



*Peabody Hotel, Orlando FL.  
April 13<sup>th</sup>-15<sup>th</sup> 2012*

### ***New Products - Vendor Information***

Please take a few moments to read through this packet and fill out the response form in regard to your participation in the 2012 AIFD Southern Conference. **Responses must be received with payment by March 20, 2012 in order for us to guarantee your participation.** We may not be able to honor any requests received after that date.)

- ▶ The cost of exhibiting in the New Products Display is \$200 per space. *(This charge covers the table/space rental and one representative.)* **We regret that we will be unable to accommodate any on site exhibitors so get your registration in early to assure your company a space. There will be no exceptions.**
- ▶ **Table set up will begin at 7 a.m. on Saturday, April 14th and must be completed by 8:30 a.m.** Friday evening will also be possible- April 13<sup>th</sup>.
- ▶ Tables will be 60" round with a solid color cloth. If your needs are particular, it's advisable to bring your own table covering. Or check with an AIFD Partner Member such as BBJ Boutique Linens 847-329-8400 or Tablecloths for Granted 518-346-7647. Maximum height of the display should not exceed 8 feet from the top of the table.

**Because of hotel charges, there will be a \$50.00 fee for each electricity outlet request.** Please be sure to note on your registration form if you need electricity, and include this fee.

- ▶ Vendors are limited to two tables per company. If you choose not to use the table, the space will be limited to the 60" area that the table would have occupied. You may also share a table with another company.
- ▶ Distribution of magazines, posters and catalogs is encouraged.

ONE representative is included in the \$200 table fee. An additional charge of \$50 per person (*\$65 on site*) is required for other representatives of your company who may also be assisting at your table. **Everyone in the exhibit area is required to have an official registration badge.** This is for vendor registration only.

\*\*\*The three meal functions and two social events at the conference may also be attended by registering for “Southern Conference” online at [www.aifd.org](http://www.aifd.org).

- ▶ Tables will be assigned in “Response Date Order.”

To help defray hotel parcel acceptance fees please ship all boxes to the address below. Please ship all boxes **to arrive Thursday, April 10<sup>th</sup> through April 13<sup>th</sup>**. Address as follows:

**Hold for arrival of:** (Name of Person receiving packages)

**Arriving:** (Date of your Arrival at conference)

**AIFD Southern Chapter Conference**

**C/O CARLSTEDT'S**

**4053 Forrestal Ave**

**Orlando FL 32806**

**Tel: 407-251-2299**

**Manager - Tracy Collins**

*\* All Boxes will be transported to the Hotel site for you.*

- ▶ **IMPORTANT:** All tables MUST be totally dismantled and removed by 2 p.m. on Sunday, April 15th.

**We will not be responsible for any lost or damaged items. It is your responsibility to have your Fed Ex, DHL or UPS shipping arrangements taken care of.**

A special Conference room rate of \$169.00 + tax and service charge has been arranged. For room reservation please call the Peabody Directly and say you are with AIFD Southern Chapter. Call 407- 352- 4000.

We really hope to have the pleasure of your company.

Thank you so much.

