

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

**28th ANNUAL  
CONFERENCE  
& EXPO**

**JANUARY 8-11,  
2020**

**ORLANDO,  
FLORIDA**

**CARIBE ROYALE**

**GRAND SIERRA  
BALLROOM**

**EXHIBITOR  
PROSPECTUS**

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**RULES &  
REGULATIONS**



**Wednesday, January 8**

8 a.m. – 5 p.m.	Registration
8 a.m. – 8 p.m.	Exhibitor Set-Up
3 – 4:30 p.m.	New Member Orientation
5 – 6 p.m.	Keynote Speaker
6 – 7:30 p.m.	Welcome Reception

**Thursday, January 9**

8 – 9:30 a.m.	Education Session*
8 a.m. – 5 p.m.	Registration
9:30 a.m. – 5 p.m.	Exhibit Hall Open
2 – 3 p.m.	Micro-Education Sessions

**Friday, January 10**

8 – 9:30 a.m.	Education Session*
8 a.m. – 5 p.m.	Registration
9:30 a.m. – 5 p.m.	Exhibit Hall Open
2 – 3 p.m.	Micro-Education Sessions
5 – 5:30 p.m.	Cocktail Reception
5:30 – 6 p.m.	Annual Membership Meeting
6 – 7 p.m.	Networking Reception

**Saturday, January 11**

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

*All events are at Caribe Royale*

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

<p><b>PURPOSE OF THE AFRDS EXPO</b></p>	<p>The primary purpose of the Association of Fund-Raising Distributors &amp; Suppliers (AFRDS) Annual Conference &amp; Expo is to provide distributors an opportunity to learn about and order products, programs and services in the product fundraising industry.</p>
<p><b>SPECIAL EVENTS &amp; SOCIAL FUNCTIONS</b></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>Booth assignments are made according to appointment dates based on priority points. <b>Your booth registration link will be sent to you on your booth appointment date.</b> Pre-registration for individual events is not required.</p> <p><b>If you need assistance, contact AFRDS Headquarters.</b></p>
<p><b>EXHIBITORS: ELIGIBILITY &amp; RESPONSIBILITY</b></p>	<p><b>All AFRDS supplier members are required to exhibit or to be represented by another supplier member at the AFRDS Expo.</b> Suppliers and Affiliates* who are members in good standing with the Association of Fund-Raising Distributors &amp; 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><b>Exhibitors agree to:</b></p> <ul style="list-style-type: none"> <li>✦ conduct activities at the Expo solely to meet the purpose of the Expo;</li> <li>✦ abide by the conditions published in this prospectus; and</li> <li>✦ accept responsibility for informing all of their employees and agents of these conditions.</li> </ul> <p>The AFRDS Conference &amp; 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><b>*Non-exhibiting Affiliate &amp; Supplier members are not allowed on the floor or to attend AFRDS events.</b></p>
<p><b>EXHIBIT PACKAGE &amp; FEES</b></p>	<p>All booths are <b>10' deep x 10' wide</b>, and cost <b>\$1,050</b> 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, check and credit card payments are accepted. <b>Booths cost an additional \$100 per 10' x 10' space after October 18, 2019.</b> 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"> <li>• two complimentary registrants per 10' x 10' booth (note Expo rules on qualified registrants on page 4);</li> <li>• 3' high side dividers (teal); 8' backwalls consisting of factory flame-proofed fabric (teal and white) supported by steel framework;</li> <li>• a 7" x 44" exhibitor identification sign;</li> <li>• up to four draped tables (two 8', one 6', one 4' <b>draped 3-sides only</b>) (teal) &amp; four covered single-step risers per 10' x 10' booth [<i>please ensure your table configuration will fit within the 10' x 10' booth space</i>];</li> <li>• one chair; one wastebasket per 10' x 10' booth;</li> <li>• a listing of your products and services in the Expo program;</li> <li>• an <u>electronic</u> attendee list distributed following the Expo;</li> <li>• daily aisle cleaning services (all booth vacuuming must be ordered through Las Vegas Expo).</li> </ul>

