

**ASSOCIATION
OF
FUND-RAISING
DISTRIBUTORS
& SUPPLIERS**

**27th ANNUAL
CONFERENCE
& EXPO**

**JANUARY 15-18,
2019**

LAS VEGAS, NV

**PLANET
HOLLYWOOD**

**EXHIBITOR
PROSPECTUS**

**EXPO RULES &
REGULATIONS**



**January 15-18 2019
planet hollywood las vegas**

Tuesday, January 15

8 a.m. – 5 p.m. Registration
8 a.m. – 8 p.m. Exhibitor Set-Up
3:30 p.m. – 4:30 p.m. Committee Meeting(s)
5:00 p.m. – 7 p.m. Welcome Reception

Wednesday, January 16

8 – 9:30 a.m. Education Session*
8 a.m. – 5 p.m. Registration
9:30 a.m. – 5 p.m. Exhibit Hall Open
5 p.m. – 6 p.m. New Member Reception *invitation only*

Thursday, January 17

8 – 9:30 a.m. Education Session*
8 a.m. – 5 p.m. Registration
9:30 a.m. – 5 p.m. Exhibit Hall Open
5 p.m. – 5:30 p.m. Cocktail Reception
5:30 p.m. – 6:00 p.m. Annual Membership Meeting
6 p.m. – 6:45 p.m. Keynote Speaker: Mark Mayfield
6:45 p.m. – 7:30 p.m. Networking Reception

Friday, January 18

8 – 11:30 a.m. Registration
8 – 11:30 a.m. Exhibit Hall Open
11:30 a.m. – 5 p.m. Exhibitor Tear-Down

All events are at Planet Hollywood Las Vegas.

** Coffee and pastries served at 7:45 a.m.*

<p>PURPOSE OF THE AFRDS EXPO</p>	<p>The primary purpose of the Association of Fund-Raising Distributors & Suppliers (AFRDS) Annual Conference & Expo is to provide distributors an opportunity to learn about and order products, programs and services in the product fundraising industry.</p>
<p>SPECIAL EVENTS & SOCIAL FUNCTIONS</p>	<p>A variety of educational events and social activities are planned for the conference. These include timely, informational, and pertinent educational sessions for all members, plus a multitude of opportunities for networking.</p> <p>To participate in these events, and to register for a booth space, click here to register online. If this link does not work, please copy and paste this URL into your web browser: <<https://www.afrds.org/Exhibitor-Registration>>.</p> <p>If you need assistance, contact AFRDS Headquarters.</p>
<p>EXHIBITORS: ELIGIBILITY & RESPONSIBILITY</p>	<p>All AFRDS supplier members are required to exhibit or to be represented by another supplier member at the AFRDS Expo. Suppliers and Affiliates* who are members in good standing with the Association of Fund-Raising Distributors & Suppliers are eligible to exhibit at the AFRDS Expo.</p> <p>If any Exhibitor changes management or is purchased by another company/organization, these rules and this Agreement becomes binding on the purchasing company/organization.</p> <p><u>Exhibitors agree to:</u></p> <ul style="list-style-type: none"> ✦ conduct activities at the Expo solely to meet the purpose of the Expo; ✦ abide by the conditions published in this prospectus; and ✦ accept responsibility for informing all of their employees and agents of these conditions. <p>The AFRDS Conference & Expo Committee may order removal of any exhibit or product, or discontinuance of any promotion, wholly or in part, that in its opinion is not in keeping with the character and purpose of the Expo.</p> <p>*Non-exhibiting Affiliate & Supplier members are not allowed on the floor or to attend AFRDS events.</p>
<p>EXHIBIT PACKAGE & FEES</p>	<p>All booths are 8' deep x 10' wide, and cost \$1,050 each. You may request one or several booths at \$1,050 each. The <u>total</u> fee for exhibit space is due at the time registration is submitted. Booths cost an additional \$100 per 8' x 10' space after November 2, 2018. See page 7 for details – including additional costs – for premium spaces (end caps, in-line end spaces, etc.).</p> <p>In addition to the exhibit space, exhibitor fees also cover:</p> <ul style="list-style-type: none"> • two complimentary registrants per 8' x 10' booth (note Expo rules on qualified registrants on page 4); • 3' high side dividers (gold); 8' backwalls consisting of factory flame-proofed fabric (gold and white) supported by steel framework; • a 7" x 44" exhibitor identification sign; • up to four draped tables (two 8', one 6', one 4' draped 3-sides only) (white) & four covered single-step risers per 8' x 10' booth [<i>please ensure your table configuration will fit within the 8' x 10' booth space</i>]; • one chair; one wastebasket per 8' x 10' booth; • a listing of your products and services in the Expo program; • an <u>electronic</u> attendee list distributed following the Expo; • daily aisle cleaning services (<u>all booth vacuuming must be ordered through Las Vegas Expo</u>).

A hard copy is available upon request from AFRDS Headquarters, following the Expo.

