



113th WINTER MEETING
TRADE SHOW

February 7-9, 2020

HOT SPRINGS CONVENTION CENTER / EMBASSY SUITES HOTEL

Set up on Thursday, February 6, 2020

AFTER 1:30 PM



ARKANSAS VETERINARY MEDICAL ASSOCIATION

September 10, 2019

The Arkansas Veterinary Medical Association (ArVMA) is in the midst of plans for our 113th Winter Meeting Trade Show. The Convention Chairman has put together an outstanding program. We anticipate from 350 to 400 professionals from Arkansas. We are still in the larger exhibit hall and we carpet the ENTIRE hall!

Your sponsorship in prior years has been tremendously appreciated. We hope that we can count on that support again this year.

SPONSORSHIP INFORMATION

\$3000 and Above	Platinum Level
\$2000	Gold
\$1500	Silver
\$1000	Bronze Level

INCENTIVES

1. Each level will be printed in the program that is given to every convention participant.
2. Each representative of a sponsoring company will be given a specific nametag designating level of sponsorship.
3. **Platinum sponsors** will be given a **free one-page ad in The Arkansas Veterinarian (it is up to YOU to send me the ad) different colored back drape on their exhibit booth, a double booth space for the same price as a single area, banner in the convention center, and space on the website to display their logo.**
4. **Gold sponsors** will be given a free ONE-HALF page ad and space on the website to display their logo.
5. **Silver sponsors** will be given a ONE-FOURTH page ad.
6. *All sponsors will be publicized on signage around the convention.*

113th WINTER MEETING TRADE SHOW

February 7-9, 2020

HOT SPRINGS CONVENTION CENTER/EMBASSY SUITES
HOT SPRINGS, ARKANSAS

- **Make your hotel reservation BEFORE January 5, 2020 or until the block is sold out.** •

Rate: \$175 Single – Mention Code AVM
Call 501-624-9200

PLEASE SHOW YOUR SUPPORT BY RETURNING THE ENCLOSED FORM
Exhibit Hours: Friday 7:00 a.m. – 5:30 p.m. AND Saturday 7:00 a.m. – 4:00 p.m.

ARKANSAS VETERINARY MEDICAL ASSOCIATION
113th Winter Meeting Trade Show
February 7-8, 2020
Hot Springs Convention Center/Embassy Suites
Exhibitor Registration



(REGISTRATION FORMS DUE BY JANUARY 10, 2020)

Company _____

Contact person _____ Tel# _____

Address _____

City _____ State _____ Zip _____

Contact E-mail of Person attending the show: _____

Brief description of equipment, products or services to be exhibited: _____

Web Address for our mobile app: _____

******* IF YOU DO NOT WANT TO BE CLOSE TO ANOTHER COMPANY, PLEASE LIST COMPANY.
 NO GUARANTEES BUT WE WILL TRY TO ACCOMMODATE YOU. THE HALL IS ONLY SO BIG*******

Identification badges for the following exhibiting personnel should read as follows:

	Fee Schedule	Payment
Each exhibit space	\$625.00	\$ _____
CC# _____ exp _____ CVV _____		\$ 5.00
		Total Payment \$ _____
		Arkansas AVMA TaxID: 71-0461223

**MAKE CHECKS PAYABLE TO:
 Arkansas VMA, P.O. Box 17687, Little Rock, AR 72222-7687**

QUESTIONS?

- Telephone (501 868-3036 • Fax (501)868-3034 • E-Mail arkansasvma@comcast.net

EXHIBITOR SPACE ASSIGNMENTS:

Exhibitor space assignments in the Convention Center will be made in the order in which they are received. Booth consists of pipe & drape with 3' side wings; 6' skirted table, 2 chairs and 44" sign. As a way of showing our appreciation to you, **THE EXHIBIT AREA IS CARPETED!!**

If you want EXTRA tables or carpet, you must order that thru Sunbelt Convention Services. The forms are attached. Electrical and Mechanical Order Request Form is attached. Please contact the Hot Springs Convention Center at 501-321-2835 with questions pertaining to electrical and mechanical.