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

<p><b>FLOOR COVERING REQUIREMENT</b></p>	<p><b>ALL BOOTHS PREPARING FOOD OR BEVERAGES ARE REQUIRED BY CARIBE ROYALE TO HAVE A CARPET OVERLAYMENT</b>  This is in the booth where there is food prep.  <b>AFRDS will cover the expense - \$100 per 10' x10'.</b>  See the exhibitor services manual for more details and the form to order from AFRDS, due December 6.</p>
<p><b>CARPETING</b></p>	<p><b>Note About Carpeting:</b> 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. <b><u>Any non-standard floor covering may require a special underlayment; and must be approved in writing by AFRDS prior to the Expo.</u></b> Raised flooring creates a trip hazard, and is not permitted.</p>
<p><b>EXHIBIT REGISTRATION DEADLINES</b></p>	<p>To qualify for early-bird rates of \$1,050 per 10' x 10' booth, your application with full payment must be received at AFRDS headquarters by <b>October 18, 2019</b>. Please see the following sections on booth assignment and the priority point system. Registration forms received after October 18 will be accepted on a first-come, first-served basis as available space allows, and will be charged <i>an additional \$100 per 10' x 10' space</i>. Companies registering after October 18 will not be guaranteed space on the Expo floor or in the printed <i>Expo Guide</i>. Please see the <a href="#">floor plan</a> to choose your booth space. Select your booth space(s) on your exhibitor registration online. <b>You can find more instructions and details here: <a href="https://aflds.org/Exhibitor-Registration">https://aflds.org/Exhibitor-Registration</a>.</b></p> <p><b><i>Booth registration must be received with payment by check or credit card. Registrations without payment will NOT be accepted!</i></b></p>
<p><b>SPACE CANCELLATION</b></p>	<p><b>REFUNDS FOR CANCELLATION OF EXHIBIT SPACE are issued <i>ONLY</i> within 72 hours of placing an order.</b></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. Please note, refunds of corner or end cap spaces fees will not be given unless we are unable to place the booth in the requested type of space.</p>
<p><b>PRIORITY POINT SYSTEM</b></p>	<p>AFRDS has established a priority point system to reward 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, or have their product repped. Sponsors also earn priority points, <a href="#">click here for more information</a> on the AFRDS Sponsorship program.</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. <i>The priority points from both companies are not added together.</i></p> <p><b><i>Please note that Affiliate member exhibitors do not earn priority points.</i></b></p>
<p><b>BOOTH ASSIGNMENTS</b></p>	<p><b>Booth purchases and booth number assignments are made on your appointment date, communicated to all Supplier &amp; Affiliate Members by August 2, 2019.</b></p> <p>For exhibitors, booths are assigned according to how many priority points a company has been awarded. For exhibitors have identical point totals, booth registration appointment will occur on the same day. Your booth selection is first come first serve on the day of your appointment. Exhibitors can register on any day after their appointment date, but not before. Open registration (for new members, for example) begins on September 25.</p> <p>AFRDS will do everything in its power to grant the space requested by individual exhibitors; however, we cannot guarantee your company's specific request will be granted. AFRDS reserves the right to change booth selections. AFRDS reserves the right to limit the number of booths assigned, if necessary, so that all qualified applicants who meet the registration deadline can acquire space.</p>

