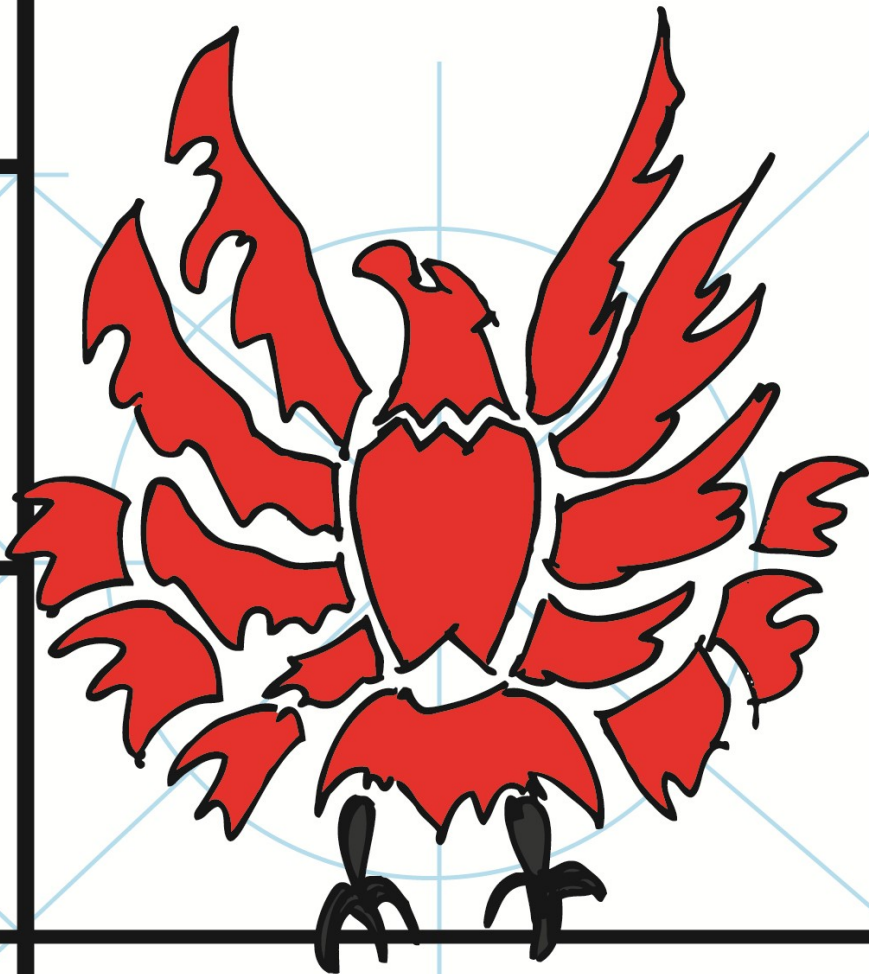


EXHIBITOR PACKET

A

I

A



R2015

October 14th - 17th
Hot Springs



AIA Arkansas

A Chapter of the American Institute of Architects
1020 West 4th Street, Suite 400, 4th Floor
Little Rock, AR 72201

August 10, 2015

AIA Arkansas Allied Members,

We are pleased that you will be joining us as an exhibitor at the 2015 AIA State Convention. The Exposition will be held Thursday, October 15th from 5:00pm to 7:00pm and throughout the day on Friday, October 16th. This year's convention will be held at the Hot Springs Convention Center in Hot Springs, Arkansas.

Your support of AIA Arkansas and its programs is greatly appreciated. We are committed to doing everything possible to ensure that your participation in the Exposition is both positive and productive.

Please see the enclosed documents listing all of the information you will need to prepare for the 2015 AIA Arkansas State Convention. This packet does not include the registration form. Online registration will open next week. Be looking for the reminder in your email. **Each person attending the convention must register separately online.**

This year we will have 10x10x8 Pipe & Drape Exhibit Booth Space. **Your booth will include pipe and drape, one 6' table and two chairs.** Electricity will be available directly through the convention center. Please use the enclosed form to order your electricity. If you need additional accessories for your booth, you will need to fill out the enclosed accessories form. The expo company contracted is available to have your booth shipped to them. You have the option to have them set up and tear down your exhibit. These forms are also enclosed. You may contact Sunbelt Convention Services at (501) 244-9955 if you have any additional questions. **We strongly encourage you to order electricity and additional accessories prior to the start of the convention, as onsite prices are higher.**

Other sponsorships opportunities are available. A Golf Tournament and Bike Tour will be held on Wednesday, October 14th. The sponsorship form for these events is enclosed in this packet. Please contact our office for available sponsorships.

