



# ACCP 2012 Annual Meeting

Meeting dates: October 21-24, 2012  
Exhibitor Show Dates: October 22-23, 2012

Westin Diplomat  
Hollywood, Florida

(For all information about the ACCP 2012 Annual Meeting, please visit [www.accp.com/am](http://www.accp.com/am))

Exhibitor Service Kit

## Exhibitor Show Information

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Order Deadline  
Friday, October 5, 2012

**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)

### Booth Equipment:

Each (8'x10') Booth will be provided with 8' high back wall drape, 3' side dividers and a booth identification sign showing the company name.

**Note: The exhibit area is carpeted.**

**Show Colors: Teal & White**

### Advance Deadlines:

In order to receive advance prices, we must receive your order, along with a form of payment by **Friday, October 5, 2012**. If you are shipping to the advance receiving warehouse, your freight must be received by **Friday, October 12, 2012**, in order to avoid surcharges.

### Installation:

Exhibitors may begin setting up their booths on:

Sunday	October 21, 2012	8:00AM – 4:00PM
Monday	October 22, 2012	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 22, 2012	11:30AM – 1:30PM
Tuesday	October 23, 2012	8:00AM – 10:00AM

### Dismantling:

Exhibitors must dismantle their booths on:

Tuesday	October 23, 2012	11:00AM – 5:00PM
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**\*All freight carriers must check in at the Paramount Convention Services service desk by 3:00PM on Tuesday, October 23, 2012 or your freight will be re-consigned onto the show carrier.**

### Shipping:

Advance Shipments to Warehouse	Name of Exhibiting Company and Booth # c/o Paramount Convention Services ABF 6402 NW 74th Ave. Miami, FL 33166 For: ACCP 2012 Annual Meeting	<b>Advance Receiving Deadline Friday, October 12, 2012</b>
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Direct Shipments to show site	Name of Exhibiting Company and Booth # c/o Paramount Convention Services Westin Diplomat Great Halls 4-6 3555 South Ocean Dr. Hollywood, FL 33019 For: ACCP 2012 Annual Meeting	Shipments will be accepted during exhibitor installation times ONLY! (listed above)
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Please feel free to contact your show coordinator, Leigh Everett, at (314) 621-6677 or [leverett@paramountcs.com](mailto:leverett@paramountcs.com) with any questions or concerns!

**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	
Furniture	Paramount Convention Services Leigh Everett, <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> P: 314-621-6677, F: 314-621-6416	Friday, October 5, 2012
Carpet	Paramount Convention Services Leigh Everett, <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> P: 314-621-6677, F: 314-621-6416	Friday, October 5, 2012
Booth Cleaning	Paramount Convention Services Leigh Everett, <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> P: 314-621-6677, F: 314-621-6416	Friday, October 5, 2012
Floral	Paramount Convention Services Leigh Everett, <a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a> P: 314-621-6677, F: 314-621-6416	Friday, October 5, 2012
Electric	Edd Helms Electric Michelle Pfefferkorn, <a href="mailto:mpfefferkorn@eddhlems.com">mpfefferkorn@eddhlems.com</a> P: 954-602-8946, F: 954-458-9067 Online ordering: <a href="http://www.eddhelmstradeshows.com">www.eddhelmstradeshows.com</a>	Tuesday, October 9, 2012
Phones/Internet	Westin Diplomat F: 954-602-8860 <a href="mailto:01402ITContact@StarwoodHotels.com">01402ITContact@StarwoodHotels.com</a>	Friday, October 12, 2012
Audio/Visual	VAE-visual aids electronics P: 602-437-4424, F: 602-437-4499 <a href="mailto:vaeconventionorders@vaecorp.com">vaeconventionorders@vaecorp.com</a>	Friday, October 5, 2012
Catering	Westin Diplomat F: 954-602-8275, <a href="mailto:csmanger@westin.com">csmanger@westin.com</a>	Friday, October 5, 2012

# Credit Card Authorization / Payment Policies

ACCP 2012 Annual Meeting  
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**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.
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	\$ _____
Custom Furniture	\$ _____
Rental Unit	\$ _____
Accessories	\$ _____
Priority / Accessible Storage	\$ _____
Material Handling	\$ _____
Exhibit Labor	\$ _____
Booth Cleaning	\$ _____
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

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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

(Circle One)

Mastercard Visa 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.\*



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# Paramount Convention Services

# Third Party Billing Authorization

# Furniture Rental Order Form

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## Quality Rental Furnishings

Code	QTY	Description	Advance Rates	Floor Rates
(1001)	___	Gray Upholstered Padded Side Chair	\$70.00	\$80.00
(1002)	___	Black Vinyl Padded Side Chair	\$70.00	\$80.00
(1004)	___	Black Secretarial Chair on Casters	\$90.00	\$125.00
(1005)	___	Gray Upholstered Arm Chair	\$75.00	\$105.00
(1007)	___	Gray Upholstered High Stool	\$105.00	\$140.00
(1011)	___	Black High Back Executive Chair on Casters	\$90.00	\$117.00

## Miscellaneous Equipment

Code	QTY	Description	Advance Rates	Floor Rates
(1400)	___	Wastebasket	\$21.25	\$28.00
(1401)	___	Tripod Easel	\$39.25	\$51.00
(1402)	___	Bag Holder	\$95.25	\$123.75
(1403)	___	Literature Rack (5 pocket)	\$106.50	\$138.25
(1404)	___	Stanchion (Tensa Barriers)	\$25.00	\$32.50

## Special Drape

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

Code	QTY	Description	Advance	Floor
(1200)	___	3' H Side Rails per ft	\$10.00	\$13.50
(1201)	___	8' H Background per ft	\$11.25	\$15.50

\*\*\*6 FOOT MINIMUM ORDER\*\*\*

**CIRCLE COLOR** Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue Berry Peach

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SUBTOTAL \$ \_\_\_\_\_  
TAX 6% \_\_\_\_\_  
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, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

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

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

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

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

# Table Rental Order Form

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## Display Tables & Table Draping

Code	QTY	Draped Tables	Advance Rates	Floor Rates
(1100)	___	4' Table-30" High	\$97.75	\$127.75
(1101)	___	42" Counter High	\$106.50	\$141.50
(1102)	___	6' Table-30" High	\$106.50	\$141.50
(1103)	___	42" Counter High	\$117.50	\$157.50
(1104)	___	8' Table-30" High	\$117.50	\$157.50
(1105)	___	42" Counter High	\$129.00	\$171.25

6' and 8' draped tables are only draped on 3 sides. Tops of all above tables are covered in white vinyl.

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

CIRCLE COLOR: Red Teal White Bright White light Beige Black Gold Royal Blue  
Burgundy Silver Plum Violet Hunter Green Navy Blue Berry Peach

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

Code	QTY	Draping	Advance Rates	Floor Rates
(1112)	___	4 <sup>th</sup> Side Drape- 30" Tall	\$35.75	\$47.00
(1113)	___	4 <sup>th</sup> Side Drape 42" Tall	\$35.75	\$47.00

CIRCLE COLOR: Red Teal White Bright White light Beige Black Gold Royal Blue  
Burgundy Silver Plum Violet Hunter Green Navy Blue Berry Peach

## Round Pedestal Tables

Code	QTY	Round Table	Advance Rates	Floor Rates
(1114)	___	30" High	\$160.00	\$169.00

Please Circle Diameter Choice: 30" or 36"

(1116)	___	42" High x 30" Wide	\$180.00	\$195.00
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## Table Top Risers

Skirted in white on three sides

Code	QTY	Risers	Advance Rates	Floor Rates
(1117)	___	4' long table riser	\$31.00	\$40.25
(1118)	___	6' long table riser	\$38.50	\$50.00
(1119)	___	8' long table riser	\$47.50	\$61.75

SUBTOTAL \$ _____
TAX 6% _____
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, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

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.

