet	\$12,000

Please contact Jim Pattis or Randi Fischer at Cunningham Associates to learn more about exhibiting: (201) 767-4170, [jpattis@cunnasso.com](mailto:jpattis@cunnasso.com); or [rfischer@cunnasso.com](mailto:rfischer@cunnasso.com).

**Your Exhibit Includes:**

- Company contact information and a 50-word description published in the ACCP Meeting Guide, which is distributed to all meeting attendees, and on the ACCP Web site.
- Admission to the Opening Reception for networking.
- Four exhibit floor-only registrations per 10-foot x 10-foot booth.
- Exhibit booth with a draped back wall 8 feet high and draped side divider 3 feet high.
- A company name identification sign to hang from the draped back wall of the booth.
- 24-hour security in the exhibit hall, beginning at setup and for the duration of the exhibit program.

**Exhibit Hall Location**

The exhibit hall (Hall A) is located on the second floor of the David L. Lawrence Convention Center. Hall A is 119,490 square feet and has a ceiling height ranging from 16 to 125 feet. Signs hanging from the ceiling are not permitted.

**Exhibit Move-In**

Sunday, October 16: 8:00 a.m.–4:00 p.m.  
Monday, October 17: 7:00 a.m.–11:00 a.m.

**Exhibit Move-Out**

Tuesday, October 18: begins at 11:00 a.m.

**Exhibit Staff Registration**

Each 10-foot x 10-foot booth includes four complimentary exhibit staff badges that allow access to the exhibit area when it is open to exhibitors. Additional badges may be obtained for a fee of \$50 each.

Important: Exhibit booth staff who wish to be eligible to receive continuing pharmacy education credit must register separately to attend the Annual Meeting and pay the applicable registration fees.

**Detailed Meeting Information and Schedule**

Please visit [www.accp.com/am](http://www.accp.com/am) in June for all meeting and registration details.

**Official Decorator/Exhibitor Service Kit**

Paramount Convention Services, the official decorator for the exhibits program, will provide an on-site service desk throughout move-in, show hours, and move-out. An exhibitor's service kit containing information on services, including drayage, electrical services, furniture rental, and labor, will be sent by e-mail to the contact person listed on the exhibit booth application.

**Hotel Accommodations**

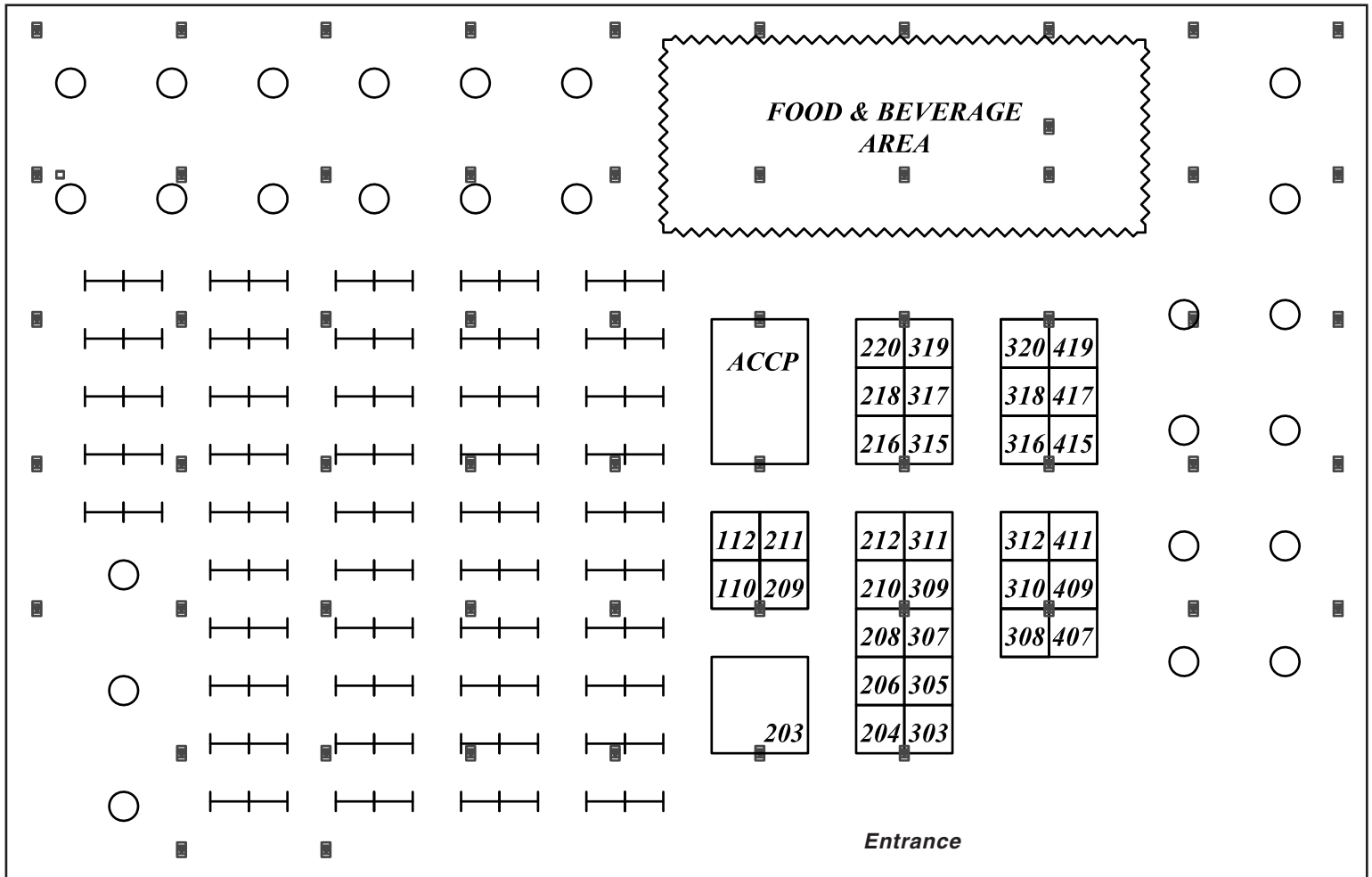
The Westin Convention Center Pittsburgh is the headquarters hotel for the Annual Meeting. The hotel is conveniently located adjacent to the David L. Lawrence Convention Center, the site for the Annual Meeting educational events. Plus, the Westin will be the site for the evening receptions and networking events, which are an essential part of the Annual Meeting experience. The nearby Omni William Penn Hotel has been selected as another housing option for meeting attendees. Please visit [www.accp.com/am](http://www.accp.com/am) in June to make hotel reservations at the discounted group rate.

**Arrangements for Special Assistance**

If you have any disability for which you require an auxiliary aid or special service while attending the Annual Meeting, please contact Gretchen L. Miles, CMP, at ACCP, [gmiles@accp.com](mailto:gmiles@accp.com) or (913) 492-3311, by September 16, 2011.



## Hall A Exhibit Floor Plan



\*Floor Plan Subject to Change and Fire Marshall Approval

### Key Contacts

#### Exhibit Booth Sales/Sponsorship and Advertising Cunningham Associates:

Jim Pattis: [jpattis@cunnasso.com](mailto:jpattis@cunnasso.com)

or

Randi Fischer: [rfischer@cunnasso.com](mailto:rfischer@cunnasso.com)

180 Old Tappan Road  
Old Tappan, NJ 07675  
(201) 767-4170, Fax (201) 767-8065

#### Exhibit Decorator/Service Kits

##### Paramount Convention Services:

Dave Nelson: [dnelson@paramountcs.com](mailto:dnelson@paramountcs.com)  
5015 Fyler Ave., St. Louis, MO 63139  
(314) 621-6677, Fax (314) 621-6416

#### Exhibit Staff Registration/List Rental/General Questions

##### ACCP:

Gretchen L. Miles, CMP: [gmiles@accp.com](mailto:gmiles@accp.com)  
13000 W. 87th St. Parkway, Suite 100  
Lenexa, KS 66215  
(913) 492-3311 ext. 22, Fax (913) 492-0088

### Key Dates and Deadlines

**June 24:** Deadline to receive application and full payment for preferred booth assignment possibility.

**July 29:** Deadline to cancel booth with only a \$500 administrative fee penalty.

**August 26:** Deadline for company description and contact information to be printed in the Meeting Guide.

**August 26:** Deadline to cancel booth with a 50% refund. No refund offered after this date.

**September 23:** Deadline to preregister booth staff. After this date, all registrations and changes will be processed on-site.