Please pay special attention to deadlines for the attached forms. Each form has its own deadline.

We want to make this the most successful show ever! With this in mind, contact your clients and let them know you will be exhibiting at this year's convention. Feel free to invite them to dinner on Thursday evening after the Welcome Reception. If you need a set of mailing labels please contact our office.

We thank you all for your participation and support of our association.

If you have any questions, please contact our office at 501-661-1111.

Sincerely,

Joie Ketcham
AIA Arkansas
Member Services Director

Silent Auction

We are excited about our upcoming AIA Arkansas Annual State Convention and are delighted that your company is participating in our always-popular exhibit area.

We want to remind you of the Silent Auction guidelines. Our goal of the silent auction is to create increased traffic flow to all the booths.

The goal is for each exhibitor to bring a door prize to be used as an auction item. Each exhibiting company will receive enough \$1 Barksdale Bucks for each architect and associate architect attending. This money will be printed in gold for Gold Ribbon Sponsors, silver for Silver Ribbon Co-Sponsors and blue for Blue Ribbon Partners.

Each exhibitor participating in the silent auction will keep and display their auction item in their booth and will be issued a silent auction bid sheet. Attendees will visit the booths to view the various auction items and see what they are interested in bidding on. The attendees will have Thursday's Welcome Reception, Friday's breakfast time, the Friday morning break, and 1 hour of Friday's lunch to visit the booths, meet with you and view the auction items.

Bidding will be open during the last hour of lunch on Friday, with AIA members visiting booths again to bid. Each year we look to improve the auction process through suggestions from the previous year's event. This year, starting bids can be no higher than \$10 and can be increased in increments up to \$10. A maximum bid amount will be set prior to the convention based on the number of exhibitors and will not be changed. We will make this announcement before bidding begins. Winners of the silent auction items will be announced at the first break after lunch on Friday.

We are not requiring exhibitors to provide an auction item. You will still receive the same number of Barksdale Bucks to distribute. However, we are encouraging you to bring an auction item to help attract AIA members to your booth.

Remember, the attendees will be visiting the booths to receive the Barksdale Bucks and view the auction items, returning to bid on items and then returning again to pick up the items they won in the Silent Auction.

If you have any questions before the convention, please don't hesitate to contact our office at 501-661-1111.

In addition, we'll be using door prize cards again this year for prizes from AIA Arkansas. Because of the number of booths, every exhibit will not be listed on every card. Instead, the names of participating companies will be divided among four cards and these cards will be distributed randomly but equally.

Remember, all of this is a way to create traffic flow to your booths and to make this experience as productive and pleasurable as possible for your company.

AIA Arkansas

Convention Details

Exhibit Information

Allied Registration Check-in

Thursday, October 15, 2015

8:00 a.m. to 4:00 p.m.

Move-in Hours

Thursday, October 15, 2015

8:00 a.m. to 4:00 p.m.

Exhibition Hours

Thursday, October 15, 2015

5:00 p.m. to 7:00p.m.

Friday, October 16, 2015

8:00 a.m. to 4:00 p.m.

Move-out Hours

Friday, October 16, 2015

4:00 p.m. to 8:00 p.m.

Booth Information

Booth Dimensions:

10' wide x 10' deep x 8' tall

Drape Colors:

Black

Package includes:

8' high back drape

skirted 6' table

3' high side rail

2 chairs

Exhibitor ID sign

Aisle Carpet:

Gray

Booth Carpet:

Purchased Separate

Attached Forms

Booth Request Form

AIA Arkansas

Deadline: 09/4/15**Sponsorship Form**

AIA Arkansas

Deadline: 09/4/15**Exhibitor Rental Forms**

Sunbelt Convention Services

Deadline: 09/30/15**Electricity Form**

Hot Springs Convention

Deadline: 10/4/15

2015 GOLF SPONSORSHIP FORM

DEADLINE: September 4th

We encourage each of you to take advantage of these additional opportunities that are still available to promote your company with our members.

If you would like to sponsor any of the items below please place an "x" next to the item you would like to sponsor. **Please contact AIA Arkansas for availability.** Please send your logo electronically to jackie@brentstevensonassociates.com. **Logos will be needed for ALL sponsorships.**

Completed forms can be mailed to the address at the bottom of the sheet, emailed to the address above or faxed to (501) 372-4505.