# Carpet Rental Order Form

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

Rental includes installation, front edge taping, and pick up at the close of the show.

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.

## Standard Carpet

QTY	Description	Advance Rates	Floor Rates
_____	8' x 10'	\$186.00	\$216.00
_____	8' x 20'	\$372.00	\$483.50
_____	8' x 30'	\$430.00	\$559.00

**Please Circle Desired Color:**

Red    Royal Blue    Teal    Burgundy    Silver Cloud    Hunter Green    Black    Navy Blue

## Area Carpet

Booth Size	Advance Rates	Floor Rates
_____ ' x _____ ' = _____ Sq. Ft.	\$2.30 per sq. ft.	\$3.00 per sq. ft.

**Please Circle Desired Color:**

Red    Royal Blue    Teal    Burgundy    Silver Cloud    Hunter Green    Black    Navy Blue

## 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    Red    Black    Navy    Hunter Green    Silver Cloud    Teal    Burgundy    Nu Blue    Beige

## Miscellaneous

Description	Advance Rates	Floor Rates
Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$.80 per sq. ft.	\$1.05 per sq. ft.
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, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

**SUBTOTAL \$** \_\_\_\_\_  
**TAX 6%** \_\_\_\_\_  
**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

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## CUSTOM FURNITURE

Code	QTY	Description	Advance Rates	Floor Rates
(1500)	___	Desk Lamp	\$25.00	\$32.50
(1501)	___	Table Lamp	\$40.00	\$52.00
(1502)	___	Floor Lamp	\$50.00	\$65.00
(1503)	___	End Table	\$75.00	\$97.50
(1504)	___	Coffee Table	\$85.00	\$110.50
(1505)	___	Coat Rack on wheels with 25 Hangers	\$40.00	\$52.00
(1506)	___	2 Drawer Locking File Cabinet	\$60.00	\$78.00
(1507)	___	2 Door Locking Cabinet (5' Tall)	\$80.00	\$104.00
(1508)	___	Sofa	\$400.00	\$520.00
		<b>Color (Circle One) Beige Chocolate Black</b>		
(1509)	___	Lounge Chair	\$225.00	\$292.50
		<b>Color (Circle One) Beige Chocolate Black</b>		
(1510)	___	30" Tall Refrigerator	\$75.00	\$97.50
(1511)	___	Raffle Drum	\$65.00	\$84.50
(1512)	___	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 6% \$	_____
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)

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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.

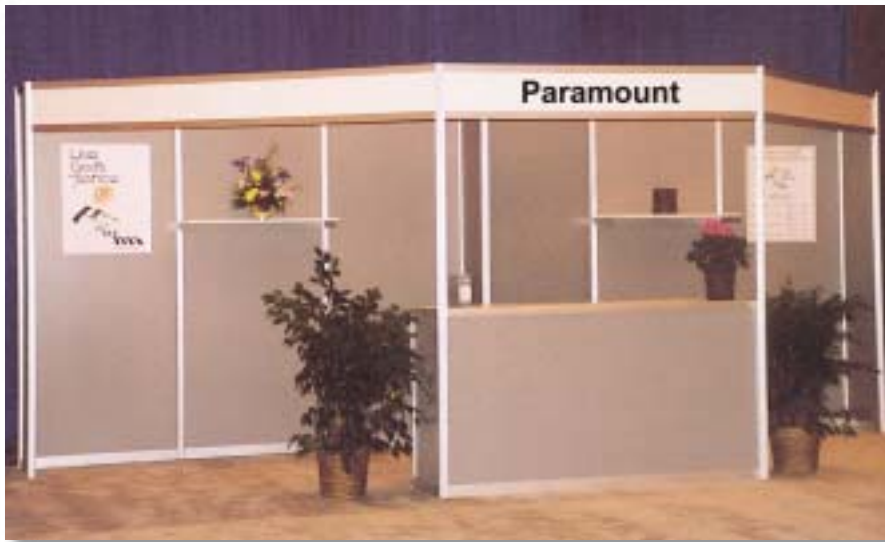
Rental Unit Desired \_\_\_\_\_ Name of Convention \_\_\_\_\_

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 stored away.

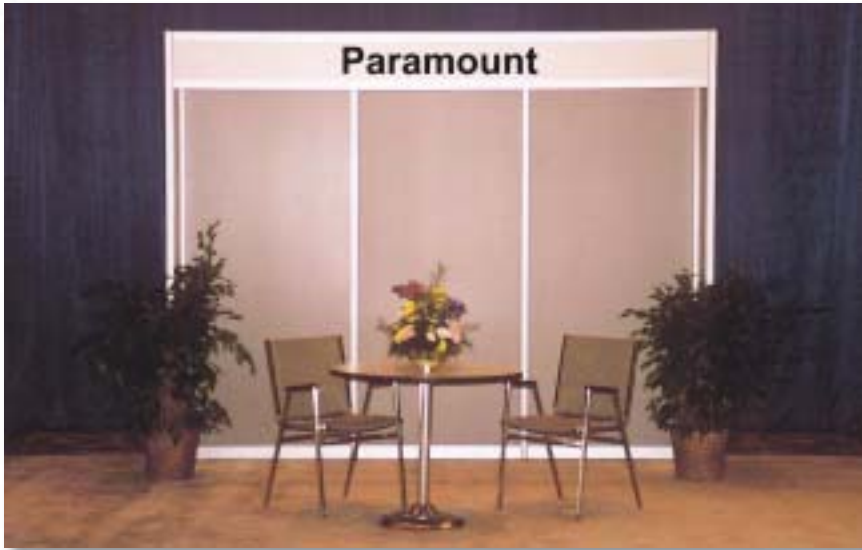
\$ 2,400.00



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.

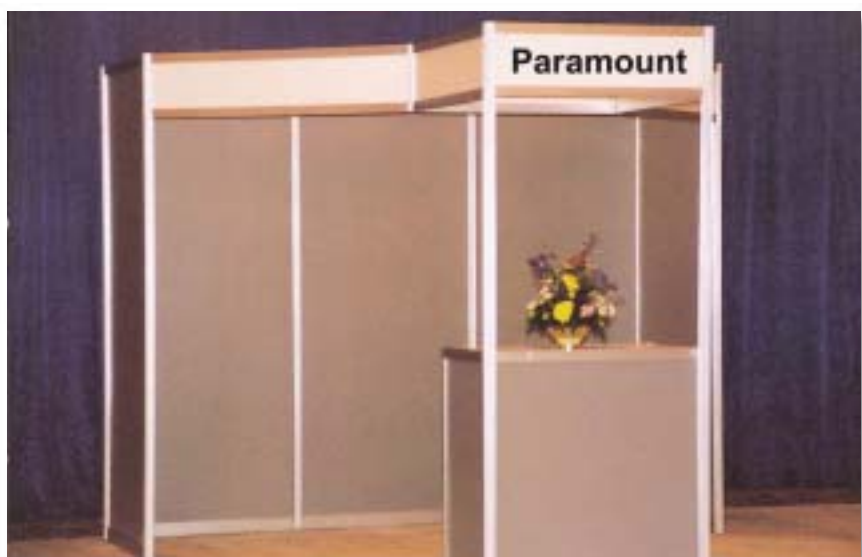
\$ 2,500.00



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

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Friday, October 5, 2012

**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)

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

## Shelves/Gondolas

Code	QTY	Description	Advance Rates	Floor Rates
(2300)	_____	One Sided Free Standing Gondola	\$190.00	\$247.00
(2301)	_____	Double Sided Free Standing Gondola	\$254.00	\$330.25
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$52.25	\$68.00
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$52.25	\$68.00

## Display Panels

Code	QTY	Description	Advance Rates	Floor Rates
(2400)	_____	Velcro Board 38" x 92" Vertical	\$165.00	\$214.50
(2401)	_____	Poster Board 4' x 8' Horizontal	\$121.00	\$157.25

## Counters

Code	QTY	Description	Advance Rates	Floor Rates
(2500)	_____	1 Meter x 1/2 Meter	\$242.00	\$314.50
(2501)	_____	2 Meters x 1/2 Meter	\$290.00	\$377.00
(2502)	_____	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  
CUSTOMIZED COUNTERS AVAILABLE. CALL FOR A QUOTE.