## Exhibit Contract

- 1) **Definitions:** In this agreement, "Forum" refers to the ACCP Pharmacy Industry Exhibits Forum; "Exhibitor" refers to the applicant for exhibit space; "Exhibits Facility" or "Facility" refers to the David L. Lawrence Convention Center; "Exhibits Management" and "ACCP" refer to the American College of Clinical Pharmacy, its employees, agents, representatives, officers, and Board of Regents.
- 2) **Process:** These rules and regulations have been established for the mutual benefit of Exhibitors, visitors, ACCP, and the Exhibits Facility. These rules and regulations are subject to change, with or without notice. Schedules for moving in, exhibiting, and moving out will be specified in the Exhibitor Service Kit and will be provided to each Exhibitor prior to the Forum.
- 3) **Liability and Indemnification:** In the event that the Exhibitor's application is approved, then the Exhibitor agrees to indemnify, save, protect, and hold harmless ACCP and the Facility, together with their respective employees, agents, representatives, officers, boards of directors, successors, and assignees from any and all claims, liabilities, injuries, demands, obligations, costs (including attorneys' fees), expenses, damages consequential or otherwise, suits, violations of city, state, county, or federal ordinances, regulations, statutes or rules, and causes of action, of any kind or nature whatsoever, whether known or unknown, which may now exist or which may exist in the future as the result of Exhibitor's occupancy, rental, or use of any part of the Facility, or storage of materials in the Facility, whether caused by the direct negligence, gross negligence, or willful misconduct of the Exhibitor or anyone acting on behalf of the Exhibitor. Further, the Exhibitor agrees to indemnify, save, protect, and hold harmless ACCP and the Facility, together with their respective employees, agents, representatives, officers, boards of directors, successors, and assignees, from any and all claims, liabilities, demands, damages, claims, suits, or causes of action for bodily injury or injuries sustained by anyone, including employees, representatives, agents, or anyone acting on behalf of the Exhibitor, which may arise as the result of the Exhibitor's occupancy, rental, or use of any part of the Facility, or storage of materials in the Facility, whether caused by the direct negligence, gross negligence, or willful misconduct of the Exhibitor or anyone acting on behalf of the Exhibitor.
- 4) **Cancellation:** Rental fees and deposits will be refunded in full if the Exhibitor's application is not accepted. Space assigned may be relinquished with a full refund minus a \$500 administrative fee through Friday, July 29, 2011. If space is cancelled for any reason after July 29 and before August 27, 2011, then ACCP shall retain or collect 50% of the rental fee. There can be no cancellation of space after August 26, 2011. ACCP reserves the right to cancel any rental arrangement with any Exhibitor at any time prior to or during the Forum. In the event the Forum is cancelled due to circumstances beyond the control of ACCP, then rental fees and deposits shall be returned on a pro rata basis after payment of all expenses and costs incurred by ACCP.
- 5) **Services:** The standard booth is 10 foot by 10 foot and consists of draped back wall 8 feet high and draped side divider 36 inches high. Exhibits shall be arranged so as not to obstruct the general view of other exhibits.
  - a) One standard sign hanging from the back wall drape, showing the Exhibitor's name, will be supplied by ACCP.
  - b) A guard will be used to help protect the display area.
  - c) The Exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage. All property of Exhibitors is understood to remain in their care, custody, and control in transit to or from or within the confines of the exhibit hall.
  - d) Exhibitors and visitors must wear badges for identification.
  - e) Exhibitors may provide their own booth furnishings and may specify their own independent service contractor for the erection and dismantling of the booth. Local regulations, licensing, and labor agreements must be followed. For convenience, the official decorator will rent, on advance order, appropriate furniture of all kinds, rugs, and other accessories and also will provide signs (other than standard booth identification) at the Exhibitor's expense. An Exhibitor Service Kit, to be supplied, will contain service order forms and additional information. Exhibitors will not be permitted to remove their exhibits from the building at any time after installation until final closing of the Pharmacy Industry Forum unless special permission is obtained in writing from the Exhibits Management.
- 6) **Safety Precautions:** All construction material must conform to standard safety practices. Table and back wall drapes supplied by the official decorator, and those supplied by the Exhibitor, together with textile or paper displays and decorations, must be flameproof. No combustible decorations, such as crepe or tissue paper, cardboard, or corrugated paper, may be used at any time. All packaging containers and materials are to be removed from the floor and may not be stored under tables or behind displays. Equipment powered by combustion engines or motors cannot be operated during meeting hours. Displays are subject to inspection and approval for safety by the Fire Department of Pittsburgh, Pennsylvania.
- 7) **Prohibited Activities:** No person, firm, or organization that has not contracted with ACCP for occupancy of space in the Exhibits Facility will be permitted to display or demonstrate any products, processes, or services; to solicit orders; or to distribute advertising or other materials without the written consent of ACCP.
  - a) No Exhibitor may call or invite a visitor out of one exhibit into his own. Exhibitors must remain within their own exhibit space when distributing literature, product samples, or other materials; the aisles may not be used for this purpose. Circulars or advertising matter of any description may be used or distributed only within the booth assigned to the Exhibitor presenting such material.
  - b) Only literature published or approved by Exhibits Management may be distributed at the registration desk, in the registration area, in meeting rooms, in Exposition Halls, or in transportation under lease to ACCP.
  - c) Use of noisemakers and presentations that may be judged not in good taste, lacking in dignity, or not in keeping with the purpose of the exposition is prohibited.
  - d) Use of cameras on the show floor must be approved in writing by ACCP prior to the event.
  - e) The sale of published materials (books, etc.) is not permitted. All other salable items must be approved by Exhibits Management prior to the forum.
  - f) Use of sound motion pictures and tape recorders will be permitted, where appropriate to the display, provided sound is maintained at not more than conversational level. ACCP reserves the right to restrict Exhibitors' use of sound and other devices that may interfere with the best interests of ACCP as a whole.
  - g) Only those products and/or services considered by Exhibits Management as relating directly to the practice of pharmacy may be exhibited at ACCP.
  - h) Complaints of any violation of rules and regulations are to be made promptly to Exhibits Management, and Exhibitors and their personnel agree to abide by the decision of Exhibits Management.

# Exhibit Application



2011 ACCP Annual Meeting • October 16–19 • David L. Lawrence Convention Center • Pittsburgh, Pennsylvania

Print company name exactly as you want it to appear on all listings and signs. All information must be complete and full payment received before application will be accepted and processed.

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

Contact Person: \_\_\_\_\_ Department: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: (Required) \_\_\_\_\_

Please reserve the following exhibit booth space at the 2011 ACCP Annual Meeting:  
(Contact Cunningham Associates for other booth options.)

# of Booth(s)	Type of Booth	Cost	Preferred Booth Assignment(s)
_____	10 feet × 10 feet Standard	\$2,650 each	#1 _____
_____	10 feet × 10 feet Corner	\$3,000 each	#2 _____
_____	20 feet × 20 feet Island	\$12,000 each	#3 _____

Please do not place exhibit next to the following companies (based on availability): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Methods [Full payment is required with this application to reserve booth space(s).]

\$ \_\_\_\_\_ Check enclosed: Please make check payable to American College of Clinical Pharmacy.