<p><b>PROXIMITY REQUESTS</b></p>	<p>Many exhibitors request booth locations next to other exhibitors, while others request locations away from certain exhibitors. Bear in mind that such requests complicate the assignment function and may not permit all exhibitors to receive the location of their choice. Exhibitors may choose their location upon registration, and request to be close to or away from other companies. AFRDS, where possible, will then reserve those booths, which can be purchased on the other company's appointment date.</p> <p>In addition, Exhibitors may make requests for proximity requests <b>away</b> from other companies when they register. AFRDS 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.</p> <p>Proximity requests can be made on the online order system, it is the first question after company information is entered.</p>
<p><b>LIMITS ON EXHIBITOR REGISTRANTS</b></p>	<p>Exhibitors are granted two complimentary exhibitor registrations for <u>each</u> 10' 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. <b>Non-exhibiting Supplier and Affiliate members are not allowed on the Expo floor or at any AFRDS event.</b></p>
<p><b>EXHIBITOR REGISTRATION/ QUALIFIED REGISTRANTS</b></p>	<p>Exhibitor badges will be available on-site at the AFRDS Registration Desk at the Caribe Royale - Grand Sierra 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., Wednesday, January 8, 2020. AFRDS Expos are open only to distributor members and <b>exhibiting</b> 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"> <li>◆ 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></li> <li>◆ 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.</li> <li>◆ 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).</li> <li>◆ The exhibiting company confirms that its representatives are employed by it or are its representatives as provided in the AFRDS Constitution and Bylaws</li> </ul>
<p><b>EXHIBIT HALL ACCESS</b></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. <b>There will be no access for distributors after 11:30 a.m. on January 11, 2020.</b></p> <p>On Friday, January 10, 2020, the exhibit hall will close at precisely 5 p.m. for the AFRDS annual meeting and networking reception. <i>All suppliers and distributors must <b>immediately vacate the exhibit hall during this time.</b></i></p>

<p><b>EXHIBIT SECURITY</b></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 that cannot be replaced, one-of-a-kind items, and/or prototypes, AFRDS suggests removing those items from the exhibit hall each evening.</p>
<p><b>FURNITURE, DRAYAGE &amp; OTHER SERVICES</b></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). <b>You will be able to order these services online, and will be notified by email when they are available.</b></p> <p>Booth catering, electrical, plumbing, telephone lines, computer lines and equipment and Internet connectivity are exclusive services provided by Caribe Royale, and its vendors. You will receive forms for these services in your exhibitor services packet, along with information on audio-visual services. <b>These forms will be available online.</b></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: \$71 per cwt. (200 lb. min.) to the warehouse or Expo site (January 7 or later); \$85 per cwt. freight requiring special handling (200 lb. min.); and Small package fees (max. wt. 25 lbs.) to warehouse or Expo site: first package \$35; additional packages \$25. <b>Overtime rate is \$25/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).</b> Other fees: Standard Late is \$88.75 and Late Special is \$106.25. <b>Late fees begin on December 31.</b></p> <p><b>Exhibitors should be aware that each of their outbound shipments on Saturday, January 11 will incur a \$25/cwt overtime rate fee.</b></p> <p><b>Note:</b> 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 2 separate shipments the company will pay \$282 (\$142/per shipment minimum x 2) for each in-bound shipment regardless of the combined weight of the shipments.</p> <p>Please see your Exhibit Services Manual for further information.</p>
<p><b>FOOD SAMPLING, COOLING, HEATING &amp; WARMING DEVICES</b></p> <p><b>AFRDS management has arranged for complimentary access to the catering sinks – look for “Exhibitor Clean-up Sinks” signage in the back of the hall.</b></p>	<p>Cooling, heating and warming devices must be electric and shall be approved by a recognized testing laboratory (ex: UL, FM). <b>No deep fat fryers, open flames and/or conveyor driven devices are allowed.</b></p> <p>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. <b>All appliances must be turned off and unplugged at the end of each day.</b></p> <p>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.</p> <p>Each booth utilizing cooling, heating and warming devices <b>MUST</b> have a 4A10BC fire extinguisher properly tagged in the immediate vicinity. Fire extinguishers will be available for rent on-site from Las Vegas Expo.</p>
<p><b>DO NOT USE restroom sinks to wash dishes or equipment</b></p>	

## SHIPPING:

### ADVANCE SHIPPING

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.

The warehouse will accept freight beginning **Monday, December 2, 2019.**

The warehouse is open Monday - Friday 8 a.m. - 3 p.m. and will be closed weekends and holidays, including December 24 & 25, 2019 and December 31, 2019 and January 1, 2020. The warehouse will accept freight until **Friday January 10, 2020** **There will be late fees incurred if freight arrives after December 31, 2019.**

#### NOTE:

A refrigeration/freezer truck at the advance warehouse **Friday, 12/27/2019,** and will be onsite at Caribe Royale for the Expo starting **Weds., Jan. 8.**

Address shipments to: **Exhibitor (Company Name), Booth # \_\_\_\_\_**  
LVE/Allied  
2502 Lake Orange Dr.  
Orlando, FL 32837-7802  
**FOR: AFRDS**

To **verify freight arrival**, call the Las Vegas Expo office at 702/248-6200.

