

APPLICATION FOR EXHIBIT SPACE

Exhibit Site:

Sheraton Hotel at Crown Center
2345 McGee Street, Kansas City, MO 64109
816-398-4931

Exhibit Set-up and Removal

Exhibit set-up times are 2:00 P.M. to 4:00 P.M. on **Monday, February 27th, 2017**
All exhibits must be completely removed **no later than 1:00 P.M. on**
Wednesday, March 1st, 2017. NO EXCEPTIONS!

Exhibit Hours:

Monday (February 27, 2017) 4:00 P.M. - 7:00 P.M.
Tuesday (February 28, 2017) 7:00 A.M. - 7:00 P.M.
Wednesday (March 1, 2017) 7:00 A.M. - 11:30 A.M. All exhibits must be removed
by 1:00 P.M.

Exhibit Space Preference:

Please refer to the attached diagram and write the number of your first, second
and third choice below. The Chapter will assign exhibit space in the order in which
applications, accompanied by payment, are received.

Enclosed is a check payable to MO/KS Chapter, ACPA in the amount of \$_____ or by credit card at www.moksacpa.com/events in payment of

- () The full fee of \$600.00 for one 8' x 10' exhibit space requested; includes the non-refundable deposit.
- () The full fee of \$650.00 for one 8' x 12' exhibit space requested; includes the non-refundable deposit.
- () The \$150.00 non-refundable deposit for each booth; **an invoice for the balance will be issued and payment in full due prior to January 31, 2017.**
- () Sponsorship opportunities are Corporate Sponsor (\$5,000) __, Awards Luncheon, Buffet Breakfast, Registration Desk, Tuesday Evening Reception or Opening Reception, (\$2,500) __, Break Sponsor (\$1,500) __, Platinum (\$1,000) __, Gold (\$750) __, Silver (\$500) __, Bronze (\$300).
- () Fees for additional attendees (\$345.00 ea.), lunch tickets (\$75.00 ea.) or Tuesday Evening Reception (\$75.00 ea.) listed below.

Name of Organization (as it should appear on booth sign provided by George Fern)			
Address	City	State	Zip Code
Contact Person	Telephone #	Fax #	
Billing address (if different)	Email	Web Address	
Signature	Date		

Description of Products and/or Services: _____

Person in charge of exhibit will receive gratis conference registration including all meals and social functions.

Please list exhibitors below:

_____ (Person in charge of exhibit)		
Name	Company	Will attend: Conference (\$345.00) __ Awards Lunch (\$75.00) __ Wednesday Evening Reception (\$75.00) __
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Number of additional conference attendees above @ \$345.00 _____
 Number of additional lunch tickets above @ \$75.00 _____
 Number of additional Wednesday Evening Reception above @ \$75.00 _____ Total amount due: \$ _____

Please write your "Concrete Quiz" question in this space along with the answer: _____

Please email this application to cindy@moksacpa.com or US mail to:	MO/KS Chapter, ACPA 15700 College Blvd., Suite 103 Lenexa, KS 66219 913.381.2251 Fax 913.381.4958
You will receive an email from Cindy once your application is received with confirmation of your exhibit booth number. We will be tweeting information about each exhibitor so please be prepared to respond to Cindy once you receive your confirmation email with information about a new product or technology you will be showcasing in your exhibit space. List@MOKSPCCP	

**MO/KS ACPA
37th ANNUAL P.C. CONCRETE PAVEMENT CONFERENCE
SHERATON HOTEL AT CROWN CENTER
2345 MCGEE STREET
KANSAS CITY, MO 64109
FEBRUARY 27th - MARCH 1st, 2017**

