

COMMON NAViGATE 2022

Exhibitor Service Information

Table of Contents

1. Show Information	
Exhibitor Update Letter	2
Exhibitor Fact Sheet	3
Conference Expo Agenda	5
Conference at a Glance	6
Critical Exhibitor Deadlines	7
COMMON Quick Reference Contact Information	8
Rules and Regulations	9
COMMON Code of Ethics	13
Security Tips	14
Advertise/Sponsor.....	15
Shipping Information	16
2. Tabletop Inclusions and Official Suppliers	
Additional Internet and Electrical Information.....	17
Audio Visual Order Form	18
Lead Retrieval Order Form	19
3. Conference Housing and Registration	
Conference Housing Form	22
Exhibitor Registration & Housing Verification	23
Conference / Expo Registration	24
Exhibitor Guest EXPO Only Registration	25
Company Description Information	26

July 2022

Dear Exhibitor,

We are pleased to provide you with the Exhibitor Service Manual for the NAViGATE 2022 in beautiful St. Louis, Missouri! Thank you again for choosing to exhibit and participate in our Expo. Your support has helped us grow our conference year after year and contributes directly to its success. The buzz and excitement is building once again as we look forward to having the best 'i' attendees, speakers, and exhibitors come together and share their knowledge with others in the COMMON community!

Please read through this service manual carefully to get all the important information you'll need to exhibit, including deadlines for early bird rates, shipping, contact information, etc.

In addition to exhibiting, there are always new sponsorship opportunities available to enhance your presence throughout the conference, including the opportunity to present educational sessions on your products to attendees as part of the curriculum. Take a look at the 2022 Prospectus and let us know if you have any questions or are interested in becoming a sponsor.

Should you have any questions, please feel free to contact me.

Warm Regards,

Wynn Burke
COMMON
Conference & Expo Manager
312.279.0238
wburke@common.org

EXHIBITOR FACT SHEET

The following information is provided for use in planning your participation at the
COMMON NAViGATE 2022

COMMON - A Users Group

8770 W. Bryn Mawr Ave., Suite 1350
Chicago, IL 60631
Phone: 800.777.6734

Hyatt Regency St Louis at the Arch

315 Chestnut Street
St. Louis, Missouri 63102
Phone: 314.655.1234

Wynn Burke
Conference & Expo Manager
Phone: 312.279.0238
E-Mail: wburke@common.org

Exhibit Specifics:

Each display will receive the following:

- (1) 6' x 30" skirted table
- (1) 120 Volt Single Phase Outlet up to 5 AMPS (additional power can be ordered through the Hyatt)
- Complimentary listing in the NAViGATE 2022Guide
- (2) exhibit-only badges (to purchase conference registration(s), please see Registration section)
- (2) side chairs are available from Hyatt, but not required
- Complimentary wireless internet access is available in all sleeping rooms at the Hyatt. COMMON will also provide exhibitors and attendees complimentary wireless internet access inside the exposition area. For product demo, it is suggested exhibitors purchase wired access, as wireless speed can vary based on the number of users.

Rules and Regulations:

Exhibitors should read and be familiar with the rules and regulations noted on the back of their Exhibit Space Application form in addition to the COMMON Code of Ethics. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules.

Exhibitor Set-Up and Dismantle:

Exhibitor installation of tabletop booths:

- Sunday, October 3rd 12:00 PM - 4:00 PM
- Monday, October 4th: 7:00 AM - 11:30 AM

Exhibitor dismantling of tabletop booths:

- Tuesday, October 5th: 2:15 PM - 4:30 PM

Registration:

Included with this Exhibitor Service Manual is a link to register your exhibit personnel. Each exhibiting company receives (2) exhibitor badges. **Because of the limited space and exposition format, additional exhibitor badges will not be available.**

Companies that wish to have staff attend sessions should register their personnel using the Conference Registration website.