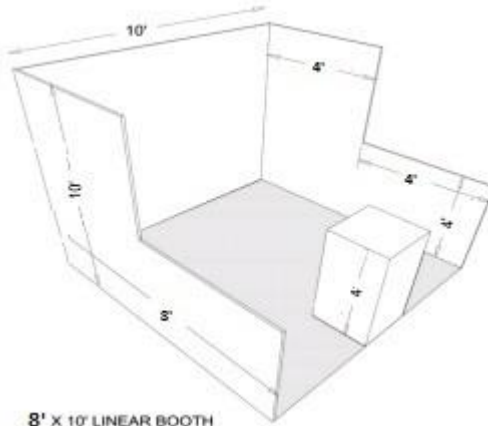
CARPETING	<p>Note About Carpeting: The hall is carpeted. You will not need to purchase individual carpeting for your booth. However, if you wish to do so for décor reasons, please contact AFRDS Headquarters, or see the order form in the exhibitor kit. <u>Any non-standard floor covering may require a special underlayment; and must be approved in writing by AFRDS prior to the Expo.</u> Raised flooring creates a trip hazard, and is not permitted.</p>
EXHIBIT REGISTRATION DEADLINES	<p>To qualify for early-bird rates of \$1,050 per 8' x 10' booth, your application with full payment must be received at AFRDS headquarters by November 2, 2018. Please see the following sections on booth assignment and the priority point system. Registration forms received after November 2 will be accepted on a first-come, first-served basis as available space allows, and will be charged <i>an additional \$100 per 8' x 10' space</i>. Companies registering after November 2 will not be guaranteed space on the Expo floor or in the printed <i>Expo Guide</i>. Please see the floor plan to choose your booth space. Indicate your preferred space(s) on your exhibitor registration online.</p> <p><i>The booth application must be received with payment. Registrations without payment will NOT be accepted!</i></p>
BOOTH ASSIGNMENT/ PRIORITY POINT SYSTEM	<p>AFRDS has established a priority point system to reward those Suppliers with the longest history of supporting AFRDS. Suppliers are awarded one point for every AFRDS event at which they have contracted for exhibit space. For exhibitors having identical point totals, booth assignments will be based on the date of receipt of the booth application and booth fees.</p> <p>If any Exhibitor changes management or is purchased by another company/organization, the priority points of the single company who has the largest total number of points are kept. The priority points from both companies are not added together.</p> <p>Many exhibitors request booth locations next to other exhibitors, while others request locations away from certain exhibitors. The AFRDS Conference & Expo Committee will make every effort to honor these requests. However, bear in mind that such requests complicate the assignment function and may not permit all exhibitors to receive the location of their choice. When assigning space to a group of “assorted” exhibitors, the <u>group's</u> booth selection priority will be based on the individual exhibitor that has accrued the <u>lowest</u> total priority points.</p> <p>For exhibitors requesting corner or end cap spaces, assignments will be made according to how many priority points a company has been awarded. Sometimes a company's corner or end cap space request will result in the desired placement, and sometimes not. Please note, refunds of these fees will not be given unless we are unable to place the booth in the requested type of space.</p> <p>The Conference & Expo Committee will do everything in its power to grant the space requested by individual exhibitors; however, it cannot guarantee your company's specific request will be granted. The committee reserves the right to limit the number of booths assigned, should it be necessary, so that all qualified applicants who meet the registration deadline can acquire space.</p> <p><i>Please note that Affiliate member exhibitors do not earn priority points.</i></p>
LIMITS ON EXHIBITOR REGISTRANTS	<p>Exhibitors are granted two complimentary exhibitor registrations for <u>each</u> 8' x 10' space purchased. Allotted badges are issued to individuals for that individual's use -- <u>and only that individual's use</u> – for the sole purpose of staffing the exhibiting company's booth during the Expo. Replacement badges using another name or badge swapping is prohibited. Exhibitors may register additional, qualified individuals for \$200 per person.</p>
SPACE CANCELLATION	<p><i>REFUNDS FOR CANCELLATION OF EXHIBIT SPACE are issued ONLY within 72 hours of placing an order.</i></p> <p>Should exhibit companies need a refund, contact AFRDS Headquarters within 72 hours of placing an order. Supplier members must exhibit at the Expo in order to keep their membership current and in good standing. Non-exhibiting Supplier and Affiliate members are not allowed on the Expo floor or at any AFRDS event.</p>