## Light Fixtures

Code	QTY	Description	Advance Rates	Floor Rates
(2600)	_____	Stem Light (for use w/rental unit only)	\$42.50	\$55.25
(2601)	_____	Track Light (4 Feet)	\$169.50	\$220.25

SUBTOTAL \$ _____
TAX 6% _____
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, once items have been delivered to the booth space, no refunds will be provided. All claims or discrepancies must be settled at the Paramount Convention Services desk one half hour prior to show opening.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, and 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

# Priority Empty Return & Accessible Storage Order Form

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Order Deadline  
Friday, October 5, 2012

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



5015 Fyler Ave.  
St. Louis, MO 63139  
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[www.paramountcs.com](http://www.paramountcs.com)

## 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 (3000).....\$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 (3002):** \$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)

**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.

**Minsky:** 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.

# FREIGHT REGULATIONS

Please be aware that the following rules and regulations will be in effect for **ACCP 2012 Annual Meeting** at the **Westin Diplomat**.

Union regulations require that ALL freight moving in and out of the exhibit hall be handled by one of their representatives. To make this process as smooth as possible for all exhibitors, Paramount Convention Services have implemented the following procedures:

- A representative of Paramount Convention Services WILL deliver ALL freight to your booth. The hotel WILL NOT deliver any freight into the exhibit hall. DUE TO UNION REGULATIONS THERE WILL BE NO EXCEPTIONS TO THIS RULE.
  - o This will occur regardless of whether you ship your freight directly to the hotel or take advantage of our advance freight rates and storage.
- If you do ship directly to the hotel prior to the set-up date please be advised of the following:
  - o The hotel does not generally accept exhibit materials and may refuse or forward your shipment; this includes shipments to individual guest names.
  - o Exhibitors are responsible for any costs incurred because of deviation from procedures outlined in this service kit.
  - o If your materials are accepted you will be charged an additional freight handling fee of (see chart below) in addition to the CWT charges and any penalties.
  - o The hotel will only deliver your freight to our service desk and we will complete delivery upon payment.

**Penalties Fees (Price Per Piece)**

<b>0-5lbs</b>	<b>\$5.00</b>	<b>50+lbs</b>	<b>\$35.00</b>
<b>6-20lbs</b>	<b>\$12.50</b>	<b>Pallets/Crates Standard (“4x4x4”)</b>	<b>\$89.50</b>
<b>21-35lbs</b>	<b>\$17.50</b>	<b>Crates/Pallets Oversize</b>	<b>\$179.50</b>
<b>36-50lbs</b>	<b>\$22.50</b>		

- To expedite the delivery of your materials to your booth please be advised that Paramount will NOT deliver your shipment unless we have a credit card authorization form on file prior to the first move in date.

- The best way to assure your freight arrives in a timely and cost effective manner is to take advantage of our advance shipping procedures outlined in this exhibitor service kit.

Thank you for your assistance in this matter and if you have any questions or concerns please feel free to contact Paramount Convention Services at 314-621-6677.



# Shipping Information

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Receiving Deadline  
Friday, October 12, 2012

**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  
6402 NW 74th Ave.  
Miami, FL 33166  
For: ACCP 2012 Annual Meeting

**ADVANCE RECEIVING DEADLINE:  
Friday, October 12, 2012**

**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  
Westin Diplomat  
Great Halls 4-6  
3555 South Ocean Dr.  
Hollywood, FL 33019  
For: ACCP 2012 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**

- 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)



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St. Louis, MO 63139  
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[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 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Receiving Deadline  
Friday, October 12, 2012



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.**

- 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	CWT	RATE	Estimated Total
Weight / 100 = (hundred lbs)	X		=
Shipments received at the warehouse before deadline date, then handled in and out of booth on Straight Time / Straight Time	Lbs/100 CWT	\$96.00 per CWT	\$
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received <b>WITHOUT</b> a bill of lading	Lbs/100 CWT	\$106.00 per CWT	\$

**Advance Receiving Deadline -  
Friday, October 12, 2012**

**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	CWT	RATE	Estimated Total
Weight / 100 = (hundred lbs)	X		=
Shipments received at show site during installation times, then handled in and out of booth on Straight Time / Straight Time	Lbs/100 CWT	\$96.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received <b>WITHOUT</b> a bill of lading	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. 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.

## I. 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. (3062)

## J. 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)	(3063)	\$150.00 per hr.	(3064)	\$200.00 per hr.	(One-hour minimum)
Material Handler	(3065)	\$99.00 per hr.	(3066)	\$128.00 per hr.	(One hour minimum)

### Banding (3067)

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:

<u>Straight Time (3068)</u>	<u>Overtime (3069)</u>
\$50.00 per skid	\$75.00 per skid

## K. 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.

## L. Limits of Liability

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.

Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.

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.

**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)

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

To: \_\_\_\_\_  
(Name of Exhibiting Company)

c/o: Paramount Convention Services  
ABF  
6402 NW 74th Ave.  
Miami, FL 33166

**WAREHOUSE**

EVENT: ACCP 2012 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  
6402 NW 74th Ave.  
Miami, FL 33166

**WAREHOUSE**

EVENT: ACCP 2012 Annual Meeting  
BOOTH # \_\_\_\_\_  
NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS  
CARRIER: \_\_\_\_\_

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

**CANNOT ARRIVE UNTIL – Sun., Oct. 21, 2012**

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

(Name of Exhibiting Company)

c/o Paramount Convention Services

Westin Diplomat

Great Halls 4-6

3555 South Ocean Dr.

Hollywood, FL 33019

For: ACCP 2012 Annual Meeting

**SHOWSITE**

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

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

CARRIER:

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

**CANNOT ARRIVE UNTIL - Sun., Oct. 21, 2012**

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

(Name of Exhibiting Company)

c/o Paramount Convention Services

Westin Diplomat

Great Halls 4-6

3555 South Ocean Dr.

Hollywood, FL 33019

For: ACCP 2012 Annual Meeting

**SHOWSITE**

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

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

CARRIER:

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

# Exhibit Labor Order Form

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Order Deadline  
Friday, October 5, 2012



5015 Fyler Ave.  
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(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

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

## Exhibit Straight Labor Request:

	Advance Rates	Floor Rates
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 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Order Deadline  
Friday, October 5, 2012

**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!

Paramount Convention Services  
Key Information

**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)

# Intent To Use Non-Official Contractor

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

**DUE DATE: Friday, October 5, 2012**



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

**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 Friday, October 5, 2012. **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 **Friday, October 5, 2012.**  
  
**No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, ACCP 2012 Annual Meeting, Westin Diplomat 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: Friday, October 5, 2012

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 "showsite" representative \_\_\_\_\_ phone # \_\_\_\_\_

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

**Paramount Convention Services**

**Intent to use Non-Official Contractor**

# Non-Official Contractors' Rules and Regulations

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

DUE DATE: **Friday, October 5, 2012**



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(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 (Friday, October 5, 2012). For your convenience, you may fax the form to (314) 621-6416.**

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., ACCP 2012 Annual Meeting, Westin Diplomat, 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 (Friday, October 5, 2012), 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



# Booth Cleaning Service Order Form

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Order Deadline  
Friday, October 5, 2012



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

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

The cleaning services provided by the exhibit hall include only a general sweeping of aisles. Paramount Convention Services has been designated as the exclusive cleaning contractor. No other service contractors will be permitted on the exhibit floor. All rental carpets ordered from Paramount Convention Services are installed in clean condition. Any cleaning service required within your booth space for debris during installation and exhibit hours may be ordered below.