\$ \_\_\_\_\_ Credit Card:  MasterCard  Visa  Discover  American Express

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: (please print) \_\_\_\_\_

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

Authorization to Exhibit: By signing this application, I/We agree to the rules, regulations, and services provided on the ACCP Web site and also in this prospectus.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Promotional Opportunities: To receive more information on these opportunities, please check the boxes.

Satellite symposia  Sponsorships  Advertising  *Pharmacotherapy* supplements  Hotel door drops  List rental

Please return this completed application and full payment, payable to **American College of Clinical Pharmacy**, to: Liz Lentino, Cunningham Associates, 180 Old Tappan Road, Old Tappan, New Jersey 07675; Fax: (201) 767-8065; Phone: (201) 767-4170.

Administrative Use Only: Date Application Received: \_\_\_\_\_ Booth #(s) Assigned: \_\_\_\_\_

# MARK YOUR CALENDAR

2012 ACCP Annual Meeting

---

**October 21–24, 2012**

**Exhibit Dates: October 22 & 23**

**Westin Diplomat Resort & Spa • Hollywood, Florida**



**American College of Clinical Pharmacy**



# American College Of Clinical Pharmacy 2011 Sponsorship Opportunities

2011 ACCP Annual Meeting  
 October 16–19, 2011 • Pittsburgh, Pennsylvania

The American College of Clinical Pharmacy's Sponsorship Opportunities allow participating companies to maximize their visibility and impact at ACCP's Annual Meeting.

An estimated 1,500 clinical pharmacists, residents, fellows, and students will gather at the David L. Lawrence Convention Center for this meeting. Annual Meeting sponsors will receive extensive visibility as ACCP celebrates over 30 years of leadership in clinical pharmacy.

For more information on ACCP's meeting sponsorship opportunities, contact Cunningham Associates, Jim Pattis, [jpattis@cunnasso.com](mailto:jpattis@cunnasso.com); or Randi Fischer, [rfischer@cunnasso.com](mailto:rfischer@cunnasso.com); 180 Old Tappan Road, Old Tappan, NJ 07675; telephone: (201) 767-4170; fax: (201) 767-8065.

## Cyber Café

Saturday, October 15 – Wednesday, October 19  
 \$20,000

As registrants check e-mail throughout the meeting, your company name at each Cyber Café station identifies you as a sponsor of this essential service.

## Annual ACCP Fellows Dinner

Saturday, October 15, 7:00 p.m.–10:00 p.m.  
 Sole sponsorship: \$20,000 • Joint sponsorship: \$10,000

ACCP Fellowship recognizes excellence in clinical pharmacy. The Fellows Dinner, featuring the introduction of new fellows, is an unparalleled opportunity to network with influential clinical pharmacy leaders.

## Opening Reception

Sunday, October 16, 6:00 p.m.–8:00 p.m.  
 Sole sponsorship: \$45,000 • Joint sponsorship: \$15,000

Be part of an Annual Meeting favorite. This all-registrant opener features appetizers, refreshments, and camaraderie.

## Scientific Exhibits Lunch

Monday, October 17, 11:00 a.m.–2:00 p.m.  
 Sole sponsorship: \$30,000 • Joint sponsorship: \$10,000

Exhibit attendees enjoy the convenience of a tasty boxed lunch. Sponsors enjoy high visibility at this traffic-building function.

## Scientific Exhibits Breakfast

Tuesday, October 18, 8:00 a.m.–11:00 a.m.  
 Sole sponsorship: \$30,000 • Joint Sponsorship: \$10,000

Sponsor our popular continental breakfast and give registrants a jump start to their exhibit tour.

## ACCP Clinical Pharmacy Challenge— The Annual Student Competition

Sole sponsorship: \$25,000

Don't miss the chance to be part of this novel national pharmacy student team competition. The ACCP Clinical Pharmacy Challenge, a "quiz bowl" style competition, will pit student teams against competitors from schools and colleges of pharmacy nationwide.

This sole sponsorship opportunity will give your organization name recognition beginning with the Web-based preliminary rounds and culminating with the excitement of the live quarter-finals, semi-finals, and finals at the 2011 Annual Meeting.



## Annual Meeting Tote Bag

\$15,000

Registrants will carry the attractive and durable official tote bag—featuring your company logo—long after the Annual Meeting.

## Badge Lanyards

\$10,000

Registrants will appreciate the convenience of the registrant badge lanyards featuring your company name.

## Hotel Key Cards

\$10,000

This sponsorship opens doors and builds registrant awareness with hotel key cards displaying your company name and logo.

# American College Of Clinical Pharmacy 2011 Corporate Sponsorship Program

2011 ACCP Annual Meeting  
 October 16–19, 2011 • Pittsburgh, Pennsylvania

The American College of Clinical Pharmacy's Corporate Sponsorship Program allows participating companies to maximize their visibility and impact at ACCP's Annual Meeting.

An estimated 1,500 clinical pharmacists, residents, fellows, and students will gather at the David L. Lawrence Convention Center for this meeting. Annual Meeting sponsors will receive extensive visibility as ACCP celebrates over 30 years of leadership in clinical pharmacy.

For more information on ACCP's Corporate Sponsorship Program and other meeting sponsorship opportunities, contact Cunningham Associates, Jim Pattis, [jpattis@cunnasso.com](mailto:jpattis@cunnasso.com); or Randi Fischer, [rfischer@cunnasso.com](mailto:rfischer@cunnasso.com); 180 Old Tappan Road, Old Tappan, NJ 07675; telephone: (201) 767-4170; fax: (201) 767-8065.

## Platinum Level Sponsorship: \$50,000 (limit three)

Platinum Level Sponsorship is limited to three corporate sponsors. Sponsors receive the following in consideration of their support:

- 20' x 20' island exhibit with 16 exhibit-only registrations for exhibit staff
- Ten full meeting registrations for Sponsor's staff
- Sponsor ribbons for all of Sponsor's staff
- Hotel door drop for exhibit promotion
- Acknowledgment of Platinum Level Sponsorship in the official Meeting Guide and Abstracts and in the Web-based meeting information
- Platinum Level Sponsorship signage in the high-traffic meeting registration area
- Acknowledgment of Platinum Level Sponsorship on the ACCP Web site, with a link to the Sponsor's Web site
- Full-page, four-color ad in the official Meeting Guide and Abstracts

## Gold Level Sponsorship: \$35,000 (limit five)

Gold Level Sponsorship is limited to five corporate sponsors. Sponsors receive the following in consideration of their support:

- 10' x 20' exhibit (one corner, one standard) with eight exhibit-only registrations for exhibit staff
- Seven full meeting registrations for Sponsor's staff
- Sponsor ribbons for all of Sponsor's staff
- Hotel door drop for exhibit promotion
- Acknowledgment of Gold Level Sponsorship in the official Meeting Guide and Abstracts and in the Web-based meeting information
- Gold Level Sponsorship signage in high-traffic meeting registration area
- Acknowledgment of Gold Level Sponsorship on the ACCP Web site, with a link to the Sponsor's Web site
- Full-page, black and white ad in the official Meeting Guide and Abstracts

## Silver Level Sponsorship: \$20,000 (limit seven)

Silver Level Sponsorship is limited to seven corporate sponsors. Sponsors receive the following in consideration of their support:

- 10' x 10' corner exhibit with four exhibit-only registrations for exhibit staff
- Four full meeting registrations for Sponsor's staff
- Sponsor ribbons for all of Sponsor's staff
- Hotel door drop for exhibit promotion
- Acknowledgment of Silver Level Sponsorship in the official Meeting Guide and Abstracts and in the Web-based meeting information
- Acknowledgment of Silver Level Sponsorship on the ACCP Web site, with a link to the Sponsor's Web site
- Half-page, black and white ad in the official Meeting Guide and Abstracts



# Looking for a new way to reach attendees?



## ACCP Door Drop Service

**ACCP Annual Meeting**  
**Pittsburgh, Pennsylvania**  
**October 16–19, 2011**



The 2011 ACCP Annual Meeting brings together colleagues and friends in Pittsburgh, Pennsylvania for programs tailored to meet the professional needs of our members and meeting attendees. From educational sessions to networking with peers, attendees will learn from the top experts and leaders in the field of clinical pharmacy.

