



## Important Roadshow Information

- Hotels:** Each hotel has been carefully selected to provide a clean, safe, and comfortable environment. Specific Hotel Information for **Week #5** is enclosed. Please make your own hotel reservations directly with the hotel. **Make all reservations by the deadlines listed below and be sure to mention the Advantages Roadshow when booking to ensure you get the Advantages Roadshow rate.**
- Hours:** Exhibit hours are from 9:00 a.m. – 1:00 p.m. **Set-up will begin at 7:00 a.m. each morning. Breakdown will begin at 1:00 p.m.** As a courtesy to your fellow exhibitors, please have your exhibit ready at 9:00 a.m. and do not begin breakdown until 1:00 p.m.
- Format:** Each exhibitor will have an assigned space. Fire and safety regulations prohibit racks and displays in the aisles or blocking exits. **If you require additional tables, please let us know immediately.**
- Shipping:** Enclosed is information for shipping packages to each day's hotel. To ensure that your packages arrive on time, please follow the instructions carefully. Ship all packages to arrive no sooner than **two business days** before each show. **Catalogs & consumables should be shipped to each day's hotel in quantities to cover that day's exhibits.** Please include the name of the Company and the Rep on the shipping label to facilitate delivery. Also, it is recommended that you bring tracking numbers on-site with you to help locate missing items. **Since ASI is charged for storage & handling, you will be charged if boxes are received earlier than the specified delivery window. Cost is \$10/package.**
- Van Service:** If you wish to participate in our Passenger Van service (which includes Cargo Truck service), please indicate on the **EXHIBITOR REPLY FAX** or **MULTI-LINE REP REPLY FAX**. We also offer a "Cargo Only" option at a reduced rate. **Passenger Van & Cargo Truck reservations must be confirmed with a credit card number.** See the **Transportation Services** page for details. Service cancelled within two weeks of a show is non-refundable. In order to accommodate all participants, **Cargo Truck rates are based on up to 5 standard size boxes (up to 70 lbs per box) and/or display cases per company. Any extra or overweight cargo will incur an additional surcharge (\$25 per box).** Please call ahead if you think you may need additional cargo space. Advantages Roadshow offers cargo service between all show locations. Note: Advantages Roadshow is not responsible for damages/breakage resulting from poorly packed items.
- Electricity:** Electricity is available at many locations for a **\$50.00 charge**. Please indicate on the **EXHIBITOR REPLY FAX** or **MULTI-LINE REP REPLY FAX** if you require electricity so your exhibit can be placed near an electrical outlet. If you do not return your *Exhibitor Reply Fax* or *Multi-Line Rep Reply Fax* indicating a need for electricity, it will not be provided. If ordered onsite, there may be an additional charge.
- Catering:** A continental breakfast will be available each morning for exhibitors in the exhibit area beginning at 7:00 a.m. Beverages and light snacks will be available throughout the day.
- Invitations:** All advertising specialty industry distributors are invited to attend. Invitations are mailed, faxed, & e-mailed and followed up with telephone reminders.