Exhibitor Registration Hours:

Sunday, October 2nd: 11:00 AM – 4:00 PM

Monday, October 2rd: 7:00 AM – 6:30 PM

Tuesday, October 4th: 7:00 AM – 2:00 PM

Housing:

The official housing for the NAViGATE 2022 is the Hyatt Regency St. Louis at The Arch. The closest hotel to the iconic Gateway Arch, the downtown property is a modern retreat for all your St. Louis adventures and business pursuits. The property is situated next to the newly transformed Arch grounds and scenic riverfront. Taking a tour of the Anheuser Busch Brewery or catching a Cardinals game at Busch Stadium are wonderful options if arriving early or extending your stay. The rate is \$149.00 and is available 3 days before and after the conference.

<https://aws.passkey.com/event/14195443/owner/988/home>

*The deadline for Housing Reservations to receive the COMMON rate is **September 8, 2022.***

Electrical and Internet Services:

Refer to page 17 for more information on additional electrical and internet services needed beyond the standard provided with your exhibit space.

EXPO AGENDA

(Agenda subject to change)

Sunday, October 2, 2022

12:00 PM – 4:00 PM Expo Move-In

Monday, October 3, 2022

7:00 AM – 11:30 AM	Expo Move-In
12:00 PM – 2:00 PM	Expo Open
12:00 PM – 1:00 PM	Lunch in Expo
6:00 PM – 8:00 PM	Welcome Reception in the Expo

Tuesday, October 4, 2022

12:00 PM – 2:00 PM	Expo Open
12:00 PM – 1:00 PM	Lunch in Expo
2:15 PM – 4:30 PM	Expo Move-Out

All exposition activities will take place in the Regency Ballroom CD, 2nd Floor.

CONFERENCE AT A GLANCE

Sunday, October 2, 2022

7:00 AM – 4:00 PM	Registration Open
8:00 AM – 4:00 PM	Pre-Conference Workshops

Monday, October 3, 2022

7:00 AM – 6:30 PM	Registration Open
8:00 AM – 9:15 AM	Welcome Breakfast and Opening Session
9:30 AM – 10:45 AM	Sessions
10:45 AM – 11:00 AM	<i>Break</i>
11:00 AM – 12:15 PM	Sessions
12:00 PM – 1:00 PM	Lunch in Expo
12:00 PM – 2:00 PM	Expo Open
2:00 PM – 3:15 PM	Sessions
3:30 PM – 4:45 PM	Sessions
4:45 PM – 5:00 PM	<i>Break</i>
5:00 PM – 6:15 PM	Sessions
6:00 PM – 8:00 PM	Welcome Reception in Expo

Tuesday, October 4, 2022

7:00 AM – 6:30 PM	Registration Open
7:30 AM – 8:00 AM	<i>Breakfast</i>
8:00 AM – 9:15 AM	Sessions
9:30 AM – 10:45 AM	Sessions
10:45 AM – 11:00 AM	<i>Break</i>
11:00 AM – 12:15 PM	Sessions
12:00 PM – 1:00 PM	Lunch in Expo
12:00 PM – 2:00 PM	Expo Open
2:00 PM – 3:15 PM	Sessions
3:30 PM – 4:45 PM	Sessions
4:45 PM – 5:00 PM	<i>Break</i>
5:00 PM – 6:15 PM	Sessions

Wednesday, October 5, 2022

7:00 AM – 12:15 PM	Registration Open
8:00 AM – 9:15 AM	Sessions
9:30 AM – 10:45 AM	Sessions
11:00 AM – 12:15 PM	Sessions

*Please note that information and times are subject to change

CRITICAL DEADLINES

The following critical deadline dates represent important due dates or the final day that orders must be received with payment to be eligible for discounted rates by the vendors indicated.

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Friday, Sept. 2	100 Word Company Description www.common.org/guide	_____
Friday, Sept. 2	Lead Retrieval Order Form – Early-Bird Deadline	_____
Thursday, Sept. 22	Exhibitor Guest Pass Registration Form Due	_____
Thursday, Sept. 8	Hotel Reservation – Early-Bird Pricing Deadline	_____
Wednesday, Sept. 21	Hotel Internet/Electrical Order Form Due	_____
Wednesday, Sept. 28	First day hotel will receive freight	_____

IMPORTANT CONTACT INFORMATION

Quick Reference Guide

Please use this quick reference guide to identify the proper contacts who will answer your questions regarding exhibitor participation.