### **ACCP OFFERS THE OPPORTUNITY TO EXTEND YOUR REACH FOR:**

- Products and Services • Press Releases
- Satellite Symposia • Publications
- Booth Promotions • CE Monographs

### **WHY SHOULD I PARTICIPATE IN THE DOOR DROP?**

The Door Drop service provides added visibility for your company, exhibit booth, or event.

The Door Drop service helps you reach late and on-site registrants that mailings may miss and serves as a last reminder about meeting events to attendees who are planning their meeting schedules.

The Door Drop will be distributed on Sunday, October 16 at the Westin Convention Center Pittsburgh, the ACCP headquarters hotel, and the William Omni Penn hotel.

### **ARE THERE ANY REQUIREMENTS FOR PARTICIPATION?**

These services are limited to items of business interest to the ACCP Annual Meeting attendees. Additional charges may apply for items other than printed pieces and items that weigh more than 2 ounces. ACCP reserves the right to refuse items. All items must be approved in advance by ACCP. Please e-mail a PDF file or fax a copy for approval prior to printing to Gretchen Miles at 913-492-0088 or [gmiles@accp.com](mailto:gmiles@accp.com). Please allow two business days for approval.

### **WHAT IS THE COST FOR THE DOOR DROP SERVICE?**

One piece delivered to the hotel room blocks on Sunday, October 16 (Print Quantity 800): \$1,800 (or \$1,925 for literature announcing an official ACCP satellite symposium). Payment and pieces must be received by September 23, 2011 in order for literature to be distributed.

**For additional information or to receive the Door Drop service agreement, contact Gretchen L. Miles, CMP at 913-492-3311, or by e-mail at [gmiles@accp.com](mailto:gmiles@accp.com).**

## ACCP DOOR DROP SERVICE AGREEMENT

This Service Agreement is entered into by and between the American College of Clinical Pharmacy, ("ACCP"), located at 13000 W. 87<sup>th</sup> St. Parkway, Suite 100, Lenexa, KS 66215 and the following company (the "Company"):

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

Company Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Company Contact Person (Name and Title): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

1. Company hereby retains ACCP to provide services (as hereinafter defined) during the ACCP 2011 Annual Meeting to be held October 16–19, 2011 in Pittsburgh, Pennsylvania. "Door Drop Service" shall be herein defined as the arrangement by ACCP for the delivery of promotional literature, including product literature, symposium information, special exhibit booth promotions, and/or related literature directly to the hotel rooms of ACCP meeting attendees.

2. Company agrees that it shall submit all proposed promotional literature to ACCP for approval prior to arranging for printing of materials. Proposed materials shall be transmitted to ACCP via e-mail or facsimile as follows:

Via e-mail: [gmiles@accp.com](mailto:gmiles@accp.com) (PDF files)

Via fax: (913) 492-0088, Attn: Gretchen L. Miles, CMP

ACCP will not distribute literature with respect to promotional materials that were not approved by ACCP in advance.

3. Company hereby authorizes ACCP to deliver its Door Drop materials to the entire room block on Sunday, October 16 for a fee of \$1,800 (or \$1,925 for literature announcing official ACCP satellite symposia). Additional charges may apply for items other than print pieces, pieces larger than 8 ½ x 11" and/or pieces that weigh more than 2 ounces.

Payment (including credit card payment) must be received by ACCP by September 23, 2011, in order for Door Drop Service to be performed. Cancellations (in writing) will not be accepted after September 23, 2011.

**Method of payment** (check one): \_\_\_\_\_ Check \_\_\_\_\_ Credit Card

Card type \_\_\_\_\_ Card number \_\_\_\_\_

(3 or 4 digit) CID Number \_\_\_\_\_ Expiration date \_\_\_\_\_

Name of card holder \_\_\_\_\_

Billing address (if different than above) \_\_\_\_\_

4. Company agrees to arrange for shipment of ACCP-approved Door Drop materials for arrival at the ACCP office no later than September 23, 2011 (address provided at the bottom of this form). Company understands and agrees that **time is of the essence** in the performance of its shipping

obligations hereunder, and in the event that the materials are not received by that date, Company's materials may not be distributed pursuant to this agreement or an additional fee may apply. **Print quantity – 800 pieces.**

5. ACCP will use its best efforts to ensure that distribution is made in accordance with the terms of this agreement; however, ACCP shall not be liable to Company or any third party for any loss or damage incurred by Company or any third party as a result of a hotel's failure to deliver Company's promotional materials.
6. Any dispute or disagreement that may arise between the parties hereto in connection with this agreement, which is not settled to the mutual satisfaction of the parties within thirty days (or such longer period as may be agreed upon) from the date that either party informs the other party in writing that such dispute exists shall be settled first by nonbinding mediation in the city of Lenexa, Kansas. The fees and costs of the mediation shall be borne equally by the parties. In the event the dispute is not resolved pursuant to mediation, then it shall be submitted to binding arbitration in accordance with the rules of the American Arbitration Association, then in effect, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
7. This agreement shall be governed, interpreted and enforced in accordance with the laws of the State of Kansas, without giving effect to any choice or conflict of law provision or rule (either of the State of Kansas or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Kansas. This is the entire agreement between the parties with respect to the subject matter hereof. Any modifications must be in writing and signed by both parties. Remaining overage of material will be discarded.

**COMPANY**

**ACCP**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Return to:**

ACCP

Attn: Gretchen L. Miles, CMP  
13000 W. 87<sup>th</sup> St. Parkway, Suite 100  
Lenexa, KS 66215  
Fax: (913) 492-0088  
E-mail: [gmiles@accp.com](mailto:gmiles@accp.com)  
Phone: (913) 492-3311

## David L. Lawrence Convention Center Information

The David L. Lawrence Convention Center raises the bar to a new level for meeting and exhibit space, services, and amenities. Located in the hub of Pittsburgh's cultural, business, and entertainment district, the Center effectively blends unparalleled functionality with cutting-edge technology to offer meeting planners, exhibitors, and attendees an unforgettable meeting experience.

**David L. Lawrence Convention Center**  
1000 Ft. Duquesne Blvd.  
Pittsburgh, Pennsylvania 15222  
(412) 565-6000  
<http://www.pittsburghcc.com>

### **g1 (greenfirst)**

The David L. Lawrence Convention Center is the first “green” convention center in the world, and the only meeting venue to be awarded the Gold LEED® Certification by the US Green Building Council. Green is more than the way we are built—it is the way we operate. Here at the [Green First Web site](#) you can learn more about our commitment to being green, from our building design to our daily operations and green practices, to our bottle cap program. That’s what g1 is all about!

#### ***Built Green!***

Natural light is in abundance at the David L. Lawrence Convention Center where over 75% of the entire building is naturally lit.

#### ***Working Green!***

The David L. Lawrence Convention Center uses 100% biodegradable trash can liners, 30% post consumer recycled copier paper, 57% post consumer recycled hand towels, and 50% post consumer recycled toilet tissue.

### **Driving Directions**

#### **From the Pittsburgh International Airport:**

(approximate 17-mile drive with 25-minute drive time)

1. Take the I-376 E (towards Pittsburgh) through the Fort Pitt Tunnel and across the Fort Pitt Bridge
2. Take Ft. Duquesne Blvd. (Exit 6C)
3. Follow sign to Convention/Strip District on 10<sup>th</sup> Street Bypass
4. David L. Lawrence Convention Center is located on the right

For a complete listing of driving directions, click [here](#).

### **Parking Information**

Click [here](#) to download a parking map.