*All rates are based on the total square footage of your booth. (100 SQ. FT. MINIMUM)  
Please check preference below.*

## BOOTH CLEANING

	ADVANCE RATES	FLOOR RATES
CODE:		
(4501) ___ DAILY – Vacuum and empty wastebaskets before initial opening of exhibit and DAILY thereafter.	\$.28 sq.ft. per day	\$.37 sq.ft. per day
(4500)___ ONCE – Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.30per Sq. ft.	\$.43 per sq. ft.

## EXCLUSIVE SERVICE

(4502) ___ Exclusive janitor or porter service (4 hour minimum per day).	\$99.00 per hour S/T	\$128.00 per hour O/T
--	----------------------------	-----------------------------

\*Should your booth give away food items (i.e. popcorn) or other promotional products that cause excessive debris on the show floor, you will be responsible for the additional cleaning required. **\*\*\$330.00 one time fee\*\***

SIZE OF BOOTH \_\_\_ X \_\_\_ = \_\_\_ SQ.FT. X RATE \_\_\_ = \_\_\_ PER DAY X NO. OF DAYS \_\_\_ = \$ \_\_\_

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

**Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, no refunds will be provided once services have been provided.**

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

# Sign Service Order Form

ACCP 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Order Deadline  
Friday, October 5, 2012

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

## 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
(5000)	_____	7" x 11"	\$25.00	\$38.00
(5001)	_____	11" x 14"	\$30.00	\$45.00
(5002)	_____	7" x 44"	\$32.00	\$48.00
(5003)	_____	14" x 22"	\$40.00	\$60.00
(5004)	_____	22" x 28"	\$48.00	\$72.00
(5005)	_____	28" x 44"	\$77.00	\$105.00
(5006)	_____	40" x 60"	\$150.00	\$195.00
(5007)	_____	39" x 92"	\$225.00	\$292.00

### OPTIONAL SERVICES

(5008) Easel back applied to sign -\$10.00 per sign

(5009) 22x28 Sign holder \$48.00

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

Subtotal \$	_____
Tax 6% \$	_____
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 2012 Annual Meeting  
Westin Diplomat  
Hollywood, Florida  
October 22-23, 2012

Advance Order Deadline  
Friday, October 5, 2012

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



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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
(6000)	_____	2' - 3' Tropical Plant	\$45.00	\$58.50
(6001)	_____	4' - 5' Tropical Plant	\$55.00	\$71.50
(6002)	_____	5' - 6' Tropical Plant	\$72.00	\$93.75
(6003)	_____	6' - 8' Tropical Plant	\$112.00	\$145.75
(6004)	_____	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
(6005)	_____	Flowering Mum Plant (circle one) Yellow / White / Pink / Burgundy	\$25.00	\$31.25
(6006)	_____	Small Cut Flower Arrangement	\$60.00	\$87.50
(6007)	_____	Medium Cut Flower Arrangement	\$90.00	\$131.25
(6008)	_____	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 6% \$	_____
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  
Floral Service Order Form**

## UNION JURISDICTION RULES

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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

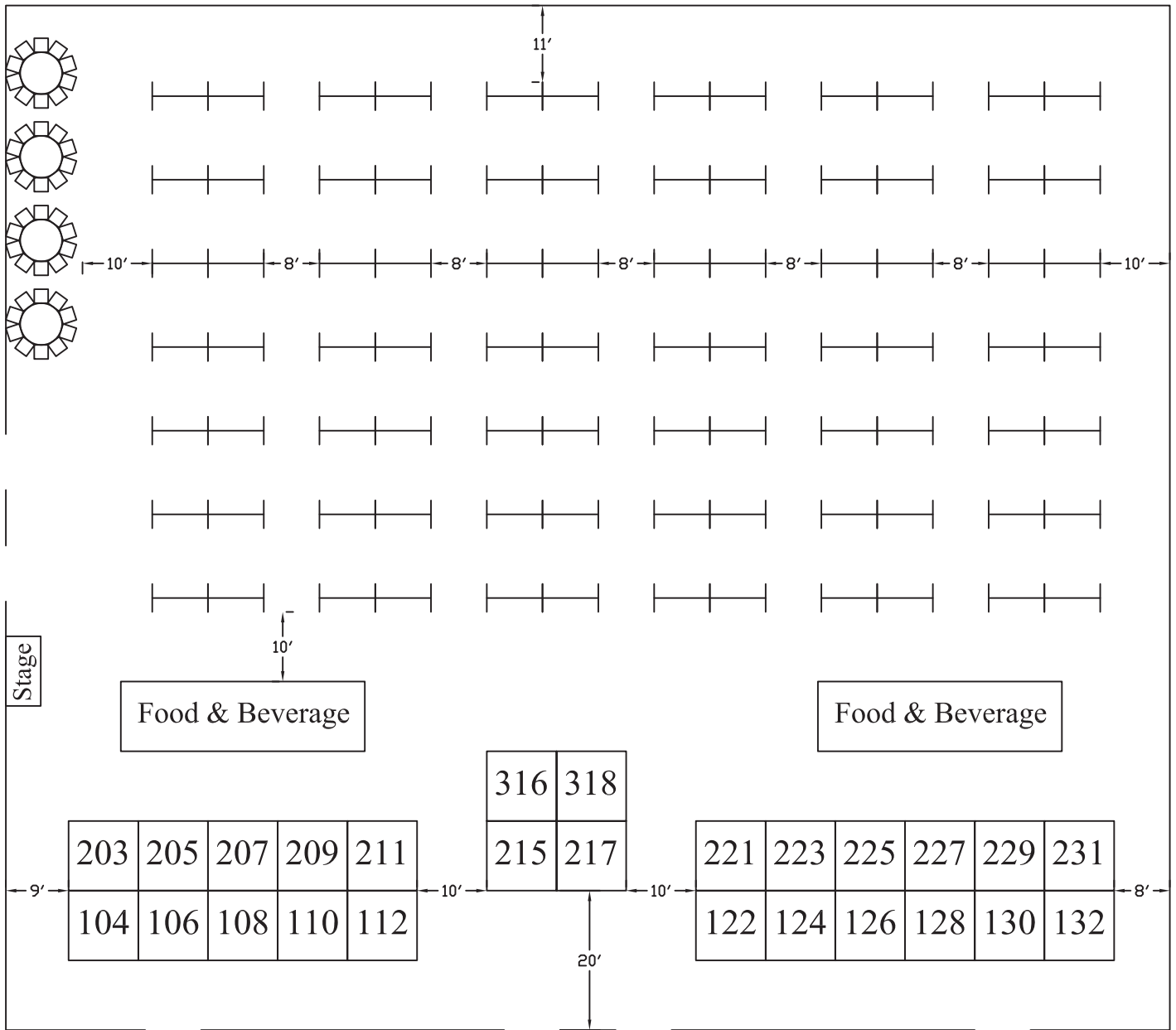
Thank you!

# 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 Marshal.
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. **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.