<p>EXHIBITOR REGISTRATION/ QUALIFIED REGISTRANTS</p>	<p>Exhibitor badges will be available on-site at the AFRDS Registration Desk at the Planet Hollywood Celebrity Ballroom. The Registration Desk also will function as an information, message and paging center.</p> <p>Exhibitors must register prior to setting up their booth. Admission to the exhibit area will be by badge only and will be tightly controlled. Exhibitor registration begins at 8 a.m., Tuesday, January 15, 2019. AFRDS Expos are open only to distributor members and exhibiting supplier and affiliate members of AFRDS. To help maintain the integrity of this policy, the AFRDS Board of Directors has instituted the following registration procedures:</p> <ul style="list-style-type: none"> ◆ All pre-registered and on-site exhibitor registrants must complete a registration form, which must be confirmed and signed by an authorized representative of the exhibiting member company. Alternatively, a signed letter (on the exhibiting member company stationery) must be provided authorizing the individual to register under the member company name and explaining that the individual is attending for <u>the sole purpose of working in the member's booth.</u> ◆ Any member company found to have registered a non-member not in compliance with the above policy shall be subject to a fine of \$300 per violation and punitive action by the Board of Directors, up to and including possible forfeiture of exhibit rights and membership in AFRDS. ◆ An AFRDS supplier member in good standing (Company A) that is represented by another supplier member (Company B) may request registration badges under Company A's name. These are subject to the limitations of Company B's badge allotment (two complimentary per booth space). ◆ The exhibiting company confirms that its representatives are employed by it or are its representatives as provided in the AFRDS Constitution and Bylaws
<p>EXHIBIT HALL ACCESS</p>	<p>For security purposes, the exhibit hall will be open to exhibitors presenting a badge one hour before the published opening of the Expo. The hall will be cleared and secured immediately following the published closing time of the Expo each evening. Supplier members may personally escort individual customers to their exhibits during that hour before opening of the exhibit hall. Suppliers will be required to sign-in their distributor customers, as well as sign them out of the exhibit hall if the meeting concludes prior to the opening of the Expo. Suppliers must remain with their distributor customers at all times during pre-Expo visits and are also responsible for escorting the distributors off the Expo floor immediately after their meeting. There will be no access for distributors after 11:30 a.m. on January 18, 2019.</p> <p>On Thursday, January 17, 2019, the exhibit hall will close at precisely 5 p.m. for the AFRDS annual meeting and networking reception. <i>All suppliers and distributors must immediately vacate the exhibit hall during this time.</i></p>
<p>FURNITURE, DRAYAGE & OTHER SERVICES</p>	<p>Most of your booth needs (e.g., pipe and draping, signage, carpet, tables, risers) are included in the exhibit package (see page 2). For other needs, including labor, furniture, pre-Expo and daily booth cleaning, trash pickup, and refrigeration/frozen storage, exhibitors should contract with Las Vegas Expo (702/248-6200). You will be able to order these services online, and will be notified by email when they are available.</p> <p>Booth catering, electrical, plumbing, telephone lines, computer lines and equipment and Internet connectivity are exclusive services provided by Planet Hollywood, and its vendors. You will receive forms for these services in your exhibitor services packet, along with information on audio-visual services. These forms will be available online.</p> <p>Also, exhibitors are responsible for direct payment to Las Vegas Expo for drayage and other services and for all <u>on-site</u> orders. The drayage rates for inbound/outbound are: \$66 per cwt. (200 lb. min.) to the warehouse or Expo site (January 14 or later); \$83 per cwt. freight requiring special handling (200 lb. min.); and Small package fees (max. wt. 25 lbs.) to ware- house or Expo site: first package \$35; additional packages \$20. <i>Overtime rate is \$20/cwt. (any shipment delivered to, and/or picked up prior to 8 a.m./after 5 p.m. (Monday - Friday); or on weekends or holidays – inbound and outbound).</i> Other fees: Standard Late is \$82.50 and Standard Special is \$103.75.</p> <p>Note: There will be a minimum charge of 200 lbs. for <u>each shipment</u> handled by Las Vegas Expo (except small packages). Multiple shipments by a single exhibitor will be treated (and invoiced) separately by Las Vegas Expo. For example, if Company X makes 5 separate shipments the company will pay a <u>minimum</u> of \$132 (\$66/cwt x 2) for each in-bound shipment regardless of the combined weight of the shipments.</p>