SHIP EXHIBIT MATERIALS TO:

Sunbelt Convention Services, 409 Collins Street, Little Rock, AR 72202; Phone 501-244-9955
(IF YOU ARE HAVING MATERIALS SHIPPED BACK, YOU MUST COMPLETE A FORM WITH SUNBELT CONVENTION SERVICES)

HOTEL RESERVATIONS:

Embassy Suites, 400 Convention Boulevard, Hot Springs, AR 71901; 501-624-9200

- **Call before January 5, 2020 (or until the block is sold out) for conference rates •**

Room rates: \$175.00 single / \$185 double

SPONSORSHIP INFORMATION

\$3000 and Above PLATINUM

\$2000 GOLD

\$1500 SILVER

\$1000BRONZE

YES, WE WOULD LIKE TO BE A 113TH WINTER MEETING SPONSOR!

LEVEL & AMOUNT OF SPONSORSHIP _____

NAME OF CONTACT: _____

NAME OF COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

PLEASE ✓ if you would like to receive an invoice.

PLEASE ✓ Payment is enclosed.



P.O. Box 17687, Little Rock, AR 72222-7687
PH: (501) 868-3036 FAX: (501) 868-3034 E-Mail: arkansasvma@comcast.net

ArVMA is a 501(c) 6 nonprofit organization.
Tax ID Number 71-046-1223



STANDARD RATES FOR SERVICES

ELECTRIC, PHONE AND PLUMBING ORDER FORM

Hot Springs Convention Center

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

Event name: Arkansas Veterinary Medical Association Date(s) of event: 02/06/20 02/09/20
 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)	\$50.00	\$100.00	\$
	20 amps	208 Volt Single Phase	\$70.00	\$140.00	\$
	20 amps	208 Volt Three Phase	\$70.00	\$140.00	\$
	30 amps	208 Volt Single Phase	\$80.00	\$160.00	\$
	30 amps	208 Volt Three Phase	\$80.00	\$160.00	\$
	50 amps	208 Volt Single Phase	\$100.00	\$200.00	\$
	50 amps	208 Volt Three Phase	\$100.00	\$200.00	\$
	100 amps	208 Volt Single or Three Phase	\$300.00	\$600.00	\$
	Power Strip	INCLUDES TAX	\$10.00	\$20.00	\$
					\$
	High Speed Internet Access (Synchronous Broadband)		\$200.00	\$400.00	\$
	Water hook up		\$50.00	\$100.00	\$
	Compressed air		\$50.00	\$100.00	\$
TOTAL					\$

Visa, Mastercard, American Express and Discover welcome.

Visa/MS/C/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" add	\$35.00	\$25.00	_____
_____	Skirting Only	\$5.00/ft	\$4.00/ft	_____

PLEASE CIRCLE COLOR :

Beige Black Blue Gold Green Navy Grey Purple Red Teal White
(if a color is not specified show colors will be used)

TABLE ONLY

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table	\$25.00	\$20.00	_____
_____	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	\$100.00	_____
_____	10 x 30	\$140.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$.40 cents per sq ft.

PLEASE CIRCLE COLOR : Black Tuxedo, Red, Navy Blue, Royal Blue, Green, Red Tuxedo
(if a color is not specified show colors will be used)

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	_____
_____	9x30	\$90.00	\$80.00	_____

ALL CANCELLATIONS FOR ITEMS ORDERED MUST BE MADE 3 BUSINESS DAYS BEFORE THE EXHIBITOR MOVE IN DATE TO RECEIVE A FULL REFUND. ITEMS CANCELLED AFTER THE 3 BUSINESS DAYS BUT BEFORE THE EXHIBITOR MOVEIN DATE WILL BE SUBJECT TO A RESTOCKING FEE OF \$25.00. ANY ITEMS DELIVERED TO THE SHOW SITE WITHOUT PRIOR CANCELLATION WILL BE CHARGED AT FULL PRICE EVEN IF REFUSED AT BOOTH OR REQUESTED TO BE REMOVED BY SHOW REPRESENTATIVE.