ACCP  
 The Westin Diplomat Resort  
 Great Halls 4 - 6  
 Monday, Oct. 22 & Tuesday, Oct. 23, 2012

PARAMOUNT  
 CONVENTION SERVICES, INC.  
 (314) 621-6677  
 www.paramountcs.com  
 \*\*Floor plan subject to  
 Fire Marshall Approval  
 Revision: April 17, 2012



# Edd Helms Electric

## Special Event Power & Lighting

17850 NE 5<sup>th</sup> Avenue – Miami, Florida 33162-1008 – [www.eddhelms.com](http://www.eddhelms.com)  
c/o The Westin Diplomat Resort & Spa, 3555 S. Ocean Drive, Hollywood, FL 33019

Telephone: (954) 527-2515 - Fax: (954) 458-9067

Direct Contact: Michelle Pfefferkorn - Direct Line: (954) 602-8946 – Email: [mpfefferkorn@eddhelms.com](mailto:mpfefferkorn@eddhelms.com)

## ACCP 2012 ANNUAL MEETING

### OCTOBER 22-23, 2012

WESTIN DIPLOMAT RESORT & SPA, HOLLYWOOD, FLORIDA



### ELECTRICAL SERVICE INSTRUCTION AND INFORMATION FORM

Order Online at [www.eddhelmstradeshows.com](http://www.eddhelmstradeshows.com).

You can create a Login and Password or place your order as a “guest.”

Enter Event ID# **695XQKV**

Complete the Exhibitor Information fields and continue to the order form.

Order must be placed online no later than **October 9, 2012** to secure the advanced rate. The standard rate will apply to all orders received after that date. Be sure you complete the online order through to the end and you receive an email confirmation. If you receive an email stating “Not Processed”, your order did not process.

- Island Booths, 208V & higher and any special requests for the location of outlets, other than the rear of the booth, will require labor & material charges. A detailed layout on a grid or CAD drawing in PDF format showing special locations and orientation must be emailed to complete your order. Send to [klawans@eddhelms.com](mailto:klawans@eddhelms.com);
- If you are tax exempt in the State of Florida, you must submit a copy of your Annual Resale Certificate or tax will be charged;
- For questions and/or further information, please contact us at the number listed above.

Thank you.



# Technology Services Order

Mail or Fax with Payment to: IT Department  
 3555 South Ocean Drive  
 Hollywood, Florida 33019  
 Fax: 954-602-8860

Please Print Clearly ALL Information on the Form. If available include diagram of your meeting space/booth with phones and internet locations.

For questions you can email:

[01402ITContact@StarwoodHotels.com](mailto:01402ITContact@StarwoodHotels.com)

<b>Event Name:</b>		<b>Your Company Name:</b>		<b>Location for equipment (meeting room or booth #):</b>	
<b>Install Date &amp; Time:</b>		<b>Removal Date &amp; Time:</b>		<b>Your Name (print):</b>	
<b>Company Address:</b>		<b>City, State:</b>		<b>Phone number you can be reached:</b>	
<b>Zip Code:</b>					

Service	Quantity	Rates	Total
<b>Ethernet Drop with one IP address</b> - Will give you internet connection for <u>one</u> computer/laptop Please Circle one - <b>WIRED</b> or <b>WIRELESS</b>		For the initial drop the Fee is as follows - \$350 a day, \$700 for 2 days and \$750 for your duration (3 + Days)	
<b>Additional IP Address</b> - Should you have more equipment that needs internet connections order an IP Address PER item		\$100 for each additional IP	

If you choose to bring in your own hub to supply additional connections, the charge of \$100 for additional internet feed will still apply. Also, a charge of \$200 will be incurred for the properties hubs not returned at the end of the event.

## TELECOM NEEDS

In House calls can be made and received with any of the phone lines assigned.

<u>Types of Phone Lines (Standard House Phone included)</u>	Quantity	Advanced Rates	Pop Up Rates	Total	Please Note:
<b>In House phone line</b> - (Outgoing Only) Local and 800 calls. Can be used as credit card line as well.		\$75.00	\$100.00		<b>Advanced Rates</b> Apply when the order is placed 7 or more days in advance to event.  <b>Pop Up Rates</b> apply when the order is placed within the 7 or less days advance to the event.  <b>Usage Charges</b> vary based on length of call, area called and amount of calls made.  <b>Estimated Total for this order (tax not yet applied)</b>
<b>Long Distance Line</b> - (Outgoing Only) Local and long distance calls.		\$150.00	\$200.00		
<b>Analog Phone with Direct &amp; Inward Dialing</b> - (Incoming and Outgoing) Can make and receive local, 800 and long-distance calls directly to assigned extension. Can also be used as a fax.		\$200.00	\$250.00		
<b>Polycom Conference Phone with Direct &amp; Inward Dialing</b> - (Incoming and Outgoing) Can make and receive local, 800 and long-distance calls directly to assigned extension.		\$200.00	\$250.00		
<b>Additional Equipment</b>					\$
Simple Speaker Phone		\$50.00	\$75.00		





**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: 2012 ACCP Annual Meeting**

**Facility Name: Westin Diplomat Resort**

**City, State: Hollywood, FL**

**Exhibit Floor Dates: October 22-23, 2012**

**EXHIBITOR AUDIOVISUAL & COMPUTER EQUIPMENT ORDER FORM**

Organization Name:			On-site Contact Name:		
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:				
E-mail Address:			Removal Date:	Approx Time:	

**EARLY ORDER RATES APPLY IF RECEIVED BEFORE OCTOBER 8<sup>TH</sup>, 2012 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	
Floor Stand – Dual Chrome Post - adjustable (available for use with VAE supplied 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" CRT TV 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: 2012 ACCP 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 / DVD-RW-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:	
<input type="checkbox"/> CHECK: Made Payable To: Visual Aids Electronics Send to: 3625 E. Atlanta Ave., Suite 2 Phoenix, AZ 85040			6% Sales Tax:	
<input type="checkbox"/> AMEX	Cardholders Name (print):		Delivery / Set-up/ Removal 15% of Equipment Subtotal <b>(\$75.00 Minimum)</b>	
<input type="checkbox"/> VISA	Credit Card #:			
<input type="checkbox"/> MASTERCARD	Verification Code:*	Expiration Date:	Labor Tax:	N/A
* 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 15% of equipment subtotal before sales tax (\$75.00 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.

# ACCP 2012 Annual Meeting

## October 22-23, 2012

### Price & Exhibit Information Sheet

#### Exhibitor Load-in/out:

**Less than 50 pounds:** All individual cars loading-in and out with less than 50 pounds of equipment will use the Lower Lobby Convention Center Entrance for load-in. Innovative Business Center staff will assist you to the Exhibit Space, based on the below price.

Assistance in one-way transport of equipment to Exhibit Hall (*Less than 50 pounds*)      **\$15.00**

**More than 50 pounds:** Exhibitors that have more than 50 pounds of equipment to load-in will have to schedule an appointment time at the Convention Center Loading Dock. All appointments at Loading Dock will have to be made by <<Enter dates here>>. All charges for this type of load-in will be determined on-site. For further information on making an appointment at the dock, please e-mail <<cs managers' email address>>

#### Please Note:

1. Deep fryers and table top cooking devices with “open flame” are NOT permitted on the tradeshow floor
2. Fire Extinguishers are required for all booths using hot plates.
3. Additional protective floor covering such as carpeting or poly-tak IS REQUIRED in all booths with the following:
  - a. Any food and beverage service and/or preparation requirements
  - b. Use of electrical equipment such as refrigerators, coolers, freezers, coffee & frozen beverage machines etc.
  - c. Frozen food products displayed on Ice
4. Use of all convection ovens and heating devices for baking/heating purposes require approval prior to the tradeshow. Please contact your Convention Services Manager for further information and approval requirements.
5. Food & Beverage product being offered on the trade show floor is permitted in 3oz sample size containers only.
6. A Corkage fee will apply where regular size beverages are being served such as: bottled water, juices, soft drinks, beer, wine, liquor etc.