DISPLAY RULES, GENERAL INFORMATION & EXHIBIT SPACE ASSIGNMENTS

Wynn Burke – Conference & Expo Manager
wburke@common.org

Phone: 312.279.0238

EXHIBITOR REGISTRATION/HOUSING VERIFICATION

Fred Pritchard
fpritchard@common.org

Phone: 312.279.0215

HOTEL RESERVATIONS

Hyatt Regency St. Louis at the Arch
<https://www.hyatt.com/en-US/group-booking/STLRS/G-CO2M>

Phone: 314.655.1234

HYATT REGENCY ST. LOUIS AT THE ARCH

Amey Veatch – Senior Event Planning Manager
amey.veatch@hyatt.com

Phone: 314.342.4613

ELECTRICITY SERVICES

Encore Services
Devin Flores -Sales Manager
devin.florez@encoreglobal.com

Phone: 941.321.7918

A/V

PSAV Presentation Services
Devin Flores -Sales Manager
devin.florez@encoreglobal.com

Phone: 941.321.7918

LEAD RETRIEVAL

Trade Show Leads
Tom Schleisman – Account Executive
tom@tsleads.net

Phone: 515.370.0871

RULES & REGULATIONS

Display Information

Tabletops should consist of very simple displays. Elaborate demonstrations will not be permitted. Appropriate order forms for all available services are included in this Service Manual. Valuable equipment such as laptops should be removed from the tabletop area when the displays are not open.

Tabletop Rules & Regulations

These rules and regulations, and all text in the Exhibitor Application, are to be construed as part of all tabletop contracts. COMMON reserves the right to interpret them as well as make final decisions on all points which the rules and regulations do not cover.

Space and Equipment

The space will include:

- (1) 6' x 30" skirted table
- (1) 120 Volt Single Phase Outlet up to 5 AMPS (additional power can be ordered from the Hyatt Regency St. Louis)
- Complimentary listing in the COMMON Fall Conference & Expo Guide
- (2) exhibit-only badges (to purchase conference registration(s), please see registration section)
- (2) side chairs are available from the Hyatt Regency St. Louis, but not required
- Complimentary wireless internet access is available in all sleeping rooms at the Hyatt Regency St. Louis. COMMON will also provide exhibitors with complimentary wireless internet access inside the exposition area.

Default of Occupancy

- If by 10:00 AM on Monday, October 4, 2022, an exhibitor fails to register and occupy contracted display space but has not canceled in writing to COMMON, COMMON shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate or allowance to the defaulting exhibitor.
- If display materials have been delivered to the table but have not been assembled, COMMON reserves the right to remove the material and place it in storage at the exhibitor's expense.
- COMMON assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of that exhibitor's products in the show brochures, news releases, or other materials.

Exhibitors will abide by all other provisions of said rules and regulations and with fire regulations and all other regulations of governmental agencies and the Hyatt Regency St. Louis.

Objectionable Materials and Activities

COMMON reserves the right to require modification of any tabletop it deems questionable or inappropriate for any reason.

Admission

COMMON will have sole control over admission of all persons. All persons visiting the tabletops will be admitted according to the rules and regulations of the conference as issued or amended by the authorized representative of COMMON.

Tabletop Configuration

- Display material may be placed up to a height of 8' from the hotel floor. Any signs or banners must be affixed to the tabletop; however, no nails, screws or other damaging device may be used in this process.
- Free standing floor displays located behind the table are permitted provided they do not exceed over 8' in height.
- COMMON reserves the right to restrict the use of distracting lighting.

- COMMON reserves the right to restrict the use of demonstration equipment that produces a noise level objectionable to COMMON, attendees or neighboring exhibitors.
- The use of minimal audio-visual equipment will be permitted, subject to approval of COMMON.