SPECIALTY ITEMS

QUANTITY	ITEM	FLOOR ORDER	ADVANCED ORDER	TOTAL
_____	Plastic Folding Chair	\$10.00	\$5.00	_____
_____	Padded Chair w/arms	\$30.00	\$20.00	_____
_____	Counter Stool w/back	\$40.00	\$30.00	_____
_____	Easels	\$15.00	\$10.00	_____
_____	Wastebasket /liner	\$10.00	\$5.00	_____
_____	6' table top riser	\$15.00	\$10.00	_____
_____	8' table top riser	\$20.00	\$15.00	_____
_____	30" banquet round	\$40.00	\$30.00	_____
_____	40" cocktail round	\$45.00	\$35.00	_____
_____	3' High masking drape 8'	\$4.00/ft	\$4.00/ft	_____
_____	high masking drape	\$5.00/ft	\$5.00/ft	_____
_____	Adjustable swivel office chair	\$35.00	\$25.00	_____
_____	2ft x 8ft grid panels	\$40.00	\$30.00	_____
_____	Charging Station w/6 ports and two 22" x 28" graphics		\$395.00	_____
_____				_____
_____				_____

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

_____ **BOOTH CLEANING** Includes: vacuum carpet/empty wastebasket. Carpet cleaned when delivered to booth. Additional booth cleaning at a cost of \$.25 cents per sq ft per day or \$25.00 per 10 x 10 booth.
 \$ 25.00 per day x _____ days of event = \$ _____



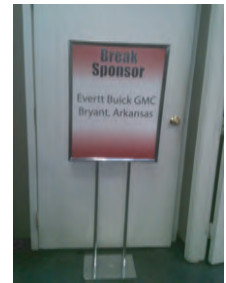
Retractable Mini table top Banner Stand that can be used over and over. Easy set-up. Graphics included in price. 11" x 17" Includes Carrying Case \$36.00



Retractable Banner Stand that can be used over and over. Easy set-up. Graphics included in price. 32" x 82" Includes Carrying Case \$185.00



Our 2' x 6' booth horizontal banner can hang on the back of your booth. Single-sided with grommets for hanging. Banner material is heavy duty 13oz. Can be reused over and over. \$95.00



Sign Frame with graphics. Can be single-sided or double-sided. (1)single - \$40.00 (2)double - \$50.00

QUANTITY	ITEM	FLOOR ORDER	ADVANCE ORDER	TOTAL
_____	Mini Table Top	\$46.00	\$36.00	_____
_____	Banner Stand	\$210.00	\$185.00	_____
_____	Booth Banner	\$120.00	\$95.00	_____
_____	Sign Frame(1) w/graphics	\$55.00	\$40.00	_____
_____	Sign Frame(2) w/graphics	\$65.00	\$50.00	_____

All in house graphics and printing available. We can use your artwork or create something for you. Call or email Lorrie to confirm your order and if you will be providing the graphics or if you want her too create something for you. You will receive proofs before anything is printed for your approval. If what you want is not listed here, we can get it! Give us a call for specialized orders. Questions? Call Lorrie at 501-244-9955 or email sunbelt4u@gmail.com

SET-UP AND DISMANTLE LABOR RATES PER LABORER

STRAIGHT TIME IS MONDAY - FRIDAY 8:00AM - 4:30 PM
 OVERTIME IS ALL OTHER TIMES OUTSIDE OF THESE HOURS (BEFORE AND AFTER)
 AND ALL WEEKEND HOURS. ONE HOUR MINIMUM PER LABORER.
 LABOR IN EXCESS OF ONE HOUR IS BILLED IN 1/2 HOUR INCREMENTS.

LABORERS REQUESTED	LABOR	REGULAR TIME	OVERTIME	TOTAL
_____	EXHIBITOR SUPERVISED INSTALLATION	\$40.00	\$60.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$40.00	\$60.00	_____
_____	SUNBELT SUPERVISED INSTALLATION(ok to proceed)	\$50.00	\$75.00	_____
_____	SUNBELT SUPERVISED DISMANTLE	\$50.00	\$75.00	_____

Please fill out the information below for all exhibitor supervised installation or dismantle labor. _____
 Sunbelt supervised times will be kept by the supervisor on duty.

	DATE	START TIME	END TIME	TOTAL HOURS	NUMBER OF LABORERS
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____

Exhibitors must come by to the sunbelt desk to sign in and out for exhibitor supervised laborers.

Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt for Sunbelt supervised labor. All work will be done on straight time when possible. In the event of shortages in shipments or damage Sunbelt will contact the exhibitor for instructions. All instructions for shipping, address, and bill of lading must be left at the Sunbelt service desk or attached to boxes/shipments prior to the event closing.