#### On-site Culinary Staff to prepare:

*Includes cost of food runner*

Cooking & Preparation of up to (3) items	<b>\$200.00/flat rate</b>
Cooking & Preparation for any additional items	<b>\$150.00/per additional item</b>
Additional Service Time	<b>\$150.00/ per service</b>
<b>**Pop-up requests on-site**</b>	<b>\$200.00/per item</b>

#### Specialty Item, orders must be placed by: <<Enter the due date here>>

*Special Note: See order form attached*

- *No Knives will be available for rent or loan*
- *If items are not returned as originally rented, exhibitor will pay full retail price for the item to The Westin Diplomat Resort & Spa.*

<b>ITEM #</b>	<b>ITEM</b>	<b>PRICE</b>
<b>W-1</b>	Fire Extinguisher <b>**Required for all using hot plates</b>	<b>\$45/per item</b>
<b>W-2</b>	Chaffing Dish	<b>\$50/per item</b>
<b>W-3</b>	Heat Lamp <b>**Must be ordered in advanced</b>	<b>\$75/per item</b>
<b>W-4</b>	Serving Tray	<b>\$35/per item</b>
<b>W-5</b>	Cutting Board	<b>\$45/per item</b>
<b>W-6</b>	Staff to wash display equipment <b>**Must be ordered in advanced</b>	<b>\$5/per item</b>
<b>W-7</b>	Glow Tray	<b>\$125/per tray</b>
<b>W-8</b>	Tub of Ice	<b>\$50/per item</b>
<b>W-9</b>	Small B&B Plates, Forks and Napkins	<b>\$40/per booth</b>

**ACCP 2012 Annual Meeting  
October 22-23, 2012**

**Shipping Information**

Your product should be sent to the hotel no earlier than, <<enter date here>> and no later than <<enter date here>>. PLEASE NOTE: It is the responsibility of each vendor to confirm product arrival before the show!

**It is very important that all labeling of your boxes read as follows:**

The Westin Diplomat Resort and Spa

HOLD FOR: <<Group Name>>

\_\_\_\_\_  
(Your Company Name)

Booth Number \_\_\_\_\_

3555 South Ocean Drive  
Hollywood, Florida 33019

Attention: **Executive Chef**

Number of Boxes Shipped \_\_\_\_ of \_\_\_\_\_

Item Name \_\_\_\_\_

Product code (If Applicable) \_\_\_\_\_

Substitution code (If Applicable) \_\_\_\_\_

Manufacturers label (If Applicable) \_\_\_\_\_

For proper handling all boxes that apply must be checked:

Display Item Only

Food to be prepared by Kitchen

Refrigeration Required

Keep Product Frozen

Only food products to be handled by and serviced by The Westin Diplomat will be accepted by The Westin Diplomat, all other items will be handled by Exhibit Company.

**There will be a charge of \$15.00 per box for each box received by the Hotel.**

**Preparation Instructions must be shipped with all boxes.**

# ACCP 2012 Annual Meeting October 22-23, 2012

## ORDER FORM

Please submit order form by << enter date here >> to the attention of <<CS Manager's Name>> by fax to 954-602-8275 mail to 3555 S. Ocean Drive, Hollywood, FL 33019 or via e-mail to <<CS Manager's email address>>

<b>BOOTH #</b>	
Contact Name	
Company	
Address	
Email Address	
Telephone	
Fax	
Date Item(s) Needed	
Time Item(s) Needed	

**IMPORTANT: Credit Card information must be attached.**

Food Preparation Service Charge \$200.00 per booth\*

\* Limited to three items requiring food prep service; \$150 per additional item; \$150 per additional service time.

**PLEASE NOTE:**

**Deep fryers & table top cooking devices with "open flame" are NOT permitted on the tradeshow floors.**

ITEM DESCRIPTION	ITEM #	PRICE	QTY	TOTAL
Fire Extinguisher <i>**Required for all using hot plates</i>	W-1	\$45		
Chaffing Dish	W-2	\$50		
Heat Lamp <i>**Must be ordered in advanced</i>	W-3	\$75		
Serving Tray	W-4	\$35		
Cutting Board	W-5	\$45		
Staff to wash display equipment <i>**Must be ordered in advanced</i>	W-6	\$5 each piece		
Glow Tray	W-7	\$125		
Tub of Ice	W-8	\$50		
Small B&B Plates, Forks and Napkins ( per booth)	W-9	\$40		
Cooking and Preparation of up to 3 items		\$200		
Cooking and Preparation – each additional item		\$150		
Cooking and Preparation- each additional serve time		\$150		
Assistance with one-way transport of equipment to Exhibit Hall (less than 50 pounds) For display item ( If applicable)		\$15		
Corkage: Bottled Water, Soft Drinks, Juices		\$2.50/each		
Corkage: Beer Products		\$3/each		

*The cost of any non-returned or damaged items will be charged to the credit card on file*

Subtotal	_____
22% Service Charge	_____
6% Service chg Tax	_____
6% Sales Tax	_____
<b>TOTAL</b>	_____

# ACCP 2012 Annual Meeting

## October 22-23, 2012

For Cooking and Preparation, please fill out the information below or submit a recipe, including ingredients, with the order form above.

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY CONTACT \_\_\_\_\_ CONTACT CELL # \_\_\_\_\_

*Please list exactly the items that you will be sending - including quantities and cooking instructions. You may attach a separate piece of paper for additional items and detailed cooking instructions. **PLEASE NOTE: Deep fryers & table top cooking devices with "open flame" are NOT permitted on the tradeshow floors.***

**Item # 1** \_\_\_\_\_

Quantity Sent: \_\_\_\_\_

Serve Times and Quantity: \_\_\_\_\_

Cooking Instructions: \_\_\_\_\_

\_\_\_\_\_

**Item # 2** \_\_\_\_\_

Quantity Sent: \_\_\_\_\_

Serve Times and Quantity: \_\_\_\_\_

Cooking Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Item # 3** \_\_\_\_\_

Quantity Sent: \_\_\_\_\_

Serve Times and Quantity: \_\_\_\_\_

Cooking Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax Completed Form To: <<CS Manager>>, Convention Services Manager

Fax: 954-602-8275 or Email: <<CSManager@westin.com>>

The Westin Diplomat Resort and Spa

**ACCP 2012 Annual Meeting**  
**October 22-23, 2012**

**THE WESTIN**  
DIPLOMAT  
RESORT & SPA  
HOLLYWOOD, FLORIDA

**Credit Card Authorization**

Credit card security is very important to Starwood. Accordingly, we have developed a secure website you may use to transmit payment information (including credit card authorization forms and other documents that may contain credit card information) in a more secure manner to our hotels.

In a separate email you will receive an invitation to submit your payment information through a secure website. The email will provide you with login and password which grants you access to the secure site.

This website will allow you to arrange payment of deposits, guest room, master bills, banquet & catering events and other miscellaneous charges.

**EXHIBIT BOOTH STAFF REGISTRATION FORM**  
**2012 ACCP Annual Meeting**  
**Westin Diplomat Resort**  
**Hollywood, Florida**



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>			\$

**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 24, 2012, 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    E-MAIL [gmiles@accp.com](mailto:gmiles@accp.com)



## **Exhibiting Company Description Form**

Exhibit booth fee includes your company contact information and a 50-word description published in the ACCP Meeting Guide.

Deadline for receipt of this information is August 27, 2012.

You may either e-mail Gretchen Miles with this information at [gmiles@accp.com](mailto:gmiles@accp.com) or fax back this completed form with a cover page to her attention at (913) 492-0088.

If you have any questions, please call Gretchen at (913) 492-3311.

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## 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, 2012. 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).