<p>REFRIGERATED/ FROZEN STORAGE</p>	<p>Las Vegas Expo will have refrigeration & freezer storage at the Advance Warehouse beginning Wednesday, January 2, 2019. Contact Las Vegas Expo at 702/248-6200 for special shipping instructions. There is a \$50 fee/pallet to place materials in accessible storage. They will move the truck to Planet Hollywood on Tuesday, January 15.</p> <p>Access fees are charged per ½ hour at the following rates: straight time = \$42.25 per ½ hour and overtime = \$67.00 per ½ hour; double time is \$84.50 per ½ hour.</p> <p>Note: <u>Only</u> sample-sized portions of 2 oz. or smaller of food items and/or beverages may be served on the exhibit floor. Other than sample sized items provided by exhibitors, outside food and beverages are not permitted in the conference center.</p>
<p>SHIPPING: ADVANCE SHIPPING</p>	<p>All shipments to the warehouse or on-site must be pre-paid, using the “Shipping Information & Freight Service” order form provided in the exhibitor services packet, to be available online.</p> <p>The warehouse will accept freight beginning Monday, December 10, 2018.</p> <p>The warehouse is open Monday - Friday 8 a.m. - 4 p.m. and will be closed weekends and holidays, including December 24 & 25, 2018 and January 1, 2019. The warehouse will accept freight until Tuesday, January 15, 2019.</p>
<p>NOTE: A refrigeration/ freezer truck at the advance warehouse Weds., Jan. 2, 2019, and will be onsite at Planet Hollywood for the Expo starting Tues., Jan. 15, 2019.</p>	<p>Address shipments to: Exhibitor (Company Name), Booth # _____ Las Vegas Expo 4075 East Post Road Las Vegas, NV 89120 FOR: AFRDS</p> <p>To verify freight arrival, call the Las Vegas Expo office at 702/248-6200.</p> <p><u>Planet Hollywood will not accept shipments until Las Vegas Expo, the official Expo service decorator, arrives on-site.</u> All Expo on-site shipments will be refused prior to Monday, January 14, 2019.</p>
<p>ON-SITE SHIPPING</p> <p>NOTE:A refrigeration/ freezer truck at the advance warehouse Weds., Jan 2, 2019, and will be onsite at Planet Hollywood for the Expo starting Tues., Jan. 15, 2019.</p>	<p>For on-site shipments to arrive Monday, January 14, or later, address shipments to:</p> <p>Exhibitor (Company Name), /Booth # _____ AFRDS Conference & Expo c/o Las Vegas Expo Planet Hollywood Las Vegas – Celebrity Blrm Loading Dock 3667 Las Vegas Blvd. South Las Vegas, NV 89109</p> <p>**Note: Temperatures in Nevada can reach 60°F+ in January. If you have temperature-sensitive products, you may want to ship directly to Expo site.**</p>
<p>EXHIBIT SECURITY</p>	<p>AFRDS cannot guarantee against loss or damage during the Expo. As a courtesy to exhibitors, AFRDS will provide security guards during hours deemed appropriate, including a security guard for controlled entrance to the exhibit hall.</p> <p>Please be mindful of personal items at all times, particularly on setup and teardown days. For items which cannot be replaced, one-of-a-kind items, and/or prototypes, AFRDS suggests removing those items from the exhibit hall each evening.</p>

<p>EXHIBIT INSTALLATION/ DISMANTLING</p>	<p>Planet Hollywood’s Celebrity Ballroom will be available for AFRDS exhibit installation 8 a.m. - 8 p.m. on Tuesday, January 15, 2019. Badges will be available that day at the AFRDS Registration Desk until 5 p.m. All booths must be set up by 8 p.m., Tuesday, January 15, 2019, for inspection by the AFRDS Conference & Expo Committee.</p> <p>Exhibits are to remain totally intact until the close of the Expo on Friday, January 18, 2019, at 11:30 a.m. Violators will forfeit all accumulated priority points for one year, lose one point permanently, and be subject to additional punitive action by the Board of Directors, up to and including possible forfeiture of future exhibit rights.</p> <p>Union laborers are responsible for: floor layout, carpet, drapes, rental furniture, decorating rental items, masking, aisle signs, hanging special signs, aisle carpeting, unloading and reloading freight, delivery of material to the exhibit booth, and installation and dismantle of booths and rigging. Individual exhibitors who wish to install and dismantle their own booths can do so if they: use company personnel, do not attempt to bring in “pick up labor”, and comply with local and state fire, safety and regulations and rules set by Exposition Management.</p> <p>**Please pay special attention to union regulations (click here)**</p> <p>Full-time employees on an exhibiting company’s payroll can set up and dismantle their company’s exhibit based on the following rules:</p> <ul style="list-style-type: none"> ◆ The utilization of workers from a non-union agency or company is prohibited. ◆ Bell hops are not permitted to bring dollies or hand trucks in through the front doors. ◆ The union has jurisdiction for the unloading and loading of all trucks. Exhibitors will not be allowed to unload your own truck in the dock. ◆ Exhibitors also may handle their own freight subject to the following condition: if material can be hand-carried to and from the booth via accepted freight entrances. Hand-carried is defined as small cartons, packages or portable lap-top computers that weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances. You may not be permitted to use the dock. Exhibitors will not have access to dollies, tools, forklifts or any special equipment or machinery located in the hall ◆ The company’s employees are required to provide some form of identification showing they are a full-time employee of the company (payroll stub or medical I.D. card). Las Vegas Expo, the official AFRDS exhibit contractor, has the right to inspect for proper identification. ◆ Set-up badges, or wrist bands, will be available at the registration desk.
<p>LIABILITY/ INSURANCE</p>	<p>**Exhibitors must provide AFRDS with an original Certificate of Insurance by Friday, December 28, 2018. The insurance certificate must prove that the exhibitor and/or its contractors have comprehensive general liability coverage against claims for bodily injury or death and property damage of not less than \$2,000,000 for each occurrence and must name AFRDS, Las Vegas Expo, and “PHW Las Vegas, LLC, d/b/a Planet Hollywood Resort and Casino,” and Caesar’s Entertainment, Inc., as the additional insured. Said policy must be in force January 14-18, 2019 – dates when freight is on the Expo floor. Neither AFRDS, its Officers, Board of Directors nor its staff; nor Kellen and its staff; nor Planet Hollywood (“PHW Las Vegas, LLC, d/b/a Planet Hollywood Resort and Casino,”) and its staff; nor Caesars Entertainment Corp. and its staff; nor Las Vegas Expo and its staff, shall be responsible for loss or damage of merchandise or personal possessions either before, during, or after exhibit hours or for personal injury to the exhibitor, exhibitor’s employees or representatives. Exhibitors assume responsibility for any claims arising out of their own negligence or that of their employees or agents. Exhibitors assume responsibility for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.</p>
<p>EXHIBIT SPECIFICATIONS</p>	<p>Aisle spanning headers must meet at least <u>one</u> of the following two stipulations:</p> <ol style="list-style-type: none"> 1. Exhibitors who have purchased all Linear Booth spaces on both sides of an aisle, covering the entire length of the aisle, from cross aisle to cross aisle, may span the aisle at either or at both cross aisles. or... 2. Exhibitors who have purchased a minimum of five (5) Linear Booth spaces on both sides of an aisle, and whose booth space begins at a cross aisle, may span the aisle only at the point at which that aisle faces the cross aisle. <p>In both cases, no structure may encroach into the aisle; aisle spanning material must be at least 8’ in height, but not exceed 10’ in height.</p> <p>You must receive approval for any aisle-spanning material in writing by AFRDS prior to the Expo. If AFRDS approval is not obtained prior to the Expo, the exhibitor may be required to remove the material.</p>