Caribe Royale will not accept shipments until Las Vegas Expo, the official Expo service decorator, arrives on-site. **All Expo on-site shipments will be refused prior to Tuesday, January 7, 2020.**

### ON-SITE SHIPPING

#### NOTE:

A refrigeration/freezer truck at the advance warehouse **Friday, 12/27/2019,** and will be onsite at Caribe Royale for the Expo starting **Weds., Jan. 8.**

For on-site shipments to arrive **Tuesday, January 7, or later**, address shipments to:

**Exhibitor (Company Name), /Booth # \_\_\_\_\_**  
AFRDS Conference & Expo  
c/o Las Vegas Expo/Brede-Allied  
Caribe Royale – Grand Sierra Conference Center Dock  
8101 World Center Drive  
Orlando, FL 32821

**\*\*Note: Temperatures in Florida reach 70°F+ in January. If you have temperature-sensitive products, you may want to ship directly to Expo site.\*\***

### REFRIGERATED/ FROZEN STORAGE

Las Vegas Expo will have refrigeration & freezer storage at the Advance Warehouse **beginning Friday, December 27, 2019.** Contact Las Vegas Expo at 702/248-6200 for special shipping instructions. There is a \$60 fee/pallet to place materials in accessible storage. They will move the truck to Caribe Royale on **Wednesday, January 8, 2020.**

**Access fees are charged per ½ hour at the following rates: straight time = \$47.50 per ½ hour and overtime = \$69.50 per ½ hour; double time is \$89.50 per ½ hour.**

**Note:** Only 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.**

## EXHIBIT INSTALLATION/ DISMANTLING

Caribe Royale's Grand Sierra Ballroom will be available for AFRDS exhibit installation 8 a.m. - 8 p.m. on Wednesday, January 8, 2020. 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., Wednesday, January 8, 2020, for inspection by the AFRDS Expo Committee.**

**Exhibits are to remain intact until the close of the Expo on Saturday, January 11, 2020, 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.**

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.

**\*\*Please pay special attention to union regulations ([click here](#))\*\***

Full-time employees on an exhibiting company's payroll can set up and dismantle their company's exhibit based on the following rules:

- ◆ 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.