# 2012 ACCP Annual Meeting News

October 21–24, 2012

Westin Diplomat Resort • Hollywood, Florida

## 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 2012 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-estab-

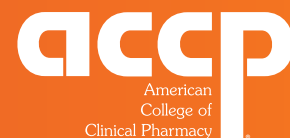
lish contact with existing clients. Raise awareness in the industry. Offer conference specials and drive traffic to your booth. Promote your company and services by using this once-a-year opportunity to connect with the movers and shakers in clinical pharmacy. Get your company's news out to the right 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 Florida

- 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 21

October 22

October 23

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 21–24, 2012 in Hollywood, FL.

Exhibitors can reach attendees with their important sales messages. *Annual Meeting News* will be published three times in Hollywood: October 21, 22, and 23.

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 percent commission to recognized agencies. Two percent cash discounts are offered for payment either in advance or within 10 days of billing.

**Deadline: Insertion Orders and Materials: October 8, 2012**

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

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# EXHIBITOR PROSPECTUS



**2012 ACCP Annual Meeting • October 21–24, 2012**

Exhibit Dates: Monday, October 22 & Tuesday, October 23

Westin Diplomat Resort • Hollywood, Florida

# The American College of Clinical Pharmacy

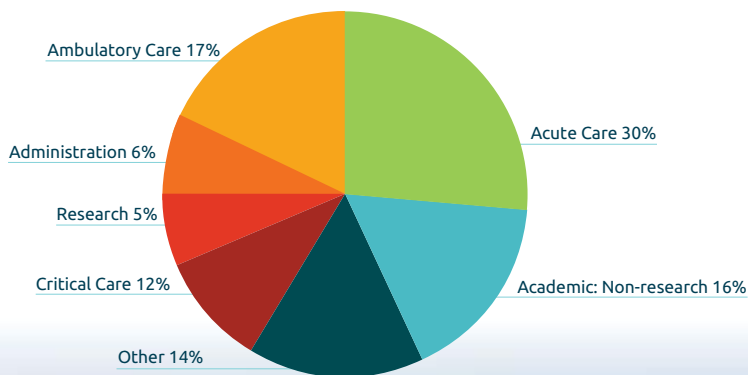
## The Future of Pharmacy is Here

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 12,000 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.

## Primary Practice/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 4 hours of exhibit time. Plus, each exhibit session includes a traffic-building food function.

### Exhibit Hours

Monday, October 22 • 11:30 a.m.–1:30 p.m.

Boxed lunch will be provided from 12:00 p.m.–1:00 p.m.

Tuesday, October 23 • 8:00 a.m.–10:00 a.m.

Continental breakfast will be provided from 8:30 a.m.–9:30 a.m.

Photos courtesy of Westin Diplomat Resort



## 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 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 2012 ACCP Annual Meeting.

### Cyber Café

Saturday, October 20–Wednesday, October 24  
\$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 20, 7:00 p.m.–10:00 p.m.  
Sole sponsorship: \$20,000 • Joint sponsorship: \$10,000

The ACCP Fellowship recognizes excellence in clinical pharmacy. The ACCP 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 21, 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 22, 12:00 p.m.–1:00 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 23, 8:30 a.m.–9:30 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.

### ACCP 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 21–24, 2012, in Hollywood, FL.

Exhibitors can reach attendees with their important sales messages. Annual Meeting News will be published three times in Hollywood: October 21, 22, and 23.

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 area.

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 25, 2012, 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 packet and the exhibitor service kit.

### Exhibit Booth Fees

Booth Size	Fee
Standard 10 feet × 10 feet	\$3,000
Corner 10 feet × 10 feet	\$3,000
Island 20 feet × 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 website.
- Admission to the Opening Reception for networking.
- Four exhibit floor-only registrations per 10-foot × 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 area, beginning at setup and for the duration of the exhibit program.

### Exhibit Area Location

The exhibit area (Great Halls 4–6) is located on the third floor of the Westin Diplomat Resort. Great Halls 4–6 are 25,050 square feet and have a ceiling height of 29 feet. Signs or lights hanging from the ceiling are not permitted.

### Exhibit Move-In

Sunday, October 21: 8:00 a.m.–4:00 p.m.  
Monday, October 22: 7:00 a.m.–11:00 a.m.

### Exhibit Move-Out

Tuesday, October 23: begins at 10:00 a.m.

### Exhibit Staff Registration

Each 10-foot × 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 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.

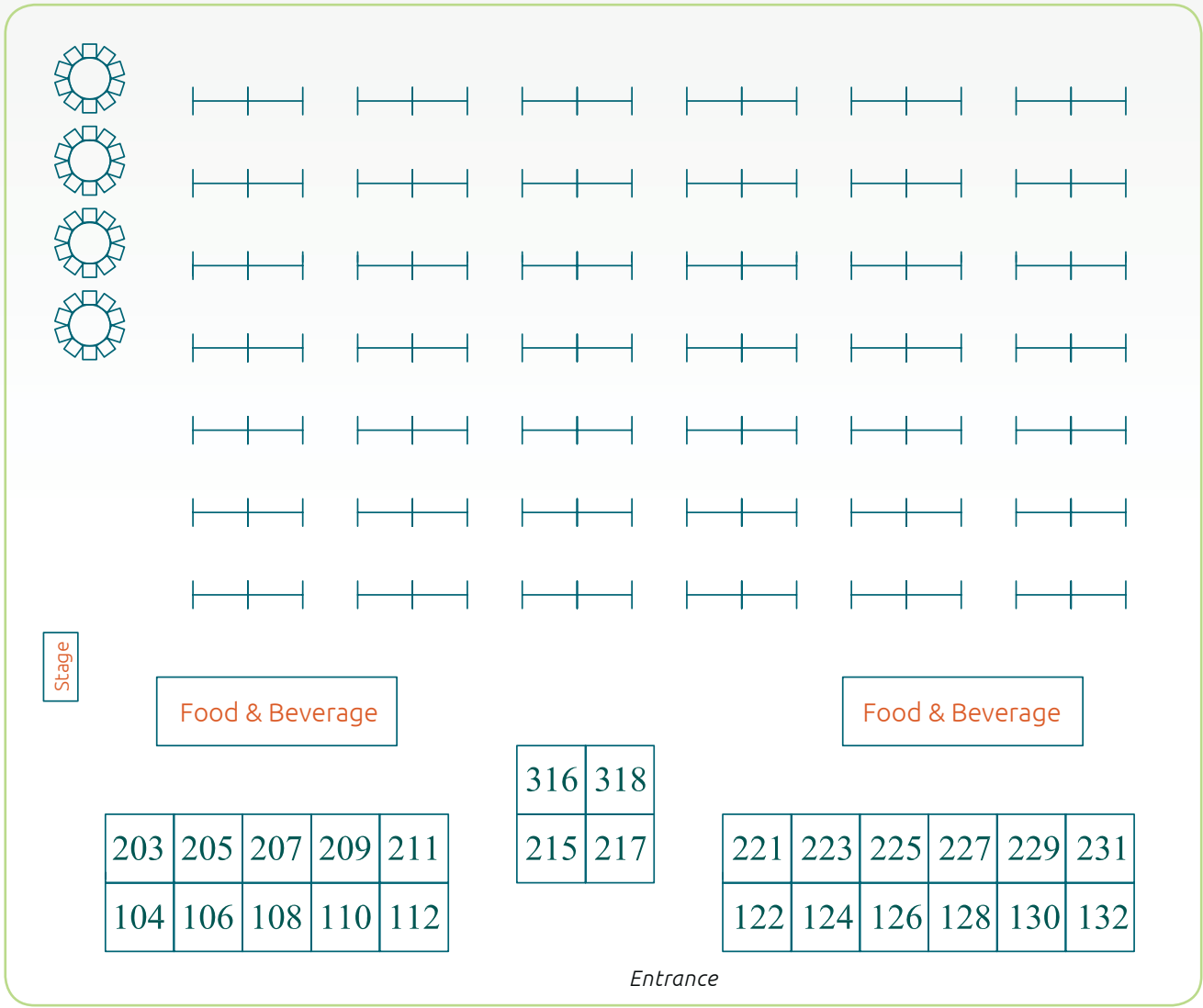
### Hotel Accommodations

The Westin Diplomat Resort is the headquarters hotel for the ACCP Annual Meeting. This will be the site for all educational events as well as the evening receptions and networking events, which are an essential part of the ACCP Annual Meeting experience. 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 17, 2012.