For all information on parking options within a 15-minute walk of the David L. Lawrence Convention Center, click [here](#).

### **Internet Access**

The David L. Lawrence Convention Center does not offer complimentary wireless Internet access. Attendees are able to pay for the service at a cost of \$12.95 per 24-hour period. Click [here](#) for more information and access instructions.

ACCP is providing a limited complimentary Cyber Café for meeting attendees to print out program handouts and check e-mail. The Cyber Café will be located in the ACCP registration area and open during ACCP registration hours.

## Westin Convention Center Pittsburgh (ACCP headquarters hotel)

Immerse yourself at this premier Pittsburgh hotel located in the heart of the city. In addition to the renowned Heavenly Bed® and Heavenly Bath®, the hotel is home to The Original Fish Market restaurant and a full service WestinWORKOUT® facility. The Westin Convention Center Pittsburgh is the only hotel directly connected to the David L. Lawrence Convention Center by skywalk.

### Westin Convention Center Pittsburgh

1000 Penn Avenue

Pittsburgh, Pennsylvania 15222

Main hotel telephone: (412) 281-3700

Main hotel fax: (412) 227-4500

Hotel Web site: <http://www.westinpittsburgh.com>

Toll-Free number to make reservations: (800) 937-8461

Web site for online reservations: <http://www.starwoodmeeting.com/Book/ACCP2011>

### ACCP Group Room Rates: (not including taxes or any meals)

Standard Room Single or Double Occupancy: \$230.00

Standard Room Triple Occupancy: \$240.00

Standard Room Quad Occupancy: \$250.00

### Reservation Information:

Toll-Free: (800) 937-8461

Online: <http://www.starwoodmeeting.com/Book/ACCP2011>

**Cutoff Date to Make Reservations:** Thursday, September 15, 2011

**Deposit:** One night's room rate and taxes at the time reservations are made

### Cancellation Policy:

There is no penalty for cancellation, and your deposit will be credited back if the reservation is cancelled on or before September 15, 2011. **If, for any reason, the reservation is cancelled after September 15, 2011, the entire deposit will be nonrefundable.**

**Early Departure Fee:** One night's room rate and taxes

**High-Speed Internet Prices in Guest Rooms:** Complimentary in all guest rooms

**Location to the Convention Center:** Connected via skywalk to the David L. Lawrence Convention Center

**Hotel Parking Prices:** (subject to change without notice)

Self-Parking: \$20.00 per day

Valet Parking: \$22.00 per day

**Other Parking Options:** (subject to change without notice)

Off site parking lot approximately 1 block away at 10<sup>th</sup> and Penn Ave. for \$10.00 per day

Off site parking lot approximately 5 blocks away at 15<sup>th</sup> and Smallman for \$6.00 per day

**Hotel Services and Amenities:** (see hotel Web site for more details and a complete listing of services)

For your comfort and convenience, the Westin Convention Center Pittsburgh offers:

- Heavenly Bed®: custom design pillow-top mattress, boudoir pillow and cover, three crisp 250 thread count sheets, duvet cover with a down blanket and five of the best pillows in the business
- Heavenly Bath®: dual head shower, curved shower rod that provides eight additional inches of elbow room,

oversized hand spun cotton bath towels, and signature white tea scented Heavenly Bath products

- Complimentary high speed Internet access in all guest rooms
- Starbucks® brand coffee in all guest rooms
- 24-hour updated business center
- Complimentary Westin hotel shuttle that operates within a 1-mile radius of the hotel Monday–Friday from 7:00 a.m. to 11:00 p.m.
- Designed and certified by Runner’s World Magazine, Runner’s World Maps are available at the hotel front desk and feature 3-mile and 5-mile jogging/walking routes

### **WestinWORKOUT® Gym and Spa:**

The Westin Convention Center Pittsburgh is the only hotel in the city to offer full service gym facilities. The WestinWORKOUT® facility spans 9,000 square feet and features free weights, aerobic equipment, Life Fitness training, steam room, sauna, newly renovated indoor heated pool, massage therapy, and aerobic and spinning classes. The use of the facility is complimentary to all hotel guests (some services have a fee).

*WestinWORKOUT® Hours:* Monday–Friday 5:30 a.m.–10:00 p.m. and Saturday–Sunday 7:00 a.m.–9:00 p.m.

For more information on the WestinWORKOUT® Spa and to make an appointment, click [here](#) or call (412) 560-6407.

*Spa Hours:* Monday–Friday 5:30 a.m.–10:00 p.m. and Saturday–Sunday 7:00 a.m.–8:00 p.m.

### **Smoking Policy:**

The Westin Convention Center Pittsburgh is a 100% smoke free hotel. Guests who smoke are permitted to do so outside in designated areas. There is a significant room recovery fee (two hundred and fifty dollar (\$250) minimum) for guests who smoke in non-smoking accommodations.

### **Hotel Dining Outlets:**

#### **Penn City Grille**

Located on the second floor, Penn City Grille features revitalizing dishes made from healthy ingredients rich in nutrients, antioxidants, and appetizing flavors so you can start your day feeling recharged.

*Hours:* Monday–Friday 6:30 a.m.–11:00 a.m. and Saturday–Sunday 6:30 a.m.–2:00 p.m.

*Cuisine:* American

*Atmosphere:* Casual

*Reservations:* (412) 560-6374

#### **The Original Fish Market ([www.originalfishmarketpgh.com](http://www.originalfishmarketpgh.com))**

Pittsburgh premiere seafood restaurant, The Original Fish Market, serves the city’s freshest seafood and wrap-around sushi bar accompanied by one of the area’s most extensive wine lists.

*Hours:* Monday–Friday 11:00 a.m.–1:00 a.m. and Saturday–Sunday 4:00 p.m.–1:00 a.m. (limited menu from 11:00 p.m.–1:00 a.m. daily)

*Cuisine:* Seafood

*Atmosphere:* Business Casual

*Reservations:* (877) Eat-Fish or click [here](#)

#### **Panini & Pizza**

Located just off the hotel lobby, Panini & Pizza serves freshly-made flat bread pizzas, a variety of hot panini sandwiches, and healthy salads.

*Hours:* Monday–Friday 11:00 a.m.–2:00 p.m.

*Atmosphere:* Eat-in or Take-out

#### **Room Service**

Available 24-hours and 7-days a week.

## **Driving Directions to the Westin Convention Center Pittsburgh:**

### **From the Pittsburgh International Airport:**

(approximate 17-mile drive with 25-minute drive time)

1. Leave airport and take Route 60 to Interstate 376 towards Pittsburgh through the Fort Pitt Tunnel
2. Exit at Liberty Avenue and follow to 10<sup>th</sup> Street
3. Turn left and the hotel is on the right.

For additional driving directions, click [here](#).

## **Shuttle Service to the Westin Convention Center Pittsburgh:**

### **SuperShuttle:**

SuperShuttle runs 24-hours a day and the cost is \$19.00 one way and \$36.00 round trip (subject to change).

Advance reservations are required.

For more information or to make reservations, please contact SuperShuttle at (800) 258-3826 or

[www.supershuttle.com](http://www.supershuttle.com).

**Approximate Cost of Taxi Service from the Airport to the Westin Convention Center Pittsburgh: \$40.00**

## Omni William Penn Hotel

Since 1916, the Omni William Penn Hotel has captivated guests such as John F. Kennedy and Lawrence Welk with its striking beauty and charming elegance. Celebrated for its ultra comfortable guest room accommodations, award-winning cuisine, and exquisite banquet space, this Pittsburgh luxury hotel has been lavishly restored to its original grandeur. Add your name to a long list of luminaries who have graced these halls, and experience luxury at its finest.