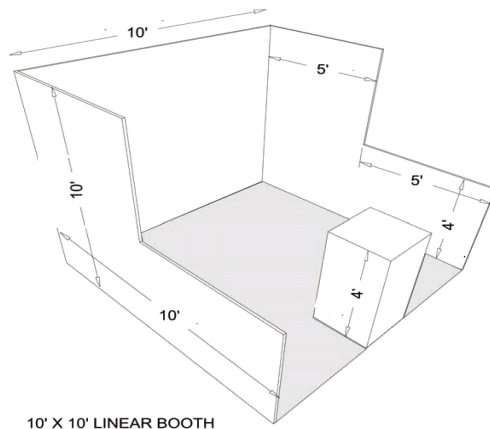
## LIABILITY/ INSURANCE

**\*\*Exhibitors must provide AFRDS with an original Certificate of Insurance by Friday, December 27, 2019.** 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 as the additional insured. **Said policy must be in force January 7-11, 2020 – dates when freight is on the Expo floor.** Neither AFRDS, its Officers, Board of Directors nor its staff; nor Kellen and its staff; nor Caribe Royale 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><b>SPECIAL EXHIBIT RULES &amp; REGULATIONS</b></p>	<p><b>The following practices are <u>strictly prohibited</u>:</b></p> <ul style="list-style-type: none"> <li>◆ Soliciting by any company which has not contracted for exhibit space;</li> <li>◆ Soliciting outside of one’s designated booth space;</li> <li>◆ Strolling entertainment, distributing samples, brochures, or advertising materials in any area outside their exhibit booth;</li> <li>◆ Recruiting on the Expo floor for the purpose of hiring sales personnel;</li> <li>◆ Subletting exhibit space to a company or individual not contracted for exhibit space;</li> <li>◆ Scheduling seminars, meetings or any other activities which conflict with the AFRDS exhibit hours and other convention functions -- including seminars and social functions;</li> <li>◆ Photography or recording of any type without permission of the Conference &amp; Expo Committee;</li> <li>◆ Employing noisy electrical or other apparatuses, megaphones, loud speakers, flashing lights, etc.;</li> <li>◆ Storage of any kind between backwalls, behind booths, or between booths, and also in the back halls of the hotel;</li> <li>◆ Inappropriately dressed booth staff;</li> <li>◆ <b>Any open flame</b>, including lit candles and Sterno;</li> <li>◆ Unstaffed exhibit booths;</li> <li>◆ Distributing promotional items (giveaways) at AFRDS events other than the Expo, unless the items are part of an official <a href="#">sponsorship opportunity</a>;</li> <li>◆ Public address announcements at the Expo except those related to association matters;</li> <li>◆ Exchanging cash or checks for immediate transaction and sale of goods on the Expo floor (orders may be placed);</li> <li>◆ <b>Visiting the booth of another exhibitor, photographing, or taking a sample from any booth without that exhibitor’s permission;</b></li> <li>◆ 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;</li> <li>◆ Balloons filled with any gas which is lighter-than-air, such as helium;</li> <li>◆ Any smoke, fog, haze, or pyrotechnics.</li> <li>◆ <b>Other than sample-sized items (2 oz. beverages, 3 oz. food) provided by exhibitors, all outside food and beverages (including to-go meals) are not permitted in the Grand Sierra Ballroom.</b></li> </ul>
<p><b>RULES VIOLATIONS</b></p>	<p>In the event of violations of any of these guidelines, rules and regulations by an exhibitor, its employees or agents, the Conference &amp; 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.</p>
<p><b>EXHIBIT SPECIFICATIONS</b></p>	<p><b>Aisle spanning headers must meet at least <u>one</u> of the following two stipulations:</b></p> <ol style="list-style-type: none"> <li>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. <b>or...</b></li> <li>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.</li> </ol> <p>In both cases, no structure may encroach into the aisle; aisle-spanning material must be at least 10’ in height, but not exceed 10’ in height.</p> <p><b>You must receive approval for any aisle-spanning material in writing by AFRDS prior to the Expo.</b> If AFRDS approval is not obtained prior to the Expo, the exhibitor may be required to remove the material.</p>



**EXHIBIT SPECIFICATIONS (continued)**



10' 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.

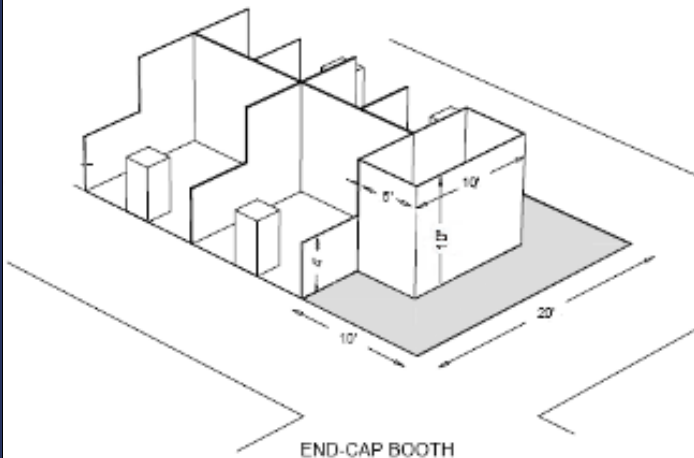
- Linear booths must be constructed so that no structure exceeds a height of 10'. The maximum height (10') is only allowed in the rear half of the booth space, with a 4' height restriction in the first 5' of booth space depth. Note: when a space is 20' or longer, the 4' height restriction in the first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



• The backwall may be no wider than 10 feet and must be centered so that no more than 5 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 10' 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.