## Great Halls 4-6 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)

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

#### Exhibit Decorator/Service Kits

##### Paramount Convention Services:

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

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

##### American College of Clinical Pharmacy

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

**July 30:** Deadline to cancel booth with only a \$500 administrative fee penalty.

**August 27:** Deadline for company description and contact information to be printed in the Meeting Guide.

**August 27:** Deadline to cancel booth with a 50% refund. No refund offered after this date.

**September 24:** 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 Westin Diplomat Resort; "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 Monday, July 30, 2012. If space is cancelled for any reason after July 30, 2012 and before August 28, 2012, then ACCP shall retain or collect 50% of the rental fee. There can be no cancellation of space after August 27, 2012. 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 area.
  - 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 Hollywood, Florida.
- 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 areas, 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



2012 ACCP Annual Meeting • October 21–24 • Westin Diplomat Resort • Hollywood, Florida

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 2012 ACCP Annual Meeting:**

(Contact Cunningham Associates for other booth options.)

# of Booth(s)	Type of Booth	Cost	Preferred Booth Assignment(s)
_____	10 feet x 10 feet Standard	\$3,000 each	#1 _____
_____	10 feet x 10 feet Corner	\$3,000 each	#2 _____
_____	20 feet x 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 website 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, 230 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: \_\_\_\_\_

# American College Of Clinical Pharmacy 2012 Sponsorship Opportunities

## 2012 ACCP Annual Meeting October 21–24, 2012 • Hollywood, Florida

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 Westin Diplomat Resort 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 20–Wednesday, October 24**  
**\$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

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**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.

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

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**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.

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



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**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 2012 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 2012 Corporate Sponsorship Program

**2012 ACCP Annual Meeting**  
**October 21–24, 2012 • Hollywood, Florida**

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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 website, with a link to the Sponsor's website
- 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 website, with a link to the Sponsor's website
- 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 website, with a link to the Sponsor's website
- 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

**2012 ACCP Annual Meeting**  
**Westin Diplomat Resort**  
**Hollywood, Florida**  
**October 21–24, 2012**



The 2012 ACCP Annual Meeting brings together colleagues and friends in Hollywood, Florida 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 21 at the Westin Diplomat Resort, the ACCP designated hotel.

### **ARE THERE ANY REQUIREMENTS FOR PARTICIPATION?**

These services are limited to items of business interest to the 2012 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 21 (print quantity 800): \$1,800 (or \$1,925 for literature announcing an official ACCP satellite symposium). Payment and pieces must be received by September 24, 2012 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 2012 ACCP Annual Meeting to be held October 21–24, 2012 in Hollywood, Florida. "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 21 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 24, 2012, in order for Door Drop Service to be performed. Cancellations (in writing) will not be accepted after September 24, 2012.

<b>Method of payment</b> (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 24, 2012 (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

## Westin Diplomat Resort General Information

On the Blue Wave (America's first environmental certification for beaches) certified beach of the Atlantic Ocean, in the vibrant city of Hollywood, Florida rests the iconic Westin Diplomat Resort. It is easily accessible by the Fort Lauderdale/Hollywood (recommended) or the Miami International Airports as well as two international ports-of-call. The Westin Diplomat Resort is also ideally located near shopping, dining, and entertainment attractions for those attendees looking for adventure or for a comfortable place to unwind and relax.

3555 South Ocean Drive  
Hollywood, Florida 33019

Main hotel telephone: (954) 602-6000

Hotel Web site: <http://www.diplomatresort.com/>

Toll-Free number to make reservations: (888) 627-9057

Web site for online reservations: <http://www.starwoodmeeting.com/Book/ACCP2012>

**ACCP Group Room Rates:** (not including taxes or any meals)

Single or Double Occupancy: \$209.00

Triple or Quad Occupancy: \$229.00

### Reservation Information:

Toll-Free: (888) 627-9057

Online: <http://www.starwoodmeeting.com/Book/ACCP2012>

**Cutoff Date to Make Reservations:** Wednesday, September 26, 2012 (based on availability)

**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 26, 2012. **If, for any reason, the reservation is cancelled after September 26, 2012, the entire deposit will be nonrefundable.**

**Early Departure Fee:** One night's room rate and taxes

### Wireless High-Speed Internet Access:

Complimentary in the lobby area

\$12.95 plus tax per day in the sleeping rooms

**Resort Parking Prices:** (subject to change without notice)

Self-Parking: \$20.00 per day

Valet Parking: \$25.00 per day

**Driving Directions from the Fort Lauderdale/Hollywood International Airport (recommended):**

(approximate 15-minute drive time)

1. Start off heading Southwest on Terminal Drive toward U.S. Route 1 South.
2. Merge onto North Federal Highway/U.S. 1 South toward Dania Beach/Hollywood.
3. Turn left at Sheridan Street to A1A–Ocean Drive.
4. Turn right onto Ocean Drive.
5. Follow Ocean Drive about 3 miles and the resort is on the left side of the street.

**Approximate Cost of Taxi Service from the Fort Lauderdale/Hollywood International Airport:** \$30.00

For more information about travel and transportation, please visit the Travel and Entertainment section of the ACCP Annual Meeting Web page.

**Resort Services and Amenities:** For all information and to view photos, please click [here](#) to visit the resort Web site.

## 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.

### **Airports:**

[Fort Lauderdale/Hollywood International Airport](#) (recommended)

[Miami International Airport](#)

### **Ground Transportation\*:**

Fort Lauderdale/Hollywood International Airport:

For a complete listing, click [here](#).

Miami International Airport:

For a complete listing, click on the Ground Transportation header on this [Web page](#).

### **Driving Directions from the Fort Lauderdale/Hollywood International Airport (recommended):**

(approximate 15-minute drive time)

1. Start off heading Southwest on Terminal Drive toward U.S. Route 1 South.
2. Merge onto North Federal Highway/U.S. 1 South toward Dania Beach/Hollywood.
3. Turn left at Sheridan Street to A1A–Ocean Drive.
4. Turn right onto Ocean Drive.
5. Follow Ocean Drive about 3 miles and the resort is on the left side of the street.

### **Approximate Cost of Taxi Service from the Fort Lauderdale/Hollywood International Airport:**

\$30.00

### **Driving Directions from the Miami International Airport:**

(approximate 30-minute drive time)

1. Follow signs and proceed South on NW 42nd Avenue/North Le Jeune Road. This becomes State Route 953 South. Follow towards NW 14th Street for less than 1 mile.
2. Merge onto State Route 836 East toward Interstate 95 and downtown Miami (portions of this may be toll road).
3. Merge onto I-95 North, a left exit, going toward Fort Lauderdale. Continue for about 14 miles.
4. Take Exit 18 for Hallandale Beach Boulevard/State Route 858.
5. Turn right off the ramp onto Hallandale Beach Road/Route 858 East. Continue for less than 3 miles.
6. Turn left onto South Ocean Drive/State A1A North. Follow for less than a mile to the resort.

### **Approximate Cost of Taxi Service from the Miami International Airport: \$60.00**

**For more driving directions to the Westin Diplomat Resort, click [here](#).**

\*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.