Thank You for Your Support!

TYPE COST OF SPONSOR	DESCRIPTION
☐ Presenting Sponsor: \$2500	Recognition will include: company name listed in the <u>TOURNAMENT TITLE SPONSOR</u> , signage at the course, listing in the newsletter and name on sponsor board at course and at the convention. Sponsor will receive eight player registrations. Company representative will be able to address participants prior to the start of tournament.
☐ Double Eagle: \$500 \$300 w/o players	Recognition will include: company name listed on the <u>BEVERAGE CART</u> , signage at the course, listing in the newsletter and name on sponsor board at course and at the convention. Sponsor will receive two player registrations. Company representative will be allowed to drive the sponsored beverage cart.
☐ Eagle: \$250 \$150 w/o player	Recognition will include: company name listed at an <u>INDIVIDUAL HOLE</u> , signage at the course, listing in the newsletter and name on sponsor board at course and at the convention. Sponsor will receive one player registration. Company representative will be able to greet players at their sponsored hole.
☐ Birdie: \$150	Recognition will include: company name listed on an <u>INDIVIDUAL LUNCH TABLE</u> , listing in the newsletter and name on sponsor board at course and at the convention.
☐ Par: \$100	Recognition will include: company name listed in the newsletter and their name will be posted on the sponsor board at course and at the convention.

Contact Information:

Company Name: _____ Contact: _____

Contact Phone: _____ Email: _____

☐ CHECK ☐ AMEX ☐ VISA ☐ MASTERCARD AMOUNT: \$ _____

Mail checks to: AIA AR | 1020 W. 4th Street, Ste 400, Little Rock, AR 72201

Name on Card: _____

Complete Billing Address: _____

Card #: _____ Exp. Date: _____ CVV: _____

(FORMS CAN BE EMAILED TO [JACKIE@BRENTSTEVENSONASSOCIATES.COM](mailto:jackie@brentstevensonassociates.com))

ADDITIONAL BOOTH REQUEST FORM

DEADLINE: 9/4/15

Name of Company/Organization _____

Name of Contact: _____ Title: _____

Company Address: _____

City, State, Zip: _____

Company Phone: _____ Fax: _____

Contact Email: _____

Check level of membership: ☐ Gold ☐ Silver ☐ Blue

Booths will be assigned in September once all of the booth forms have been received. The floor layout has been created to ensure that each booth is in a high traffic area.

THERE ARE ONLY 10 BOOTHS AVAILABLE SO ACT QUICKLY!

Additional booth space may be purchased according to the following guidelines:

Additional booths will be offered in the following format.

Gold Ribbon Sponsors may purchase up to five (5) additional booths.

Silver Ribbon Co-Sponsors may purchase up to three (3) additional booths.

Blue Ribbon Partners may purchase one (1) additional booth.

1 Additional Booth = \$500

2 or more Additional Booths = \$300 each

Number of additional booths purchased: _____ X \$ _____ = \$ _____

☐ CHECK ☐ AMEX ☐ VISA ☐ MASTERCARD

Make check payable to AIA Arkansas and mail to
1020 W. 4th Street, Ste 400, Little Rock, AR 72201

Amount: \$ _____

Name on Card: _____

Complete Billing Address: _____

Card #: _____ Exp. Date: _____ CVV: _____

(FORMS CAN BE SCANNED AND EMAILED TO jackie@brentstevensonassociates.com)

STANDARD RATES FOR SERVICES



Electric, Phone & Plumbing Order Form

Hot Springs Convention Center

All advanced orders must be received seven (7) days prior to move-in for advance rates.

Event name: AR Chapter of Am Inst. of Architects Date(s) of event: 10/14/15 10/17/15

Company name: _____ Email Address: _____

Contact name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Service cannot be supplied until order form and payment are received.

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Hot Springs Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. Under no circumstances shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor electrical boxes.

Rates are subject to change without notice

No helium or light gas filled balloons are permitted in the Hot Springs Convention Center.

No open flames are allowed in the Hot Springs Convention Center (candles must be completely enclosed in a glass globe).