## CARIBE ROYALE ROOM RESERVATIONS

**CARIBE ROYALE** serves as the host hotel for Expo 2020. All guest rooms are suites.  
**Check-in time is 4 p.m.; check-out time is 11 a.m.**

The hotel address is 8101 World Center Drive; Orlando, FL 32821. **Hotel Phone:** 407/238-8000 • **Guest Fax:** 407/387-8650.

Reservation requests at Caribe Royale require a valid credit card for guarantee, the card will not be charged until the guest checks out of the hotel. 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, double, triple or quad occupancy:  
\$149/room per night

### FOR GUESTS STAYING IN THE AFRDS BLOCK

- THE RESORT FEE (\$25/NIGHT) IS WAIVED;
- SELF-PARKING (\$10/NIGHT) IS COMPLIMENTARY

**The WAIVED resort fee of \$25 (+tax/room/day)** includes

- in-room Internet access for FOUR devices (basic high-speed internet access)
- Unlimited toll-free and local phone calls
- Scheduled shuttle service to the Walt Disney World® Ticket & Transportation Center, Disney Springs™, and Orlando Vineland Premium Outlets. Reservations required
- In-suite coffee (regular and decaffeinated)
- Yoga classes and spin classes (weekly)
- On-site game amenities (shuffleboard, cornhole toss, ping pong and pool tables)
- 10% discount on spa services at The Island Spa (present your suite key to the spa concierge).
- Fitness center access

### **Final deadline for protected room reservations is December 16, 2019**

NOTE: There are a limited number of rooms available at this rate. The block may sell out before the December 16 cut-off date. Also, you may not be able to reserve a sleeping room *after December 16, 2019* at the special rates.<sup>a</sup>

***Please make your reservations early!***

**Make your reservations online:** [AFRDS Expo 2020 at Caribe Royale](#). If the link does not work, copy and paste the following text into your browser session:

<https://cariberoyale.reztrip.com/ext/promoRate?property=1515&mode=b&pm=true&sr=462819&vr=3>

**Or**

**Call:** Caribe Royale at **800/823-8300**, and indicate you are with the Association of Fund-Raising Distributors & Suppliers or AFRDS, **meeting code AFRDS**.

\*The hotel's standard check-in time is 4 p.m. Please note Hotel cannot guarantee that all rooms will be available at that time.

<sup>a</sup> Caribe Royale may continue to take reservations at the Group rate after cutoff date based on availability.

## BOOK AT THE HOST HOTEL

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, Caribe Royale, within the group block.

Here are a few more reasons for you to book your stay at the host hotel...

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 *walking*).
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.**

## HOSPITALITY SUITES/ MEETING ROOMS

A limited number of meeting rooms are available at Caribe Royale. **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.

**Contact Caribe Royale for sleeping suites.**

## BUSINESS CENTER

Caribe Royale offers a "The UPS Store" with copying, fax, packages handling, and other business services. The UPS Store Print & Business Services is located inside the Convention Center of The Caribe Royale. For a full list of services, please see their flyer: <https://www.cariberoyale.com/wp-content/uploads/2019/04/TheUPSSStore.pdf>

The center's hours of operation are Monday – Friday 7:30 a.m. – 5 p.m. and Saturday 9 a.m. – 3 p.m., closed on Sundays. Phone number: 407-238-8436 Fax: 407-387-8650. Email: [store6855@theupsstore.com](mailto:store6855@theupsstore.com)