**EXHIBIT
SPECIFICATIONS
(continued)**



8' X 10' LINEAR BOOTH

All exits, hallways and aisles must remain unobstructed at all times. Exhibits must not project beyond space allotted, nor obstruct the view or interfere with traffic to other exhibits. **Fully walled, enclosed, and tented booth spaces are NOT allowed.**

Linear Booths & In-Line Corner Booths:

Linear (in-line) Booths have only one side exposed to one aisle and are generally arranged in a series along a straight line. A *Corner Booth* is a *Linear Booth* exposed to aisles on two sides. All guidelines for Linear Booths apply to Corner Booths.

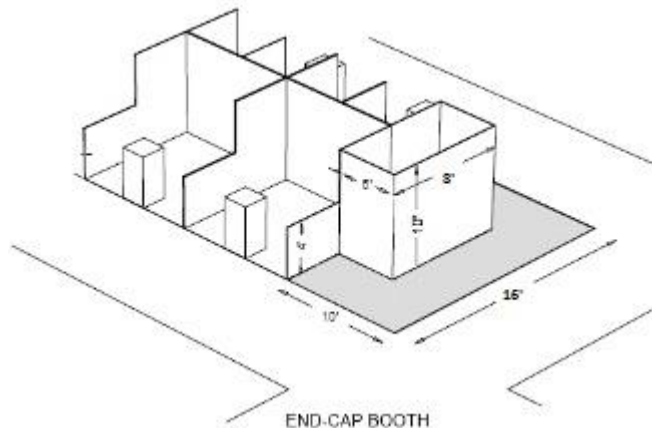
- Linear booths must be constructed so that no structure exceeds a height of 10'. The maximum height (10') is only allowed in the rear half of the booth space, with a 4' height restriction in the first 4' of booth space depth. Note: when a space is 20' or longer, the 4' height restriction in the first 4' of booth space depth is only applied to the portion of the booth that is within 5' of an adjoining booth.

In-Line Corner Booths are exposed to aisles on two sides, and are considered premium booth spaces. There is a \$100 fee for these spaces (\$1,150 each).

End-cap Booths:

An End-cap Booth is exposed to aisles on three sides. End-cap Booths are considered premium booth spaces and cost \$2,300 (\$200 end cap fee + 2 booth space fees @ \$1050). Additional booths purchased behind an end cap are charged at the in-line booth rate.

- Exhibitors that purchase two or more booths, back-to-back, which occupy the end of an exhibit aisle may have a backwall that is up to 10 feet in height.



END-CAP BOOTH

• The backwall may be no wider than 8 feet and must be centered so that no more than 4 feet of the backwall extends beyond the center point of the booth (at the backwall).

- A 4-foot high wall may extend to the limits of the back wall on either or both sides.

Island Booths: Occupy all spaces from end-cap to end-cap, and are an additional \$100 per each 8' x 10' booth space occupied by the island.

Other specifications: Materials used in exhibits must be flame-retardant and **must be accompanied by an official fire resistance certificate.** All drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and decorations, including Christmas trees, and similar decorative material shall be flame retardant. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited. All materials must be accompanied by a fire resistance certificate.

No dirt, sand, mulch, rocks, confetti, etc. can be used. Adhesive-backed decals and stickers are not allowed inside the exhibit hall. No part of any exhibit, sign or banner shall be pasted, nailed or otherwise affixed to walls, doors or any part of the exhibit hall in a way that might cause damage. The exhibitor will pay for damage to the facility and/or to the exhibit services contractor's equipment/carpet/etc. caused by failure to observe this rule.

Compressed gas cylinders are prohibited.