The Missouri/Kansas Chapter, ACPA is hosting the 37th Annual Portland Cement Concrete Pavement Conference February 27th – March 1st, 2017 at the **Sheraton Hotel at Crown Center**. The exhibit space will again be at the back of the main meeting room during the conference with attendees walking through the exhibit space to get to their seats. One slight change will be that exhibitors will not tear down before the end of the conference as has been done in the past. The conference format will be similar to last year's conference, with every effort being made to facilitate traffic flow through the exhibit hall. We expect a large attendance and a record response for exhibitors this year, **so please respond promptly to insure a booth.**

The past few years we have been conducting a "Concrete Quiz" to test attendees' knowledge of concrete pavement. The questions for the quiz are set up in the Exhibit Hall at each booth. Most of the time the questions are relative to the exhibitor in that particular booth. This year we are asking our Exhibitors to submit a question for the Concrete Quiz. You are not required to do this but please feel welcome to provide a quiz question and answer for your exhibit space.

REGULATIONS AND INFORMATION FOR EXHIBITORS

This information has been prepared for your convenience as an exhibitor. It is designed to assist your personnel in all preliminary and post-show activities so that your participation in the meeting can be handled smoothly, efficiently, and to your greatest advantage.

EXHIBIT HOURS: The exhibit area will be open to meeting registrants during the following hours:

Monday, February 27, 2017	4:00 P.M. - 7:00 P.M.
Tuesday, February 28, 2017	7:00 A.M. - 7:00 P.M.
Wednesday, March 1, 2017	7:00 A.M. - 11:30 A.M.

All MO/KS Chapter, ACPA Conference breaks will be held in the Exhibition Hall. An Opening Reception will be held in the exhibit area Monday from 4:00 - 7:00 P.M. and our Tuesday Beer & BBQ Reception will be held from 5:00 - 7:00 P.M.

EXHIBIT SPACE: All exhibit space will be set up per the instructions of the MO/KS Chapter, ACPA and the final floor plan. **There are fifteen (15) 8' x 12' booths - small equipment will be allowed in these booths only. There will also be sixteen (16) 8' x 10' booths - no equipment will be allowed in these smaller booths.** George Fern will furnish a standard backdrop 8' high with pipe and drape, and a standard two-line 7" X 44" identification sign. Each booth will also be equipped with two chairs, one wastebasket and one 8' table.

ELECTRICAL: All electrical requests will be handled through George Fern. **Please send your electrical request directly to George Fern. All electrical requirements are at the exhibitor's expense.**

EQUIPMENT SET-UP AND RENTAL: Upon receipt of the enclosed exhibit application and fee, each exhibitor will be sent an exhibitor's kit from the George Fern Service Contractor. The kit will

include information on ordering additional items as well as drayage services. Each exhibitor will assume costs of these services.

A George Fern service desk will be located in the exhibit area for your convenience **during move-in and move-out**. Representatives will be on duty there to assist you with last minute needs. Arrangements for special signs, rental furniture and special decorations should be made in advance. **The service desk is the place to make inquiries concerning freight, express, or parcel post shipments**, and to obtain other information which will be helpful to you when setting up or dismantling your display.

DRAYAGE AND CRATE HANDLING: All costs for shipping, cartage, and handling are to be borne by the exhibitor. Complete convention freight handling, including 30 day pre-show storage move-in, handling of empty containers to and from the exhibit area, and move-out is available at the prevailing rates from the George Fern Service Contractor, 816-221-0525.

Skilled labor to assist with installation and removal of exhibits is also available if needed, at the standard rates as indicated in your information kit.