Tabletop Displays and Conduct

- Tabletops should consist of very simple displays.
- Elaborate demonstrations will not be permitted.
- Displays should be directly related to the products and services provided by the exhibitor in the regular course of business.
- Tabletop personnel must be limited to employees of the exhibitor or its affiliates.
- Give-a-ways are permitted only if they are available to all attendees.
- Distribution of any food item must be coordinated through the Hyatt Regency St. Louis.
- Sales are not to be made nor orders placed at any of the exhibit facilities.
- Exhibitors must confine their activities to the space for which they have contracted and may not distribute samples or souvenirs except from their tabletop.
- The exhibitor shall be responsible for the safety of all individuals participating in or viewing their display.
- Exhibitors will not be permitted to behave in a manner that is, in the sole discretion of COMMON, objectionable. Any questions of propriety should be cleared in writing with COMMON.

Return Shipping Note COMMON cannot make arrangements for return shipping for any vendor. Any return shipments must be completely labeled and prepaid before turning them in to the hotel. Please see Hyatt Regency St. Louis Package Shipping Instructions for additional information.

Installation of Displays: All displays are to be installed on Sunday, October 3, 2022, from 12:00 PM – 4:00 PM or on Monday, October 4, 2022, between 7:00 AM and 11:30 AM.

Dismantling of Displays: All displays are to be dismantled between 2:15 PM - 4:30 PM on Tuesday, October 5, 2022.

Registration: The Vendor's representative should go to the COMMON registration area in the Regency Coat Room on the 2nd Floor of the hotel to pick-up their conference name badges and information.

Staffing: Vendors are permitted two staff people for their tabletop. Exhibitor representatives are not allowed admission to conference sessions.

Payment and Cancellation: Exhibitors with unpaid balances will not be permitted to move into their display space at the NAVIGATE 2022.

Vendors may cancel this agreement by written notice to COMMON sent via email to wburke@common.org. Cancellations prior to June 9, 2022, will be subject to a \$200.00 cancellation fee. No refunds will be made on cancellations after Thursday, June 9, 2022.

Use of Space: No vendor shall permit any other corporation / firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by them.

Limitation of Liability: The vendor shall indemnify COMMON and the Hyatt Regency St. Louis against all claims, demands, actions, expenses, damages penalties or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Vendors will be required to meet the cost of making good any damage to floors, walls, structures and accessories.

Security and Insurance: During tabletop exhibit hours, the organizers will take reasonable care to ensure security in the exhibition area. Outside of the exhibit hours, materials and equipment may be left in the expo area and the area will be secured.

COMMON will not be liable for damage or loss to exhibitor's property, nor shall COMMON be liable for any injury that may occur in the exhibition area. Vendors should make their own insurance and material storage arrangements.

It is recommended that all laptops, giveaways of value, etc. be removed at the end of each show day.

Protection of Display Area: Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls floors, or other parts of the hotel, conference or exhibit area without permission from the proper building authority and COMMON.

Distribution of Printed Matter, Etc.: Vendors shall not distribute to conference attendees printed matter, samples, souvenirs and the like, except from within rented spaces. Special distribution of such matter with conference materials may be arranged through COMMON.

Amendments: The organizers shall have sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the Tabletop Displays.

COMMON Code of Ethics

OBJECTIVE

This Code of Ethics for COMMON has been adopted to promote and maintain fair dealing and reasonable conduct at all COMMON events. Adherence to the Code is required for membership in COMMON or participation in any COMMON events and any violation of the Code may be punishable in accordance with COMMON's disciplinary policies and procedures. From time to time, the COMMON Board of Directors shall review this Code of Ethics to ensure that it is consistent with commonly recognized and accepted principles of fair conduct.

In recognition of the special relationship between COMMON and IBM and the membership's need for information about IBM products and services, the Board of Directors may determine from time to time that displays and promotional sessions regarding such products and services are not a violation of COMMON's rules and regulations.

RESPONSIBILITY

The Judicial Affairs Council may interpret COMMON's Code of Ethics, however, the COMMON Board of Directors has final interpretation. The Board of Directors or their designee may make any exceptions to the Code of Ethics.