SPECIAL EXHIBIT RULES & REGULATIONS

The following practices are **strictly prohibited**:

- ◆ Soliciting by any company which has not contracted for exhibit space;
- ◆ Soliciting outside of one's designated booth space;
- ◆ Strolling entertainment, distributing samples, brochures, or advertising materials in any area outside their exhibit booth;
- ◆ Recruiting on the Expo floor for the purpose of hiring sales personnel;
- ◆ Subletting exhibit space to a company or individual not contracted for exhibit space;
- ◆ Scheduling seminars, meetings or any other activities which conflict with the AFRDS exhibit hours and other convention functions -- including seminars and social functions;
- ◆ Photography or recording of any type without permission of the Conference & Expo Committee;
- ◆ Employing noisy electrical or other apparatuses, megaphones, loud speakers, flashing lights, etc.;
- ◆ Storage of any kind between backwalls, behind booths, or between booths, and also in the back halls of the hotel;
- ◆ Inappropriately dressed booth staff;
- ◆ **Any open flame**, including lit candles and Sterno;
- ◆ Unstaffed exhibit booths;
- ◆ Distributing promotional items (giveaways) at AFRDS events other than the Expo, unless the items are part of an official sponsorship opportunity;
- ◆ Public address announcements at the Expo except those related to association matters;
- ◆ Exchanging cash or checks for immediate transaction and sale of goods on the Expo floor (orders may be placed);
- ◆ **Visiting the booth of another exhibitor, photographing, or taking a sample from any booth without that exhibitor's permission;**
- ◆ Smoking in the exhibit hall, in the registration area, or at AFRDS meetings and seminars at any and all times, including move-in and move-out; all participants must comply with these rules in addition to any rules of the facility/ties;
- ◆ Balloons filled with any gas which is lighter-than-air, such as helium;
- ◆ Any smoke, fog, haze, or pyrotechnics.
- ◆ **Other than 2-ounce, sample sized items provided by exhibitors, all outside food and beverages (including to-go meals) are not permitted in Planet Hollywood Celebrity Ballroom.**

FOOD SAMPLING, COOLING, HEATING & WARMING DEVICES

Exhibitors who will be serving any open food and/or beverage products (must be 2 oz. or smaller) which are not in a sealed wrapper are required by the Southern Nevada Health District to have a hand-washing station and a container of sanitizing solution in their booth space. **AFRDS negotiated diligently to get these at no cost for you – this is over a \$350 value per booth! You must complete the following:**

- [Handwashing Station Acknowledgement Form](#) – due **December 28, 2018**.
- [Sample Food Request Form](#)
- [Optional catering services](#) – [2019 Exhibit Order Form Food Show](#)

DO NOT USE
restroom sinks to wash
dishes or equipment

AFRDS management has arranged for you complimentary

- Handwashing stations
 - dish washing services
 - sanitizing solution
- Order yours today**

Forms are linked above and also available in your exhibitor services kit. Questions? [contact AFRDS](#); or refer to: [Handwashing Station FAQ's](#); and [the SNHD checklist](#).

Cooling, heating and warming devices must be electric and shall be approved by a recognized testing laboratory (ex: UL, FM). **No deep fat fryers, open flames and/or conveyor driven devices are allowed.**

Heating devices and heated products shall be isolated from the public by placing the devices a minimum of 5' back from the front of the booth (or 3' back from the side of the booth if an end cap) or provide a Plexiglas shield between the heating or warming devices and the aisle. **All appliances must be turned off and unplugged at the end of each day.**

Individual cooling or warming devices shall not exceed 288 square inches of surface area. The table surface holding the heating or warming devices shall be made of non-combustible material. A minimum of 2' shall be maintained between each heating devices and between the heating devices and all combustible materials. Heating and warming devices must have an automatic shut-off to prevent overheating.

Each booth utilizing cooling, heating and warming devices **MUST** have a 4A10BC fire extinguisher properly tagged in the immediate vicinity. Fire extinguishers will be available for rent on-site from Las Vegas Expo.

RULES VIOLATIONS

In the event of violations of any of these guidelines, rules and regulations by an exhibitor, its employees or agents, the Conference & Expo Committee reserves the right to request corrective action by the exhibitor. If the exhibitor is unable or refuses to comply with this request, the Committee reserves the right to cancel use of that space or bar that exhibit, person or thing from the exhibit hall or remove said exhibit. In this event, the exhibitor forfeits all monies paid for rental of booth space.

PLANET HOLLYWOOD LAS VEGAS ROOM RESERVATIONS

Planet Hollywood Las Vegas serves as the headquarters hotel for Expo 2019. **Check-in time is 4 p.m.; check-out time is 11 a.m.**

The hotel address is 3667 Las Vegas Blvd., South; Las Vegas, NV 89109. **Hotel Phone:** 702/785-5555 or 866/919-7472 • **Guest Fax:** 702/796-0071.

Reservation requests at Planet Hollywood Las Vegas require a valid credit card for guarantee, and will be charged one night's room and tax. All deposits are fully refundable if a room is canceled at least three days (72 hours) prior to the arrival date.

Reservations cancellations: Reservations must be cancelled 3 days (72 hours) prior to arrival, or hotel will charge a cancellation fee of one night's room plus tax. The hotel will also charge one night's room and tax if a guest is a no-show.

Special Rates for AFRDS attendees: Single or double: Ultra Hip King or 2 Queen Rooms: \$125/room per night (Jan. 13-17)**; Resort Rooms: +\$40/night. For all rooms: Triple occupancy, add on \$30 per night, and for Quad occupancy, add on \$60 per night.