INSTALLATION AND REMOVAL OF EXHIBITS: The exhibit area will be available between 2:00 P.M. and 4:00 P.M. Monday, February 27, 2017 for exhibit set-up. It is mutually agreed that each exhibitor will be responsible for the delivery and removal of his/her equipment and/or display material to and from the exhibit area; however, **any heavy equipment brought in must be coordinated/handled through the George Fern Service Contractor, 816-221-0525.**

SPONSORSHIP: The Missouri/Kansas Chapter, ACPA is seeking sponsors for the receptions, social hours, and breaks in the exhibit area. All sponsors will be recognized on the conference program and on an appreciation board placed at the entrance to the exhibition hall. **Sponsors that commit early will be listed on our website, included in the preliminary registration packet, and shown on our weekly letting report. Sponsors will also be listed in the final program, as well as on the video screens at the registration desk and during breaks/intermissions in the main ballroom, and on the sponsor boards in the exhibit area.** Sponsorships start at \$300.00. Other sponsorship opportunities are available such as a **Platinum Level Sponsor** in the amount of \$1,000, a **Gold Level Sponsor** in the amount of \$750.00 or a **Silver Level Sponsor** in the amount of \$500.00. Other sponsorship opportunities would be to sponsor any of the **three conference breaks** for \$1,500 each. Opportunities to sponsor the **Awards Luncheon, Beer & Brats Reception, Opening Reception and Social Hour, Registration Desk and both Buffet Breakfasts** are also available at \$2,500 each. A new sponsorship available this year will be a **Corporate Sponsorship** for \$5,000! The Corporate Sponsorship will include 2 full conference registrations, a special banner and recognition throughout the entire conference. If you have an idea for a unique sponsorship, please contact Cindy Allen at 913-381-2251.

DOOR PRIZES: We will again be having prize drawings during the **Beer & Brats Reception**. Drawings will be done approximately every thirty minutes throughout the evening and the **individual must be present to win**. Door prizes will also be distributed Wednesday morning at the conclusion of the conference. Tickets will be drawn to determine the winners, and the **individual must be present to win**.

DISMANTLING: All display materials must be removed from the premises by 1:00 p.m. Wednesday, March 1, 2017. **NO EXCEPTIONS ALLOWED!**

Table covers, furniture, special drapery, and other special services may be ordered at the prevailing rates at the time the decorator's kit is received.

NOTE: Display boards and other materials shall not be placed in such a manner as to interfere with other exhibits. Special sound and lighting effects are permissible, to the extent that they do not create objectionable interference to neighboring exhibitors. The Exhibits Chairman shall be the sole judge of the acceptability of the above.

PROTECTION OF CONVENTION CENTER PROPERTY: Nothing shall be posted, tacked, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture without the permission of the Sheraton Hotel.

SECURITY: An easily accessible locked room will be available to secure merchandise during the conference. **The exhibit area is an open hall;** therefore, valuable items should be secured in the locked room overnight. Please contact the conference registration desk for arrangements.

LIABILITY: MO/KS Chapter, ACPA assumes no liability whatever for loss or damage through any cause to goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be purchased by the exhibitor. The exhibitor shall indemnify MO/KS Chapter, ACPA and the Sheraton Hotel against, and hold it harmless from, any complaints, suits liabilities resulting from negligence of the exhibitor in connection with the exhibitor's use of display space.

RESTRICTIONS: MO/KS Chapter, ACPA reserves the right to restrict exhibits, which, in the opinion of the Exhibit Committee, may detract from the general character of the display. This reservation includes persons, things, conduct, printed material, or anything of a character which may be objectionable to the meetings as a whole. In the event of such restriction or eviction, MO/KS Chapter, ACPA is not liable for any refunds or rentals or other exhibition expenses.

All fire extinguishing equipment shall be maintained in plain sight, unobstructed and accessible for use at all times. All fire doors shall be unobstructed and accessible at all times.

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to him/her without the knowledge or consent of the Exhibit Chairman.

HOTEL RESERVATIONS: The exhibitor must make all room reservations directly with the Sheraton Hotel at Crown Center. To reserve your room click on the following link: <https://www.starwoodmeeting.com/Book/ACPAAnnualmeeting2017Attendee>. Please contact our office if you have any questions about reservations.

MO-KS ACPA
 GENERAL SESSIONS & EXHIBITS
 CROWN CENTER EXHIBIT HALL
 KANSAS CITY, MO
 2017