### Omni William Penn Hotel

530 William Penn Place  
Pittsburgh, Pennsylvania 15219  
Main hotel telephone: (412) 281-7100  
Main hotel fax: (412) 553-5252

#### [Hotel Web site](#)

Toll-Free number to make reservations: 800-THE-OMNI (800-843-6664)

Web site for online reservations:

<http://www.omnihotels.com/FindAHotel/PittsburghWilliamPenn/MeetingFacilities/ACCP10.aspx>

#### **ACCP Group Room Rates:** (not including taxes or any meals)

Standard Room Single or Double Occupancy: \$230.00

Standard Room Triple Occupancy: \$240.00

Standard Room Quad Occupancy: \$250.00

#### **Reservation Information:**

Toll-Free: 800-THE-OMNI (800-843-6664)

Online:

<http://www.omnihotels.com/FindAHotel/PittsburghWilliamPenn/MeetingFacilities/ACCP10.aspx>

**Cutoff Date to Make Reservations:** Thursday, September 15, 2011

**Deposit:** One night's room rate and taxes at the time reservations are made

#### **Cancellation Policy:**

There is no penalty for cancellation, and your deposit will be credited back if the reservation is cancelled on or before September 15, 2011. **If, for any reason, the reservation is cancelled after September 15, 2011, the entire deposit will be nonrefundable.**

**Early Departure Fee:** One night's room rate and taxes

**High-Speed Internet Price in Guest Rooms:** \$9.95 plus tax per day

**Location to the Convention Center:** Approx. 10 minute walk to the David L. Lawrence Convention Center

**Hotel Parking Prices:** (subject to change without notice)

Valet Parking: \$27.00 per day

**Other Parking Option:** (subject to change without notice)

Off site parking garage (Mellon Street Parking Garage) is located across the street for \$14.00 per day during the week and \$5.00 per day on the weekends.

**Hotel Services and Amenities:** (see hotel Web site for more details and a complete listing of services)

For your comfort and convenience, the Omni William Penn Hotel offers:

- Select Guest Program
- Sundries Newsstand
- Rodeo Collection Ltd.
- Health and Fitness Center
- Business Center

**Smoking Policy:**

Guests who smoke are permitted to do so only in select guestrooms and suites and outside in designated areas. There is a significant room recovery fee (two hundred and fifty dollar (\$250.00) minimum) for guests who smoke in non-smoking accommodations.

**Hotel Dining Outlets:**

**The Terrace Room**

The Terrace Room is an award-winning restaurant serving “New Traditional” cuisine with original and creative dishes inspired by Executive Chef Jacky Francois.

*Hours:* Monday–Saturday 6:30 a.m.–2:00 p.m. and 5:00 p.m.–10:00 p.m.

Sunday 6:30 a.m.–2:00 p.m. (brunch is served from 11:00 a.m.–2:00 p.m.)

**Palm Court**

The Palm Court serves light snacks, traditional afternoon tea, and specialty drinks in an elegantly understated atmosphere.

*Hours:* Cocktails served Monday–Saturday 11:30 a.m.–11:00 p.m.

Afternoon tea served Monday–Saturday 2:30 p.m.–4:30 p.m.

**The Tap Room**

Get a taste of the Steel City and watch your favorite sporting event on our plasma TV’s while you enjoy appetizers, soups, and sandwiches. You may also want to try the best chili in the city along with a local microbrew.

*Hours:* Sunday–Thursday 11:30 a.m.–1:00 a.m.

Friday–Saturday 11:30 a.m.–2:00 a.m.

**Room Service**

Available 24-hours and 7-days a week.

**Starbucks® Coffee Café**

Located in the hotel lobby and serves premium coffee, pastries, and sandwiches.

*Hours:* Monday–Saturday 5:00 a.m.–8:00 p.m.

Sunday 6:00 a.m.–3:30 p.m.

**Mixstirs**

A cyber café that offers soups, salads, wraps, smoothies, and other healthy alternatives.

*Hours:* Monday–Friday 6:00 a.m.–4:00 p.m.

**Brueggers Bagels**

Located in the hotel lobby and serves assorted bagels, sandwiches, and soups.

*Hours:* Monday–Friday 6:00 a.m.–8:00 p.m.

Saturday 7:00 a.m.–5:00 p.m.

Sunday 7:00 a.m.–4:00 p.m.

## Travel and Transportation Information

### **Air Transportation:**

If you require assistance with your flight arrangements, please call Kim Brull at Travel by Kim toll-free at (888) 801-9683 or e-mail [kim@travelbykim.com](mailto:kim@travelbykim.com) and mention you are an ACCP meeting attendee.

### **Car Rental:**

Avis has arranged for special savings on car rental for ACCP meeting attendees. To obtain these rates and reserve your car, call toll-free at (888) 754-8878 and mention the ACCP discount number D188893.

**Airport:** Pittsburgh International Airport: <http://www.pitairport.com/>

### **Taxis, Limousines, and Shuttles\*:**

For a complete listing of taxis, limousines, and shuttles, click [here](#).

### **Rental Car Companies\*:**

For a complete listing of rental car companies, click [here](#).

### **Public Transportation\*:**

For information on Pittsburgh public transportation, click [here](#).

### **Driving Directions from the Pittsburgh International Airport to the Westin Convention Center Pittsburgh:**

(approximate 17-mile drive with 30-minute drive time)

1. Leave airport and take Route 60 towards Pittsburgh through the Fort Pitt Tunnel
2. Exit at Liberty Avenue and follow to 10<sup>th</sup> Street
3. Turn left and the hotel is on the right.

**Approximate Cost of Taxi Service from the Airport to the Westin: \$40.00**

### **Driving Directions from the Pittsburgh International Airport to the Omni William Penn Hotel:**

(approximate 17-mile drive with 30-minute drive time)

1. Leave airport and follow signs to Pittsburgh to I-279 North (Fort/Pitt Bridge and Tunnel)
2. Go through tunnel, exit at Liberty Avenue (straight off bridge) and follow to 6<sup>th</sup> Avenue
3. Turn right on 6<sup>th</sup> Avenue and at third intersection turn right onto William Penn Place
4. The hotel is located on the left

**Approximate Cost of Taxi Service from the Airport to the Omni: \$40.00**

\*ACCP does not endorse or sponsor any transportation company or shuttle service, nor does it receive any promotional consideration for mentioning these services. These services are listed only as a convenience to the meeting attendees, and as with any personal travel, the costs and any liability associated with personal travel are at the expense of the meeting attendees.

## **Driving Directions to the Omni William Penn Hotel:**

### **From the Pittsburgh International Airport:**

(approximate 17-mile drive with 30-minute drive time)

1. Leave airport and follow signs to Pittsburgh to I-279 North (Fort/Pitt Bridge and Tunnel)
2. Go through tunnel, exit at Liberty Avenue (straight off bridge) and follow to 6<sup>th</sup> Avenue
3. Turn right on 6<sup>th</sup> Avenue and at third intersection turn right onto William Penn Place
4. The hotel is located on the left

For additional driving directions, click [here](#).

## **Shuttle Service to the Omni William Penn Hotel:**

### **SuperShuttle:**

(subject to change)

SuperShuttle runs 24-hours a day and the cost is \$19.00 one way and \$36.00 round trip.

Advance reservations are required.

For more information or to make reservations, please contact SuperShuttle at (800) 258-3826 or [www.supershuttle.com](http://www.supershuttle.com).