-Prices listed on this page are PER EVENT unless marked differently.-

QUANTITY	AMPERE	Volts & Phase	Advance Order	Floor Order	AMOUNT
	20 amps	125 Volts (standard outlet)	\$30.00	\$60.00	\$
	20 amps	208 Volt Single Phase	\$60.00	\$120.00	\$
	20 amps	208 Volt Three Phase	\$80.00	\$160.00	\$
	30 amps	208 Volt Single Phase	\$70.00	\$140.00	\$
	30 amps	208 Volt Three Phase	\$90.00	\$180.00	\$
	50 amps	208 Volt Single Phase	\$120.00	\$240.00	\$
	50 amps	208 Volt Three Phase	\$140.00	\$280.00	\$
	100 amps	208 Volt Single or Three Phase	\$250.00	\$500.00	\$
	Power Strip	INCLUDES TAX	\$7.74	\$15.47	\$
					\$
	High Speed Internet Access (Synchronous Broadband)		\$200.00	\$400.00	\$
	Water hook up		\$40.00	\$80.00	\$
	Compressed air		\$50.00	\$100.00	\$
TOTAL					\$

Visa, Mastercard, American Express and Discover welcome, 3.5% handling fee added to all credit card transactions.

Visa/MSC/Am Exp/DSC #: _____ Expiration date: _____

Signature: _____

Printed Name _____

Please make checks payable to: Hot Springs Convention Center
Mail Checks to the Event Coordinator as follows: Attn: Kelli Withers
Hot Springs Convention Center, 134 Convention Blvd., Hot Springs, AR 71901
Phone 501-321-2835 * Fax 501-620-5009

SUNBELT CONVENTION SERVICES INC.
409 Collins Street, Little Rock, Arkansas 72202
Phone: (501) 244-9955 Fax: (501) 244-9995 e-mail: sunbelt4U@gmail.com

EXHIBITOR RENTAL FORMS

*Please include appropriate order form (s) and payment form with your order. Sales
Tax must be included with full payment for order to be processed*

TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted three sides)

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table w/ skirting	\$40.00	\$35.00	_____
_____	6' Table w/skirting	\$45.00	\$40.00	_____
_____	8' Table w/ skirting	\$50.00	\$45.00	_____
_____	Raise Table 42"	\$35.00	\$25.00	_____
_____	Skirting Only	\$4.00/ft	\$3.00/ft	_____

PLEASE INDICATE COLOR PREFERENCE:

Beige Black Blue Burgundy Gold Green Grey Navy Purple Red Teal White

TABLE ONLY

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table	\$20.00	\$15.00	_____
_____	6' Table	\$25.00	\$20.00	_____
_____	8' Table	\$30.00	\$25.00	_____

CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$ 80.00	\$60.00	_____
_____	10 x 20	\$120.00	\$90.00	_____
_____	10 x 30	\$150.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$4.00per ft.

PLEASE INDICATE COLOR PREFERENCE : black navy blue burgundy green grey red tuxedo

CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$50.00	\$40.00	_____
_____	9x20	\$70.00	\$60.00	_____

_____ **BOOTH CLEANING** Includes: vacuum carpet /empty wastebasket. Carpet cleaned
when delivered to booth. Additional daily carpet cleaning at a cost of \$.20 cents per square ft .

\$.20 cents per square ft per day x _____ days = \$_____

SUNBELT CONVENTION SERVICES INC.
EXHIBITOR RENTAL FORM PAGE 2

SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Folding Chair	\$10.00	\$ 5.00	_____
_____	Padded Chair	\$30.00	\$20.00	_____
_____	Padded Counter high Stool	\$40.00	\$30.00	_____
_____	Easel	\$15.00	\$10.00	_____
_____	Wastebasket w/liner	\$10.00	\$ 5.00	_____
_____	6' Table Top Riser	\$15.00	\$10.00	_____
_____	8' Table Top Riser	\$20.00	\$15.00	_____
_____	30" H Cocktail Table	\$40.00	\$30.00	_____
_____	40" H Cocktail Table	\$45.00	\$35.00	_____
_____	3' High Masking Drape	\$3.00/ft	\$2.00/ft	_____
_____	8' High Masking Drape	\$4.00/ft	\$3.00/ft	_____
_____	Mannequin Torso w/stand	\$50.00	\$40.00	_____
_____	2ft x 8ft Grid Panels	\$40.00	\$30.00	_____

DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES

FREIGHT HANDLING

SHIP ALL FREIGHT TO:

SUNBELT CONVENTION SERVICES, 409 COLLINS STREET, LITTLE ROCK, ARKANSAS 72202
COMPANY NAME _____ BOOTH # _____
NAME OF SHOW _____