****Due to hotel occupancy, rates for the nights of January 18 and 19 are an additional \$24.00, a rate of \$149 per night.**

The resort fee of \$30 (+tax/room/day) is mandatory – and includes in-room Internet access for two devices (basic high-speed internet access), local calls; and fitness center access for two people. (AFRDS has a reduced rate, regular rate is \$36)

Final deadline for protected room reservations is December 23, 2018

NOTE: There are a limited number of rooms available at this rate. The block may sell out before the December 23 cut-off date. Also, you may not be able to reserve a sleeping room *after December 23, 2018* at the special rates.^a

Please make your reservations early!

Make your reservations online: [AFRDS Expo 2019 at Planet Hollywood](https://book.passkey.com/go/SMAFR9). If the link does not work, copy and paste the following text into your browser session:

<https://book.passkey.com/go/SMAFR9>

Or

Call: Planet Hollywood at **866/317-1829**, and indicate you are with the Association of Fund-Raising Distributors & Suppliers or AFRDS, **meeting code SMAFR9**.

*The hotel's standard check-in time is 3 p.m. Please note Hotel cannot guarantee that all rooms will be available at that time.

^a Planet Hollywood may continue to take reservations at the prevailing rate after cutoff date based on availability.

<p>BOOK AT THE HOST HOTEL</p>	<p>Please note: AFRDS is able to conduct meetings at desirable sites because a block of hotel rooms is reserved for meeting attendees. In exchange for filling the required number of sleeping rooms, AFRDS is permitted to use the hotel's meeting space at no cost, thus keeping registration fees low. In addition, meeting attendees receive a reduced rate for their sleeping rooms. We kindly request that all meeting attendees and exhibitors take advantage of the group rate and stay at the official AFRDS property, Planet Hollywood Las Vegas, within the group block.</p> <p>Here are a few more reasons for you to book your stay at the host hotel...</p> <ol style="list-style-type: none"> 1. The AFRDS Host hotel is inspected by the organization prior to your arrival. 2. Greater informal networking opportunities exist in the host hotel, as this is where a majority of attendees are staying and frequenting. 3. It will take you less time to travel from the meeting to your hotel room – and save you money on transportation costs! 4. The important announcements and information the organization may need to share with attendees when they check-in are provided only at the host hotel. 5. Any room drops arranged by the organization or its exhibitors are only available to those staying at the host hotel within the group block. 6. Friendly booking terms (e.g., no full pre-payment) are negotiated as part of the organization's hotel contract. 7. Meeting attendees receive a reduced rate (negotiated by the organization) for their sleeping rooms. 8. Low group rates are usually extended at least three days pre- and post-event. 9. Reservations within the group block are protected from hotel relocation (also known as <i>walking</i>). 10. The size of the official room block determines priority status for function space. By booking rooms outside the block, the organization may not get its preferred dates/function space this year or in future years. 11. In exchange for filling the required number of sleeping rooms, the organization is permitted to use the hotel's meeting space at no cost. 12. The organization is penalized financially for not filling a minimum number of contracted sleeping rooms. 13. Securing a smaller room block makes it more difficult for the organization to gain favorable hotel services, concessions and function space both this year and in future years at new/different properties. 14. Future housing and registration rates can remain low when a majority of attendees book within the official group block. 15. Booking within the group block is the right thing to do both to support the organization and to ensure AFRDS and its events remain financially viable.
<p>HOSPITALITY SUITES/ MEETING ROOMS</p>	<p>A limited number of <i>hospitality suites</i> and meeting rooms are available at Planet Hollywood Las Vegas. Reminder: the scheduling of seminars, meetings or other activities which conflict with the AFRDS exhibit hours and all other AFRDS functions is strictly prohibited. Arrangements for all affiliated events, hospitality suites and meeting rooms must be made through AFRDS. For more information, contact Jennifer Stone-Rogers at AFRDS: 678/303-3016.</p> <p>Call Planet Hollywood reservations: 866/317-1829 (group code SMAFR9) for <i>sleeping suites</i>.</p>
<p>BUSINESS CENTER</p>	<p>Planet Hollywood offers a FedEx Business Center offers copying, fax, packages up to 30 lbs., and other business services. The Business Center is located on Mezzanine Floor past the Conference Center. For a full list of services, please see their website: https://local.fedex.com/nv/las-vegas/office-5749/</p> <p>The center's hours of operation are Monday – Friday 7 a.m. – 6 p.m. Saturday and 8 a.m. – 5 p.m., and closed on Sundays. Phone number: 702/796-0071. Fax: 702/796-0084.</p>

TRAVEL DISCOUNTS

United Airlines

United Airlines offers a discount of between 2-10% off most fare classes when you fly into McCarran International Airport (LAS). Book online at www.united.com/meetingtravel; go to "All Search Options" and enter Offer Code **ZFSD170913** in the "Offer Code" box at the bottom of the page when searching for your flights.