**Approximate Cost of Taxi Service from the Airport to the Omni William Penn Hotel: \$40.00**

**VISITPITTSBURGH DINING PARTNERS Downtown/North Shore**

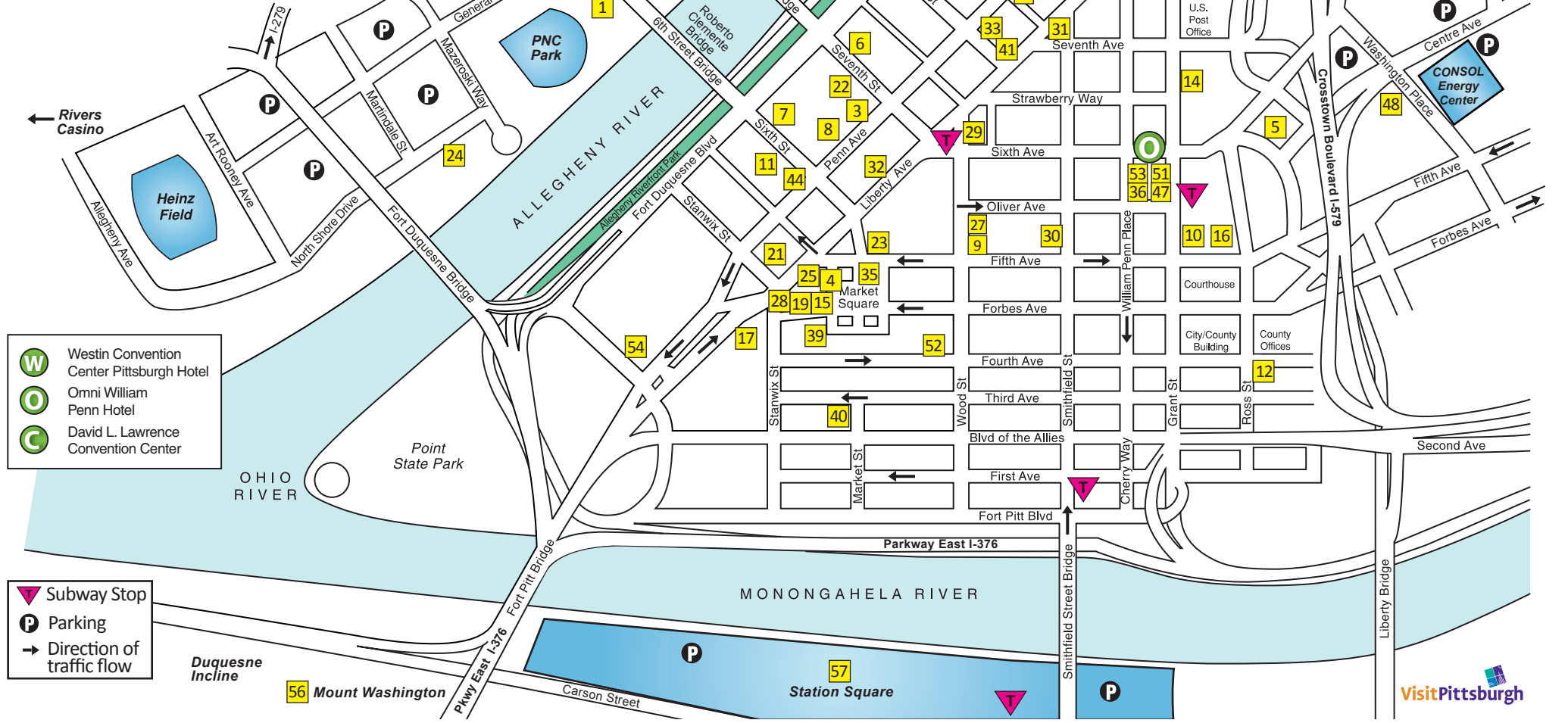
- 1 Atria's at PNC Park
- 2 August Henry's City Saloon
- 3 Backstage Bar at Theater Square
- 4 Bella Sera's Urban Trattoria
- 5 Bigelow Grille at Doubletree Hotel
- 6 Bossa Nova
- 7 Braddock's American Brasserie at Renaissance Hotel
- 8 Bravo Franco
- 9 Capital Grille of Pittsburgh
- 10 Carlton Restaurant
- 11 Christos Mediterranean Grille
- 12 Common Plea
- 13 Cory's Subs & Cheesesteaks
- 14 Damon's Grill & Sports Bar
- 15 Dunkin' Donuts
- 16 Eadies' Market & Catering
- 17 Elements Contemporary Cuisine
- 18 Eleven Contemporary Kitchen
- 19 Fat Tommy's Pizzeria
- 20 Fernando's Cafe/Peace Love and Little Donuts
- 21 Fifth Avenue Place Arcade Shops
- 22 Grille on Seventh
- 23 Habitat at Fairmont Hotel

- 24 Hyde Park Prime Steakhouse
- 25 Jimmy John's Gourmet Sandwiches
- 26 Lidia's Pittsburgh
- 27 McCormick & Schmick's Seafood Restaurant
- 28 McDonald's, Liberty Avenue
- 29 McDonald's, Wood Street
- 30 McDonald's, Smithfield Street
- 31 Monte Cello's Downtown
- 32 Morton's The Steakhouse
- 33 Nine on Nine
- 34 Original Fish Market at Westin Hotel
- 35 Original Oyster House
- 36 Palm Court at Omni Hotel
- 37 Penn Brewery
- 38 Penn City Grille at Westin Hotel
- 39 PPG Place Food Court and Retail Shops
- 40 Ruth's Chris Steak House
- 41 Sammy's Famous Corned Beef
- 42 Seviche
- 43 Sharp Edge Bistro Penn
- 44 Six Penn Kitchen
- 45 Soho

- 46 Sonoma Grille
- 47 Starbucks at Omni Hotel
- 48 Steelhead Brasserie & Wine Bar at Marriott Hotel
- 49 Subway Restaurant
- 50 Sushi Kim
- 51 Tap Room at Omni Hotel
- 52 Tavern 245
- 53 Terrace Room at Omni Hotel
- 54 Three Rivers Restaurant at Wyndham Hotel
- 55 Tonic Bar & Grill

- 56 **Mt. Washington Dining**  
 Bella Vista Ristorante Italiano  
 Isabela on Grandview  
 LeMont Restaurant  
 Monterey Bay Fish Grotto  
 Tin Angel

- 57 **Station Square Dining**  
 Bar Louie Station Square  
 Buca di Beppo  
 Gateway Clipper Fleet  
 Grand Concourse/Gandy Dancer  
 Hard Rock Cafe  
 Houlihan's Restaurant  
 Melting Pot  
 Pittsburgh Rare at Sheraton Hotel



- W Westin Convention Center Pittsburgh Hotel
- O Omni William Penn Hotel
- C David L. Lawrence Convention Center