RATES AND SERVICES

<u>Please Estimate and Circle inbound weight per shipment:</u>	<u>M-F</u>	<u>SAT-SUN</u>
Up to 200 lbs.....	\$ 60.00	\$ 70.00
201-300 lbs.....	\$ 90.00	\$100.00
301-400 lbs.....	\$120.00	\$130.00
401-500 lbs.....	\$150.00	\$160.00
500 lbs.' and over.....	\$ 30.00	\$ 40.00
	per 100 lbs	per 100 lbs

Sunbelt will receive, store, deliver to booth on installation day, remove, store and return empty containers, remove shipment from booth, and deliver to loading area of Exhibit Hall, where shipment will be loaded on common carrier's trucks. All shipments must arrive at least seven days prior to show date. Late shipments may be subject to 25% additional handling charge. In addition to the above quoted rates, additional charges will be made for special trips or handling of shipments arriving after initial installation date, or shipments arriving at show site after scheduled set-up times. When move-in or move-out times are scheduled during overtime hours due to circumstances beyond the control of Sunbelt, an additional 25% of the total will be applied.

INSURANCE: Sunbelt will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation of moving such materials. You agree to hold Sunbelt from responsibility for concealed and/or apparent damage to uncrated or unskidded materials.

SUNBELT CONVENTION SERVICES INC.
EXHIBITOR RENTAL FORM PAGE 3

SET-UP AND DISMANTLE LABOR ORDER

SERVICE A: SUNBELT SUPERVISION

_____Sunbelt is authorized to erect our display prior to our arrival for a period of _____hours, employing _____ laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt. We understand that all work will be done on straight time when possible. Sunbelt will contact our representative for instructions in the event of shortage in shipment or damage. Shipping information will be sent to Sunbelt.

_____We authorize the same service to dismantle and pack our display for a period of _____hours, employing _____ laborers. Instructions for shipping, address, and bill of lading will be left at the Sunbelt Service Desk prior to closing of event.

RATES

STRAIGHT TIME _____\$40.00 PER HOUR
OVERTIME _____\$60.00 PER HOUR
(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY, SUNDAY, AND HOLIDAYS) NOTE: STARTING TIME FOR ALL LABOR IS 8:00 A.M. - ONE HOUR MINIMUM PER LABORER

SERVICE B: EXHIBITOR SUPERVISION

_____We request _____laborer(s) to erect our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date)_____at (time)_____a.m./p.m., for a period of _____ hours.

_____We request _____laborer(s) to dismantle and pack our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date)_____at (time)_____a.m./p.m. , for a period of _____hours

RATES

STRAIGHT TIME _____\$30.00 PER HOUR
OVERTIME _____\$45.00 PER HOUR

(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY AND SUNDAY AND HOLIDAYS) EXHIBITORS MUST COME TO THE SUNBELT DESK TO SIGN IN AND OUT FOR LABORERS

SUNBELT CONVENTION SERVICES
EXHIBITOR RENTAL FORM PAGE 4

PAYMENT FORM

Payment in full must accompany each order. All orders are subject to Arkansas Sales Tax. To qualify for advance order pricing, payment must be made in our office one week prior to exhibitor set-up date. Any orders received after this time will be processed at floor order prices. Please retain a copy of this payment form as your receipt.

NAME OF SHOW _____ DATE OF SHOW _____

COMPANY NAME _____ BOOTH # _____

BOOTH REPRESENTATIVE _____

COMPANY ADDRESS _____

PHONE _____ FAX _____ E-MAIL _____

METHOD OF PAYMENT: _____ CHECK _____ CREDIT CARD

PLEASE CIRCLE ONE: Visa MasterCard Discover Amex

Account Number: _____ exp date _____

Name of Cardholder: _____

Signature: _____

RENTAL TOTALS \$ _____

FREIGHT HANDLING \$ _____

LABOR SERVICES \$ _____

SUBTOTAL \$ _____

10.5 % tax \$ _____

TOTAL PAYMENT \$ _____

Please send this payment form, along with payment and appropriate order forms to:
SUNBELT CONVENTION SERVICES, 409 COLLINS ST., LITTLE ROCK, ARKANSAS 72202
PHONE: (501) 244-9955 FAX: (501) 244-9995 E-MAIL: sunbelt4u@gmail.com

ON-SITE SUNBELT/VENDOR USE ONLY:

All services performed by Sunbelt staff and/or all equipment provided by Sunbelt are found to be satisfactory and in good working condition.

Vendor Signature _____ Booth # _____ Date _____