Welcome to AMPP Standards and Technical Exchange being held October 30 - November 2 at the JW Marriott Tampa Water Street in Tampa, FL.

This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact JP Velazquez (jp.velazquez@ampp.org).

Additional information can be found on the Website: https://ampp.org/events/standards-and-technical-exchange

**Please read Table Top Rules and Regulations on page 6 & 7**

**CONFERENCE LOCATION**

*Tampa Marriott Water Street*
510 Water Street
Tampa, FL 33602

**EXHIBIT HOURS & EVENTS**

Exhibitor Move-in:
Sunday, October 30 / 2 - 5 p.m.

Show Hours:
Monday, October 31 / 9 a.m. to 7 p.m. (Reception in Exhibit Hall)
Tuesday, November 1 / 9 a.m. - 6 p.m. (5 - 6 pm p.m. Reception in Exhibit Hall)
Wednesday, November 2 / 9 a.m. - noon

Exhibitor Move-out:
Wednesday, November 2 / Noon - 3 p.m.
EXHIBITOR INFORMATION

Tabletop Spaces include a 6’ skirted table with 2 chairs.
Additional booth attendant* may register for the full conference registration fee of $150 USD**.

*Please note that there is an additional charge for electrical.

**Please note: Every booth attendee must register. Company representatives will not be permitted in the exhibits area unless registered

Electricity/AV/Internet: See page 3 & 4 for information and order forms

Material Handling and Shipping: See page 5 for information and forms.

We now have a discount code for airfare with United on all our events this Fall. Click Travel discount - Learn more
Individual microphones and DI boxes are available as an add-on rental item for the Encore Exhibitor Audio Package. We are unable to rent these items without also renting the Audio Package from Encore.

No refunds will be provided unless an equipment/service issue is reported onsite to an Encore manager: 813.613.4231

Additional AV, Power, & Truss options are available. Please reach out to our team via the E-mail below for a detailed proposal.

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### Video

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance Rate</th>
<th>Standard Rate/On Site</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20” LCD Monitor (Table Stand Only)</td>
<td>$205</td>
<td>$308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55” LCD Monitor</td>
<td>$690</td>
<td>$1035</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75” LCD Monitor</td>
<td>$1180</td>
<td>$1770</td>
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<td></td>
</tr>
<tr>
<td>Monitor Floor Stand</td>
<td>$80</td>
<td>$120</td>
<td></td>
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<tr>
<td>Laptop</td>
<td>$235</td>
<td>$352</td>
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</table>

### Audio

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance Rate</th>
<th>Standard Rate/On Site</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Audio Package (Includes powered speaker, speaker stand, mixer, laptop/device audio connection, and wireless handheld microphone)</td>
<td>$560</td>
<td>$840</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wireless Microphone</strong></td>
<td>$210</td>
<td>$315</td>
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</tr>
<tr>
<td><strong>Wired Microphone</strong></td>
<td>$90</td>
<td>$135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>** DI Box**</td>
<td>$70</td>
<td>$105</td>
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### Power

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance Rate</th>
<th>Standard Rate/On Site</th>
<th>Qty</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>5 Amp Power Drop</td>
<td>$60</td>
<td>$90</td>
<td></td>
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<tr>
<td>10 Amp Power Drop</td>
<td>$85</td>
<td>$128</td>
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<tr>
<td>20 Amp Power Drop</td>
<td>$140</td>
<td>$210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120V Three Phase 60 Amp</td>
<td>$455</td>
<td>$682</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120V Three Phase 100 Amp</td>
<td>$785</td>
<td>$1178</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Strip &amp; Extension Cord (if not providing your own)</td>
<td>$46</td>
<td>$69</td>
<td></td>
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</tbody>
</table>

### Internet

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance Rate</th>
<th>Standard Rate/On Site</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wifi Connection (Per User)</td>
<td>$18</td>
<td>$27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Connection (Up to 5mbps)</td>
<td>$180</td>
<td>$270</td>
<td></td>
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</tr>
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</table>

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**Advanced rates are only available if order is placed **10 days** or more before show opening.**

**All rates are charged **Per Day**

**Service Charge of 25% and Tax not included in pricing below. Additional Labor may apply.**

**Individual microphones and DI boxes are available as an add-on rental item for the Encore Exhibitor Audio Package. We are unable to rent these items without also renting the Audio Package from Encore.**

**No refunds will be provided unless an equipment/service issue is reported onsite to an Encore manager:** 813.613.4231
Exhibitor Kit
Booth Diagram