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

Please Estimate and Circle inbound weight per shipment:

Up to 200 lbs.....	\$100.00
201-300 lbs.....	\$150.00
301-400 lbs.....	\$200.00
401-500 lbs.....	\$250.00
501-750 lbs.....	\$300.00
751-1000 lbs.....	\$400.00
1000 lbs. and over	\$40.00 per 100 lbs.

PLEASE CLEARLY MARK YOUR FREIGHT WITH YOUR COMPANY NAME, PHONE NUMBER, SHOW NAME AND BOOTH NUMBER (IF YOU HAVE RECEIVED IT). IF YOU ARE USING A 3RD PARTY SHIPPER, MAKE SURE THEY MARK YOUR BOXES OR ON THE SHIPPING LABEL. FAILURE TO INCLUDE THIS INFORMATION MAY RESULT IN AN ADDITIONAL \$25 HANDLING FEE.

IF YOU WILL HAVE RETURN FREIGHT PLEASE HAVE YOUR BOOTH REP PREPARE YOUR ITEMS FOR SHIPPING AND ATTACH THE RETURN LABELS. ARRANGE FOR YOUR PREFERRED CARRIER TO PICK UP FROM OUR WAREHOUSE WITHIN TWO DAYS AFTER THE SHOW.

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 (7) 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, 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.

PAYMENT FORM

Payment in full must accompany each order. All orders are subject to 10.0% sales tax. To qualify for advanced order pricing, payment and order forms MUST be made/received in our office three (3) days 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. All credit Card orders will be run after the event is over.

NAME OF SHOW _____ DATE OF SHOW _____

COMPANY NAME _____ BOOTH # _____

BOOTH REPRESENTATIVE _____ Cell # _____

COMPANY ADDRESS _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

METHOD OF PAYMENT: _____ CHECK _____ CREDIT CARD

PLEASE CIRCLE ONE: Visa MasterCard Discover Amex

Account Number: _____ exp date _____ CCV _____

ADDRESS: _____ zip w/card: _____

Printed Name & Signature: _____

RENTAL TOTALS	\$ _____
FREIGHT HANDLING	\$ _____
LABOR SERVICES	\$ _____
SUBTOTAL	\$ _____
10.5% SALES TAX (hs/ar)	\$ _____
3% CREDIT CARD PROCESSING FEE	\$ _____
TOTAL PAYMENT	\$ _____

Payment by check must arrive 2 days prior to show date. 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

There will be a \$25.00 processing fee for all declined credit cards and returned checks

ON-SITE USE

All services preformed were to our satisfaction and all equipment are found to be in clean/good working condition.

Booth Rep Signature _____ DATE _____

Sunbelt Rep Signature _____ DATE _____

THANK YOU FOR YOUR BUSINESS!



Arkansas Veterinary Medical Association

September 10, 2019

Dear Exhibitors & Sponsors,

The Arkansas Veterinary Medical Association is excited about the 113th Winter Meeting. We want this event to be a huge success. That won't be possible without your continued support!

You can begin setting up your booth on Thursday, February 6, 2020 at 1:30 p.m.

You can NOT start setting up prior to 1:30 p.m.!!

Sunbelt Convention Services will still be setting up the hall.

Move out will begin at 4:00 p.m. on Saturday, February 8, 2020.

PLEASE DO NOT BREAK DOWN PRIOR TO 4:00 p.m.

Exhibit hours will be:

Exhibit Hall Reception – Friday 5:00 p.m.-7:30 p.m.

Friday 7:00 a.m. – 7:30 p.m.

Saturday 7:00 a.m. – 4:00 p.m.

If you are a **platinum** level sponsor you will receive a free one-page ad in The Arkansas Veterinarian, different colored back drape on their exhibit booth, a larger exhibit booth area, banner in the convention center, and space on the website to display their logo. **Gold** sponsors will be given a free half-page ad and space on the website to display their logo. **Silver** sponsors will be given a fourth-page ad. All sponsorship levels will be recognized with signage around the convention.

If you have any questions, comments, or ideas for the meeting, please don't hesitate to call the Association office. Without your continued support over the years, we would not have such a successful meeting.

Sincerely,

Maggie Milligan

Maggie Milligan
Executive Director



P.O. BOX 17687 • LITTLE ROCK, ARKANSAS 72222-7687
PH: (501) 868-3036 • FAX: (501) 868-3034 • Email: arkansas_vma@comcast.net