STATEMENT OF PRINCIPLES

- 1) At all COMMON events, the bylaws, codes, rules, regulations and policies of COMMON shall be strictly observed and enforced.
- 2) COMMON members, and participants in COMMON events, shall promote and encourage the highest level of ethics within the industry.
- 3) COMMON members, and participants in COMMON events, shall support efforts to improve the industry's products and to encourage the research and development of new products.
- 4) All sessions presented at a COMMON event are open to the press for reporting purposes unless the presenter designates otherwise. COMMON members and participants in COMMON events shall refrain from any activity that would violate the intellectual property rights of COMMON or any other organization or person.
- 5) Prices may not be published or discussed at any regularly scheduled COMMON meeting (e.g., session, Power Down or BOF) subject to the provisions of the COMMON Conference Offerings Policy.
- 6) Exceptions to the Conference Offerings Policy must be approved in advance by the COMMON Board of Directors.
- 7) Use of COMMON events for the purpose of soliciting business is strictly prohibited other than provided by the COMMON Conference Offerings Policy or other policies.
- 8) Sponsored exhibitions and demonstrations must adhere to the Conference Offerings Policy.
- 9) The use of COMMON events or publications for purposes of soliciting employment or employees is strictly prohibited.

SECURITY TIPS

When you travel or exhibit at a conference the odds are you will have a safe and incident-free trip but sometimes incidents can happen. Reviewing the tips below and just plain old common sense can help you minimize the chances of an incident from the time the exhibit is prepared for shipment, until the moment the exhibit is dismantled, shipped, and received back at your facility.

It is the responsibility of each exhibiting company to provide adequate insurance coverage. The Hyatt Regency St. Louis at the Arch and their agents are not responsible or liable for any losses or theft incurred at NAViGATE 2022.

In addition to adequate insurance coverage, following are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading.
- Do not indicate the contents on the shipping container.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost or damaged materials during the show to the in-house Security Office and Show Management immediately.
- Irreplaceable articles and small, easily carried items should be removed from the Exhibit Hall at night. (Individual booth security can also be ordered)
- Do not leave personal items such as handbags, wallets, briefcases, laptop computers or cellular phones exposed or unguarded in the booth at any time during the show.
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- At the close of the show, do not leave your exhibit unattended.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

Please remember, you are responsible for your company's exhibit materials and all products. With proper planning and attention to detail, you can insure your company's successful participation in the show.

CONFERENCE HOUSING

Hotel reservations are the responsibility of the conference participant, so please make your hotel reservations now to ensure room availability and discounted rates at the Hyatt Regency St. Louis and remember to say you are part of the “COMMON” conference.

The price for a standard room single or double is \$149.00 per night, and complimentary standard guest room internet in all COMMON occupied rooms.

Hyatt Regency St. Louis at the Arch

315 Chestnut Street
St. Louis, Missouri 63102
Phone: 314.655.1234

Go to <https://www.hyatt.com/en-US/group-booking/STLRS/G-CO2M> to make your reservations online.

Hotel reservation deadline is Thursday, September 8, 2022!

EXHIBITOR REGISTRATION & HOUSING INFORMATION**Deadline: Monday, September 12, 2022**

All exhibiting companies receive (2) two exhibitor badges per display. All badges must be picked up on-site at the COMMON Registration desk located at the Hyatt Regency St. Louis. **BADGES MAY BE PICKED UP BY THE INDIVIDUAL ONLY. PROPER PERSONAL IDENTIFICATION AND A BUSINESS CARD WITH THE COMPANY LOGO IS REQUIRED TO PICK UP A BADGE.**

*Please note that a **minimum of two exhibiting personnel (minimum of two nights each)** from each company must stay in the COMMON housing block or your company will be charged \$400 per exhibiting person who chooses to stay in a non-conference hotel. This information will be verified using the Room Acknowledgment Code.*

Please include your guest room confirmation number(s) for housing verification.

Exhibitor Badges**Registration and Badges:**

To register booth staff, take the following steps:

1. Sign in at members.common.org
2. Click the company name link found under your name on the left side of the page
3. Click on the BoothBadges tab located in the main portion of the page
4. Select the individuals attending
5. If required, pay any additional exhibitor badge charges via the shopping cart
6. Exit

Exhibitor Registration – Full Conference**COMMON Members**

- Individual Registration - Early Bird Rate: \$995 (before September 2, 2022)
- Individual Registration - Standard Rate: \$1,095 (after September 2, 2022)
- Single Day Registration - \$395

Non-members

- Individual Registration - Early Bird Rate: \$1,295
- Individual Registration - Standard Rate: \$1,395
- Single Day Registration - \$495

In-Person Attendees: The above pricing is based on staying in the conference hotel - [Hyatt Regency St. Louis at the Arch](#). **Pricing is \$400 additional for attendees not staying in the conference hotel.**

Special Group Registration pricing is available for member companies who attend with four or more employees from the same company.