- ▼ Subway Stop
- P Parking
- Direction of traffic flow

56 Mount Washington

57 Station Square

# VisitPittsburgh

Restaurant Map — Legend: \$ = Under 20 \$\$ = 30 to 40 \$\$\$ = Over 50

Region: Downtown

Map Listing	Restaurant Name	Address	Phone	Cuisine Type	Cost	Breakfast Lunch Dinner	Hours
1	Atria's at PNC Park	103 Federal Street	412-322-1850	Amerian	\$\$	L-D	Daily 11:00 am
2	August Henry's City Saloon	946 Penn Ave.	412-765-3270	American	\$\$	L-D	Daily 11:00 am (Closed Sunday)
3	Backstage Bar at Theater Square	655 Penn Ave	412-325-6769	American	\$	D	Daily 5:00 pm
4	Bella Sera's Urban Trattoria	22 Graeme St.	412-281-6363	Italian	\$	L-D	Daily 10:00 am
5	Bigelow Grille at Doubletree Hotel	Doubletree Hotel	412-281-5013	American	\$\$	B-L-D	Daily 6:00 am
6	Bossa Nova	123 7th Street	412.232.3030	Tapas	\$	D	Daily 4:00 pm
7	Braddock's American Brasserie at Renaissnce	Renaissance Hotel	412-992-2005	American	\$\$	B-L-D	Daily 7:00 am - 10:00 pm
8	Bravo Franco	613 Penn Ave	412-642-6677	Italian		L, D	Daily 11:00 am
9	Capital Grille of Pittsburgh	301 Fifth Avenue	412-338-9100	Steakhouse	\$\$	L-D	Daily 11:00 am
10	Carlton, The	500 Grant Street	412.391.4152	American	\$\$	L-D	Daily 11:30 am
11	Christos Mediterranean Grille	130 Sixth St.	412-261-6442	Greek	\$	L-D	Daily 11:00 am
12	Common Plea	310 Ross St.	412-281-5140	Italian	\$\$	L-D	Tuesday-Friday 11:00 am (Closed Sun & Mon)
13	Cory's Subs & Cheesesteaks		412-281-7303	Deli	\$	B-L	Daily 9:00 am
14	Damon's Grill and Sports Bar	U.S. Steel Tower	412-434-0800	Sports Bar	\$	L-D	Daily 11:00 am (Closed Saturday & Sunday)
15	Dunkin Donuts	28 Market Sq	412-281-3195	Bakery	\$	B-L-D	Daily 6:00 am
16	Eadie's Market	500 Grant Street	412-391-3993	American	\$	B-L	Daily 6:30 am
17	Elements	444 Liberty Avenue	412-251-0168	American	\$\$	L-D	Daily 11:00 am
18	Eleven Contemporary Kitchen	1150 Smallman Street	412-201-5656	American		L-D	Daily 11:00 am
19	Fat Tommy's Pizzeria	115 Forbes Ave	412-560-4419	Pizza	\$	L-D	Daily 10:30 am
20	Fernando's Café/Peace Love and Little Donuts	963 Liberty Ave	412-434-6378	Bakery	\$	B	Daily 6:30 am
21	Fifth Avenue Place Arcade Shops	120 Fifth Avenue	412-456-7800	Mall	\$	B-L-D	Daily 10:00 am
22	Grille on Seventh	130 Seventh Street	412-391-1004	Continental	\$\$	L-D	Closed Monday
23	Habitat at the Fairmont Hotel	510 Market St.	412-773-8848	American	\$\$	B-L-D	Daily 6:30 am
24	Hyde Park Prime Steakhouse	247 North Shore	412-222-4014	Steakhouse	\$\$	D	Daily 4:30 pm
25	Jimmy John's Gourmet Sandwiches	506 Liberty Avenue	412-697-0999	Deli	\$	L-D	Daily 9:30 am -7:30 pm
26	Lidia's Pittsburgh	1400 Smallman Street	412-552-0150	Italian	\$\$	L-D	Daily 11:00 am
27	McCormick & Schmick's Seafood	301 Fifth Avenue	412-201-6992	Seafood	\$\$	L-D	Daily 11:00 am
28	McDonald's Liberty Avenue	500 Liberty Avenue	412-391-5470	Fast Food	\$	B-L-D	Daily 6:30 am
29	McDonald's Wood Street	608 Wood Street	412-261-2281	Fast Food	\$	B-L-D	Daily 6:30 am
30	McDonald's Smithfield Street	505 Smithfield Street	412-281-1777	Fast Food	\$	B-L-D	Daily 6:30 am
31	Monte Cello's	305 Seventh Avenue	412-261-2080	Italian	\$	L-D	Daily 10:00 am (Closed Sunday)
32	Morton's Steakhouse	625 Liberty Avenue	412-261-7141	Steakhouse	\$\$\$	D	Daily 5:30 pm
33	Nine on Nine	9th Street	412-338-6463	American	\$\$\$	L-D	Daily 11:30 am
34	Original Fish Market at the Westin Hotel	Westin Convention Hotel	412-227-3657	Seafood	\$\$	L-D	Daily 11:00 am
35	Original Oyster House	20 Market Square	412-566-7925	Seafood	\$	L-D	Daily 10:00 am (Closed Sunday)

36	Palm Court at Omni Hotel	Omni William Penn Hotel	412-281-7100	Afternoon Tea	\$	Tea	Daily 11:30 am
37	Penn Brewery	800 Vinial Street	412-237-9400	Brewery	\$	L-D	Daily 11:00 am
38	Penn City Grille at Westin Hotel	Westin Convention Hotel	412-560-6374	American	\$	B-L	Daily 6:30 am
39	PPG Place Food Court	Two PPG Place	412-434-1900	Food Court	\$	B-L	Daily 6:30 am
40	Ruth's Chris Steak House	Six PPG Place	412-391-4800	Steakhouse	\$\$	L-D	Daily 11:30 am
41	Sammy's Famous Corned Beef	901 Liberty Ave.	412-765-2244	Deli	\$	L	Daily 10:00 am
42	Seviche	930 Penn Avenue	412-697-3120	Tapas	\$\$	D	Daily 5:00 pm
43	Sharp Edge Bistro on Penn	922 Penn Avenue	412-338-2437	American	\$	L-D	Daily 11:00 am
44	Six Penn Kitchen	146 Sixth Street	412-566-7366	American	\$\$	L-D	Daily 11:00 am
45	Soho	203 Federal Street	412-321-7646	American	\$	L-D	Daily 11:00 am
46	Sonoma Grille	947 Penn Ave.	412-697-1336	American	\$\$	L-D	Daily 11:00 am
47	Starbucks at the Omni Hotel	530 William Penn Place	412-201-2004	Coffee	\$	B-L-D	Daily 5:30 am
48	Steelhead Brasserie & Wine Bar	Marriott City Center	412-918-1340	American Fusion	\$\$	B-L-D	Daily 6:30 am
49	Subway Restaurant	930 Penn Avenue	412-281-7335	Sandwich/Deli	\$	B-L-D	Daily 6:30 am
50	Sushi Kim	1241 Penn Avenue	412-281-9956	Korean	\$	L-D	Daily 11:30 am
51	Tap Room	Omni William Penn Hotel	412-281-7100	Pub Fare	\$	L-D	Daily 11:30 am
52	Tavern 245						
53	Terrace Room, The	Omni William Penn Hotel	412-281-7100	American	\$\$	B-L-D	Daily 6:30 am
54	Three Rivers Restaurant	Wyndham Grand Hotel	412-391-4600	American	\$\$	L-D	Daily 11:30 am
55	Tonic Bar and Grill	971 Liberty Avenue	412-456-0460	American	\$	L-D	Daily 11:00 am

**REGION: Mt. Washington**

56	Bella Vista Ristorante Italiano	1204 Grandview Ave	412-431-1660	Italian	\$\$	D	Daily 5:00 pm
	Isabela on Grandview	1318 Grandview Avenue	412-531-4882	American	\$\$	D	Daily 5:00 pm (Closed Sunday)
	LeMont Restaurant	1114 Grandview Avenue	412-431-3100	American	\$\$\$	D	Daily 5:00 pm
	Monterey Bay Fish Grotto	1411 Grandview Avenue	412-481-4414	Seafood	\$\$	L-D	Daily 11:00 am
	Tin Angel	1200 Grandview Avenue	412-381-1919	American	\$\$\$	D	Daily 5:30 pm

**REGION: Station Square**

57	Bar Louie Station Square	240 Bessemer Court	412-394-0500	American	\$	L-D	Daily 11:00 am
	Buca di Beppo	3 Station Square Dr	412.471.9463	Italian	\$	L-D	Daily 11:00 am
	Gateway Clipper Fleet	350 W. Station Square Drive	412-355-7980	American	\$\$\$	L-D	Check Itinerary
	Grand Concourse/Gandy Dancer	100 W Station Square Drive	412-261-1717	Seafood	\$\$	L-D	Daily 11:00 am
	Hard Rock Café	230 W. Station Square Drive	412-481-7625	American	\$	L-D	Daily 11:00 am
	Houlihan's Restaurant	125 W. Station Square Drive	412-232-0302	American	\$	L-D	Daily 11:00 am
	Melting Pot	125 W. Station Square Drive	412-261-3477	Fondue	\$\$\$	D	Daily 4:00 pm
	Pittsburgh Rare at Sheraton Hotel	300 W. Station Square Drive	412-803-3824	Steakhouse	\$\$	L-D	Daily 11:00 am