Important Information:
• This form should be completed only if there are any specific delivery & setup locations required.
• Please indicate the size your booth and the surrounding booths in the appropriate locations.
• Island booths/non-standard installations – A scaled floorplan must accompany orders showing desired locations of audiovisual equipment.
• Will you have carpet in the booth? YES  NO

Company Name: Booth #

Behind Aisle or Booth # ________

Left Side Aisle or Booth # ________

Right Side Aisle or Booth # ________

Front/Across Aisle or Booth # ________

My booth is ________ feet wide by ________ feet long.
Exhibitor Material Handling Order

Event: Standards & Technical Exchange Week Dates: 10/30/2022 – 11/02/2022

Having your exhibit displays and materials in place in a timely manner contributes to a successful event. Our service ensures your materials will be in the exhibit hall when your representative arrives. Please fill out this form completely and email it to us at store7420@theupsstore.com so that it arrives here prior to your freight. If we do not receive this completed form prior to receiving your materials and your representative is not a registered guest in the hotel, we will need an in-person request from your representative before we deliver your materials to the exhibit hall.

Fees: There will be a handling fee assessed on each envelope, package or display case at the rate of $1.55 per pound with a minimum charge of $10.00 per item. Regardless of weight, crates or containers on 4 or more wheels will be charged at $250.00 and pallets at $500.00. This will be a one-time charge covering both inbound and outbound handling and is assessed based on the weights of each individual incoming package, container or pallet.

<table>
<thead>
<tr>
<th>Exhibitor:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Site Contact:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>No. of Items:</td>
<td>Carrier: □ UPS □ FedEx Express □ FedEx Ground □ USPS □ Other:</td>
</tr>
</tbody>
</table>

Labeling: Please address all packages being shipped to the hotel for your event in the following format:

Exhibitor's Onsite Attendee/ Cell phone
Exhibiting Company or Organization
Standards & Technical Exchange, Booth #
JW Marriott Tampa Water Street Hotel
510 Water Street
Tampa, FL 33602

If you are unable to fit all these items on the label, please attach a separate label to your package containing the remaining information.

Please do NOT ship anything to the attention of the meeting planner or any of the Hotel’s personnel. This will only delay delivery of your materials.

Outbound Shipping: For outbound shipping upon conclusion of the exhibition, please select one of the two following options regarding labeling for your packages. We can generate labels for you on our account if you are shipping via UPS or DHL. If you are shipping on your own account with UPS, FedEx Express, FedEx Ground or any other freight carrier, you must generate and provide your own labels or Bill of Lading.

□ Exhibitor will provide own outbound shipping labels or Bill of Lading
□ Exhibitor will require The UPS Store to generate outbound shipping labels

For those who need labels generated, a form will be provided to you prior to your departure on which you will indicate shipping instructions. In all cases, you may leave your ready-to-ship packages in the exhibit hall/meeting room and staff from The UPS Store will retrieve, prepare for shipping and forward them to the loading dock for pickup.

Payment Method: Please Provide Credit Card Number for Payment of Fees

<table>
<thead>
<tr>
<th>Credit Card No:</th>
<th>CVV:</th>
<th>Exp Date:</th>
<th>Billing Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder name:</td>
<td>Signature:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional information regarding drayage services, please email us at: store7420@theupsstore.com or call The UPS Store at 813-204-6372

Prices are as of 11/30/20 and subject to change without notice
TABLETOP DISPLAY RULES
AND REGULATIONS

RULES AND REGULATIONS

• It is the responsibility of the exhibiting company to comply with AMPP rules and regulations
• Non-compliance may require modifications at the exhibitor’s expense
• AMPP reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
• Displays and/or Pop-ups are not allowed unless they can fit securely on the tabletop and the combined height of table and pop up/display is less than 8’ high
• If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Intent: Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)
• Display space may not exceed 6 ft (1.8m) width limit
• Display materials are not allowed to be hung on back wall
• Floor standing back walls are not allowed

Included in tabletop booth space:
• One 6ft x 2ft (1.8m x .6m) skirted display table, 2 chairs
• Company identification sign

Sample of a Table Top Panel Display
(not provided)

Floor Stand Monitor

Samples of Floor Standing Pop Up Banner and Monitor
(not provided)
Each contracted tabletop space is limited to (not provided):

**ONE** table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

**OR**

**UP TO TWO TOTAL** of the following display combinations:
- Pop-up banner positioned **behind** the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned **behind** the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

AMPP reserves the right to remove any display that does not conform to tabletop display regulations.

**Questions?** Contact AMPP at [jp.velazquez@ampp.org](mailto:jp.velazquez@ampp.org) or Tel: +1 281-228-6445