Note: If you do not require a hotel room, please contact us before continuing with registration at 800-777-6734 or at COMMON@common.org.

COMMON NAVIGATE 2022
Hyatt Regency St. Louis at the Arch • St. Louis, Missouri
October 3 – 5, 2022

EXHIBITOR GUEST PASS
EXPO REGISTRATION FORM

A badge is required for admission into the Expo. To obtain your badge, please complete the information below and submit this form by **September 22, 2022**

After September 22, 2022, please bring this completed form to COMMON's Registration desk (Regency ballroom lobby, 2nd Floor) on the coinciding day you plan to attend. A separate form is required for each guest.

First Name: _____ **Last Name:** _____

Title: _____

Your Company Name: _____

Address 1 _____ **Address 2:** _____

City: _____ **State:** _____ **Zip/Postal Code:** _____

Inviting Company: _____

Phone Number: _____ **Fax Number:** _____

E-mail Address: _____

Does your company utilize System i/iSeries/AS400 or i5/OS related technologies?

YES ☐ **NO** ☐

NOTE: If you are already registered for the full conference, completing this form is not necessary.

Day Attending (Choose One):

☐ **Monday (October 3: 12:00pm – 2:00pm, 6:00pm – 8:00pm)**

☐ **Tuesday (October 4: 12:00pm – 2:00pm)**

EXPO HOURS	
<u>Monday</u>	<u>Tuesday</u>
12:00pm – 2:00pm –Expo	12:00pm – 2:00pm –Expo
12:00pm – 1:00pm – Lunch in Expo	12:00pm – 1:00pm – Lunch in Expo
6:00pm – 8:00pm – Welcome Reception in Expo	

e-mail registration@common.org
by September 22, 2022

Company Descriptions

As an exhibitor at the COMMON NAViGATE 2022 in St. Louis, your company's information and description is included in the printed Conference & Exposition Guide, which is distributed to each attendee at the conference.

All exhibitors please go to www.common.org/guide and enter your company information EXACTLY as you want it to appear in the Conference & Exposition Guide. All fields are required and your company's description is limited to approximately **100 words (700 characters)**.

Deadline: Friday, September 2, 2022

Company			Booth Number		Contact		
Zip	Phone		Email				
Email Address for Leads:							
Equipment				By September 9, 2022	After Sept. 9	Qty	Price
BEST VALUE-3 APP BUNDLE WITH CUSTOM FOLLOW-UPS Get 3 TS Leads Mobile App activations plus customized follow-ups. for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6 or higher) Package includes: TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code for three devices, custom follow ups, and leads available via online portal.				\$499.00	\$549.00		
TS Leads Mobile App- for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher) Package includes: TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code and leads available via online portal .				\$275.00	\$325.00		
Additional TS Leads Mobile App license for multiple Devices.				\$175.00	\$225.00		
App Customization -Complete setup of your custom qualifiers, questions, and surveys. Please provide details when submitting order.				\$75.00	\$95.00		
Developer's Kit Includes API configuration or post show data merge.				\$400.00	\$400.00		
				TOTAL			

[CLICK HERE TO ORDER ONLINE](#)

**Make Checks Payable to: Trade Show Leads,
16461 S. 176th Lane, Goodyear, AZ 85338.**
**Advance Orders must be accompanied by
payment in full. Thank you for your order. If you
have any questions please contact us at
515.370.0871.**

Payment Information

If Paying by Credit Card, Please complete the Cardholder Information:

CardNumber: _____

ExpirationDate: _____

Code on Card: _____

Name on the Card: _____

BillingAddress: _____

Signature: _____

Data connection required for mobile app installation and attendance updates. TSL will not be held responsible for poor/inadequate data coverage in convention hall. It is the customer's responsibility to seek and provide data connection whether it be inside or outside the convention building. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by TSL.