<p><b>TRAVEL DISCOUNTS</b></p>	<p><b><a href="#">United Airlines</a></b>  <b>United Airlines offers a discount of between 2-10% off</b> most fare classes when you fly into Orlando International Airport (MCO). Book online at <a href="http://www.united.com/meetingtravel">www.united.com/meetingtravel</a>; go to “All Search Options” and enter Offer Code <b>ZHG3171060</b> 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:</p> <ul style="list-style-type: none"> <li>• Agreement Code: <b>171060</b></li> <li>• Z Code: <b>ZHG3</b></li> </ul> <p>Outside of the United States, please call your local United Airlines Reservation Office.</p> <hr/> <p><b>Car Rental Discounts</b>  <b><a href="#">AVIS</a></b>          AFRDS members always receive up to 25% off your rental when you use <b>AWD# D423500</b>, 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.  <b>Visit: <a href="http://www.avis.com/800members">www.avis.com/800members</a> or call 1-800-331-1212 to make a reservation.</b></p> <p><b><a href="#">Budget</a></b>          AFRDS members always save up to 25% off Budget base rates with offer code (<b>BCD</b>) <b>D836600</b>, 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!  <b>Visit <a href="http://www.budget.com/800members">www.budget.com/800members</a> or call 1-800-527-0700 to make a reservation.</b></p>
<p><b>PARKING</b></p>	<p>Valet Parking is \$15/night (\$12 for day guest). Self-parking is \$10/night, and \$20 for non-registered guests. <b>Self-parking (\$10) waived for overnight guests in the AFRDS block.</b></p>
<p><b>GROUND TRANSFERS IN ORLANDO</b></p>	<p>Transportation to the hotel is available via shuttle from Orlando International Airport (MCO). The cost is around \$25 one way, per person. Located on the B-Side of the Terminal, on the Ground Transportation Level (Level 1), at Commercial Lane spaces B41-B48.</p> <p><b>Taxicabs ...</b> Taxicab fare from the airport to Caribe Royale is about \$45. <i>Airport employees are available at the taxi curbs to assist passengers.</i></p> <ul style="list-style-type: none"> <li>▪ Some taxis will not accept credit card payments. Customers should notify the attendant if they plan to use a credit card for payment.</li> <li>▪ Taxis may carry up to 9 passengers, and charge the same rate regardless of the number of passengers. All taxicabs picking up at the Airport are regulated by the City of Orlando’s Vehicle-for-Hire ordinance which requires fares to be determined by a taximeter.</li> </ul> <p>Located on the A-Side of the Terminal, in the center of the Arrivals Level (Level 2)          Located on the B-Side of the Terminal, in the center of the Arrivals Level (Level 2).</p> <p>For details on Ride Shares, Limos, etc.: <a href="http://orlandoairports.net/parking-transportation">orlandoairports.net/parking-transportation</a></p>
<p><b>WEATHER &amp; ORLANDO INFO</b></p>	<p>Temperatures in January generally range from highs around 70 to lows around 50. You may wish to bring layers, as well as some comfortable walking shoes. Business casual wear is appropriate for all AFRDS events.</p> <p>For more information on Orlando, contact the Visit Orlando - Toll free: 800/972-3304 - Web: <a href="http://www.visitorlando.com">www.visitorlando.com</a>.</p>

**AFRDS  
CONFERENCE &  
EXPO  
COMMITTEE**

**Dan Doerfling, Co-Chair**  
American Fundraising Services (D)

**Kurt Koehler, Co-Chair**  
Gifts 'N Things (D)

**Hutch Costello**  
Rhode Island Novelty Co. (S)

**Keith Cramer**  
UNIPAK (S)

(S = Supplier; D = Distributor)

**Jon Mannon**  
Classic Cookie (S)

**Mark Van Wyk**  
Van Wyk Confections (S)

**Steve Walnick**  
Garfield Sales Company (S)

**FOR MORE  
INFORMATION/  
KEY  
CONTACTS:**

**AFRDS Headquarters:**

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](mailto:jstone@kellencompany.com) or  
[aflds@kellencompany.com](mailto:aflds@kellencompany.com)  
Web: [www.aflds.org](http://www.aflds.org)

**AFRDS Expo 2020 Headquarters Hotel:**

Caribe Royale  
8101 World Center Drive  
Orlando, FL 32821  
Hotel Phone: 407/238-8000  
**Reservations: 800/823-8300 group code AFRDS**  
**[Click here for reservations online](#)**  
Guest Fax: 407/387-8650  
Hotel Web: <https://www.cariberoyale.com/>

**Exhibitor Services Contractor:**

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](mailto:exhibitorservices@lvexpo.com)  
Web: [www.lvexpo.com](http://www.lvexpo.com)