If booking through your travel professional, or United Meeting Reservation Desk (800-426-1122 Mon-Fri 8am – 10pm ET and Sat/Sun 8am – 6pm ET. (Booking fees are waived for Meeting reservations). Please give them the following information:

- Agreement Code: **170913**
- Z Code: **ZFSD**

Outside of the United States, please call your local United Airlines Reservation Office.

Car Rental Discounts

AVIS

AFRDS members always receive up to 25% off your rental when you use **AWD# D423500**, plus enjoy additional offers like dollars off, a complimentary upgrade, or a free weekend day. With a complimentary membership in Avis Preferred®, you'll travel better, save time and gain access to exclusive offers. Skip the counter and paperwork at many locations and go straight to your car.

Visit: www.avis.com/800members or call 1-800-331-1212 to make a reservation.

Budget

AFRDS members always save up to 25% off Budget base rates with offer code (**BCD**) **D836600**, plus get other great offers like dollars off, a complimentary upgrade, or a free weekend day. Plus with a complimentary membership in Budget Fastbreak, enjoy our fastest, easiest rental experience!

Visit www.budget.com/800members or call 1-800-527-0700 to make a reservation.

PARKING

Valet Parking is \$20/day (\$15 for up to 4 hours). Self-parking is complimentary.

GROUND TRANSFERS IN LAS VEGAS

Transportation to the hotel is available via shuttle from McCarran International Airport. The cost is around \$15 one way, per person. In Terminal 1, shuttles are located on the west side of the baggage claim area, outside door exits 7-13. At Terminal 3, shuttles are conveniently located outside on Level Zero on the west end of the building to serve domestic travelers and on the east side of the building to accommodate international travelers.

For discounted SuperShuttle reservations (10% discount):

<https://www.supershuttle.com/default.aspx?GC=3XYZG>, group code **3XYZG**.

Terminal 1: Collect luggage, and exit the baggage claim area via Door 11 (behind Starbucks) and proceed right to the SuperShuttle ticket booth.

Terminal 3: Collect luggage, and proceed to the SuperShuttle ticket booth located outside of Door 52, to the right of the baggage claim.

Taxicabs ... Taxicab fare from the airport to Planet Hollywood is about \$20. *Airport employees are available at the taxi curbs to assist passengers.*

- Some taxis will not accept credit card payments. Customers should notify the attendant if they plan to use a credit card for payment.
- There is a \$2.00 charge on all fares originating at the airport.
- The maximum number of passengers allowed in any taxi is five (5), including infants and children.

Terminal 1: Taxicabs are available on the east side of baggage claim, outside doors 1 - 4.

At Terminal 3, taxis are conveniently located outside on Level Zero. There are 20 taxi loading positions on the west end of the building to serve domestic travelers and 10 loading positions on the east side of the building to accommodate international travelers. Quick exit lanes will allow traffic to leave the airport quickly.

For details on Ride Shares (Uber/Lyft), Limos, etc.: www.mccarran.com/Transportation

<p>WEATHER & LAS VEGAS INFO</p>	<p>Temperatures in January generally range from highs around 60 to lows in the mid 30's. You may wish to bring warm clothing, as well as some comfortable walking shoes for the exhibit hall and to stroll the Las Vegas Strip in the evenings.</p> <p>For more information on Las Vegas, contact the Las Vegas Convention & Visitors Authority - Toll free: 877/847-4858 - Web: www.lasvegas.com.</p>	
<p>AFRDS CONFERENCE & EXPO COMMITTEE</p>	<p>Bob Burleson, Co-Chair Great American Opportunities (D)</p> <p>Dan Doerfling, Co-Chair American Fundraising Services (D)</p> <p>Kurt Koehler, Co-Chair Gifts 'N Things (D)</p> <p>Hutch Costello Rhode Island Novelty Co. (S)</p>	<p>Keith Cramer UNIPAK (S)</p> <p>Jon Mannon Classic Cookie (S)</p> <p>Mark Van Wyk Van Wyk Confections (S)</p> <p>Steve Walnick Garfield Sales Company (S)</p> <p>(S = Supplier; D = Distributor)</p>
<p>FOR MORE INFORMATION/ KEY CONTACTS:</p>	<p><u>AFRDS Headquarters:</u> Jennifer Stone-Rogers AFRDS 3200 Windy Hill Rd. SE - Ste. 600W Atlanta, GA 30339 Office: 678/298-1180 Fax: 404/591-6811 Email: jstone@kellencompany.com or aflds@kellencompany.com Web: www.aflds.org</p> <p><u>AFRDS Expo 2019 Headquarters Hotel:</u> Planet Hollywood 3667 Las Vegas Blvd., South Las Vegas, NV 89109 Hotel Phone: 866/919-7472 or 702/785-5555 Reservations: 866/317-1829 group code SMAFR9 Click here for reservations online Guest Fax: 702/796-0084 Hotel Web: https://www.caesars.com/planet-hollywood</p> <p><u>Exhibitor Services Contractor:</u> Mitch Isaacs Las Vegas Expo 4075 East Post Road Las Vegas, NV 89120 Phone: 702/248-6200 Fax: 702/248-4113 Email: exhibitorservices@lvexpo.com Web: www.lvexpo.com</p>	