Agreement of Above Terms:

X

TS Leads Mobile App



TS Leads Mobile App is a powerful lead retrieval technology for exhibitors to capture sales leads using an iPhone®, iPod touch® (Version 8.0 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher). Exhibitors can use their own mobile device. App downloaded from the app store. Event set-up through a unique access code and leads gathered by scanning barcode or entering Attendee ID Number on the badge. TS Leads Mobile App makes lead retrieval easier to use...even fun. With features such as notes, surveys and qualifiers exhibitors can capture, qualify and manage trade show leads anywhere and anytime. Leads updated in real time and accessed via cloud portal.

**ORDER EARLY FOR BEST PRICING DISCOUNT
DEADLINE IS SEPTEMBER 9, 2022**



encore™

Exhibitor Request Form

Submit Electronically To: devin.florez@encoreglobal.com

For Questions Call: (314) 342-4684

Hyatt Regency St. Louis at The Arch
315 Chestnut St., St. Louis, MO 63102

EQUIPMENT	Daily Rate	Quantity	Days	TOTAL \$
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VIDEO EQUIPMENT

24" LCD on Table Stand
55" LCD Monitor on Rolling Stand
Laptop Computer

\$190			
\$820			
\$285			

AUDIO EQUIPMENT

Computer Speakers (Pair)
Small PA system with Wireless Microphone *Please Choose ...*(Lavalier / Handheld)

\$60			
\$618			

MISCELLANEOUS

Standard Electrical Connection (110V / 20 Amp)
Power Strip
Undedicated Wireless Internet (up to 3 devices)
(1) Undedicated Wired Internet Connection
Customized Internet, Expanded Power, or Phone Options

\$140			
\$25			
\$150			
\$500			
contact for quote			

NOTE: This is only a partial listing. All pricing is for exhibit booths only. Please contact us for meeting room pricing. Additional equipment is available upon request.

Delivery, Installation, Pre-Test, Removal & Pickup

included above

Late Fee (for orders received within 72 hours of show) Pending availability of equipment

\$30

Subtotal

Taxes will be included once the order is received. A final receipt with tax will be emailed for your records.

TOTAL

EXHIBITOR INFORMATION (Please PRINT)

NAME OF EVENT OR CONFERENCE

COMPANY NAME

BOOTH #

ATTENTION

ON-SITE CONTACT

ADDRESS

ORDERED BY

CITY, STATE, ZIP

PHONE #

FAX #

E-MAIL ADDRESS

SHOW OPENING DATE

TIME

EQUIPMENT REMOVAL DATE

TIME

PAYMENT INFORMATION

Visa		Mastercard	
Am Ex		Discover	
Check #		Hyatt Reg STL Master Account	

Credit Card information will be collected by phone once order is received and processed.

- The customer agrees to pay in full for loss or theft of any equipment provided by PSAV Presentation Services.
- Pre-payment must accompany all orders unless prior arrangements have been made.



Hyatt Regency St Louis at The Arch

Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **314.588.2464**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Hyatt Regency St Louis at The Arch
315 Chestnut Street
St Louis, MO, 63102
(Convention / Conference / Group / Event Name)

FedEx Office Business Center
Hyatt Regency St Louis at The Arch
315 Chestnut Street
St Louis, MO 63102
Phone: 314.588.2464
Fax: 314.588.2488
Email: usa5615@fedex.com

Operating Hours
Mon – Fri: 8:00am - 6:00pm
Saturday: 9:00am - 3:00pm
Sunday: Closed

Box ____ of ____

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to Hyatt Regency St Louis at The Arch with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Hyatt Regency St Louis at The Arch, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting /event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Hyatt Regency St Louis at The Arch, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Hyatt Regency St Louis at The Arch

Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **314.588.2464**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0 – 1.0 lb.	\$2.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$35.00	\$50.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$150.00 or \$0.75/lb. > 200 lbs.	\$150.00 or \$0.75/lb. > 200 lbs.

Package weights will be rounded up to the nearest pound.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.