

American Association of Grain Inspection & Weighing Agencies

2018 Annual Meeting

Exhibitor Information Sheet

Table Display

Located at the Park MGM Las Vegas (formerly the Monte Carlo), the meeting rooms are called Hyde 2+3. The room will be open Sunday, May 6, 1-5 p.m. and Monday, May 7 from 7-8 a.m. for set up. We have requested additional time for set-up on Sunday, and will keep you posted. Teardown will take place upon completion of the program on Tuesday, May 8, 3:30 – 5 pm. Packages can be shipped in advance – please review the attached shipping instructions for more detailed information. Packages should be addressed as follows:

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Monte Carlo
3770 South Las Vegas Blvd.
Las Vegas, NV 89109
AAGIWA Annual Meeting

Box ____ of ____

Tables are 8 foot by 30 inches; the ceiling height is 12'. The room is not secure, so please do not leave any equipment or valuable items in the room overnight. A preliminary diagram of the room set up is included. Specific table preferences are first come, first served.

Audio Visual needs for the table display can be directed to Rosalie San Miguel, Director of Event Technologies for Encore – 702-730-7210 or rosalie.sanmiguel@encore-us.com.

Vendor Presentation

Each Associate Member in attendance at the Annual Meeting will have an opportunity for a 5-minute promotional “what’s new” presentation on either Monday, May 7, or Tuesday, May 8, during the general session. Please register for this opportunity by e-mailing Erica at erica.venancio@aagiwa.org. If you plan to utilize a power point presentation, you will need to send it by e-mail by **Friday, April 27**. It is also recommended you bring a back-up copy on a thumb drive.

Raffle

One of the big hits from past meetings is the raffle at the Annual Banquet. To encourage attendees to spend time viewing each table top display, exhibitor cards will again be provided. As individuals visit each table top display they will get their cards initialed. Once their card is complete with each vendor’s initials, they can turn it in to participate in a raffle drawing at the Annual Banquet on Tuesday evening, May 8. If you haven’t already, please e-mail Erica Venancio at erica.venancio@aagiwa.org with what your company plans to donate for the raffle.

Below is an example of the **2016 Exhibitor Card** (front & back):

AAGIWA 2016 Annual Meeting		Exhibitor Card	
To be eligible for raffle, you must have initials from each exhibitor AND be a paying attendee.			
AdamsNet	_____	Neogen	_____
AgTrax	_____	Perten	_____
Charm	_____	QualySense	_____
DICKEY-john	_____	Romer	_____
EnviroLogix	_____	Seedburo	_____
FOSS	_____	Shore Meas.	_____
AdamsNet iPad Mini AgTrax \$100 gaming chips Charm Sciences \$100 gift card DICKY-john \$100 gift card EnviroLogix 10 testing kits (500 strips) & use of QuickScan reader for trial period FOSS \$100 Amazon gift card Perten Instruments tablet Romer Labs \$100 gift card Seedburo Equipment \$100 gift card		DOOR PRIZES	
NAME: _____			

Sponsorships

AAGIWA is actively soliciting sponsors to help defray the cost of the Annual Meeting. Your consideration is greatly appreciated. Take advantage of this excellent opportunity to gain visibility for your company while also supporting AAGIWA. Help make this meeting a success while enhancing your company's corporate image!

Sponsorships include promotional signage at the sponsored event, recognition at the meeting, in all pre-meeting materials, and in the meeting program. In addition, the \$750 table fee will be waived for all meeting sponsors.

Meeting sponsors & table displays include one member registration complimentary!

Sponsorship opportunities include:

- Meeting Break - \$1,000
- Luncheon - \$1,250
- Reception - \$1,500
- Banquet - \$2,000

Additional Registrations

Additional registrations can be made online at www.aagiwa.org/meetings/.

	Early Registration (before April 16, 2018)	Late Registration (after April 16, 2018)
Members	\$395	\$450
Non-Members	\$745	\$850
Guests/Spouse	\$200	\$200

2018 Annual Meeting

Associate Member Sponsorship/Promotion Form

AAGIWA is pleased to announce sponsorship opportunities for its 2018 Annual Meeting in Las Vegas. This is an excellent opportunity to gain visibility for your company while also supporting AAGIWA. Help us make this meeting a success while enhancing your company's corporate image!

Tables for vendor displays will again be available at the Annual Meeting. The cost for a table is \$750 – however this fee will be waived for any Associate Member who commits to sponsor a meeting event. Associate Members will also have the opportunity to tell AAGIWA members about their products during the general session on Monday, May 7 and Tuesday, May 8.

Don't Forget: Sponsorships & Tables include one complimentary registration!

Sponsor Recognition

- Signage at the sponsored event
- Recognition at the meeting and in all pre-meeting materials
- Logo included in meeting program



Please complete the following:

- ☐ Meeting Sponsor – *waives \$750 table cost and includes one meeting registration**
- ☐ Meeting Break - \$1,000
- ☐ Luncheon - \$1,250
- ☐ Reception - \$1,500
- ☐ Banquet - \$2,000
- ☐ Vendor Table Display (\$750) – *includes one meeting registration**
- ☐ Raffle (*please indicate raffle item if known: _____*)
- ☐ Vendor Presentation during General Session (*no cost – please mark as appropriate*)
- ☐ 5 minute presentation
- ☐ utilizing power point presentation (must send in by 4/27)

*Complimentary Registration, if applicable:

Name: _____ E-Mail: _____

Company: _____ City/ST: _____

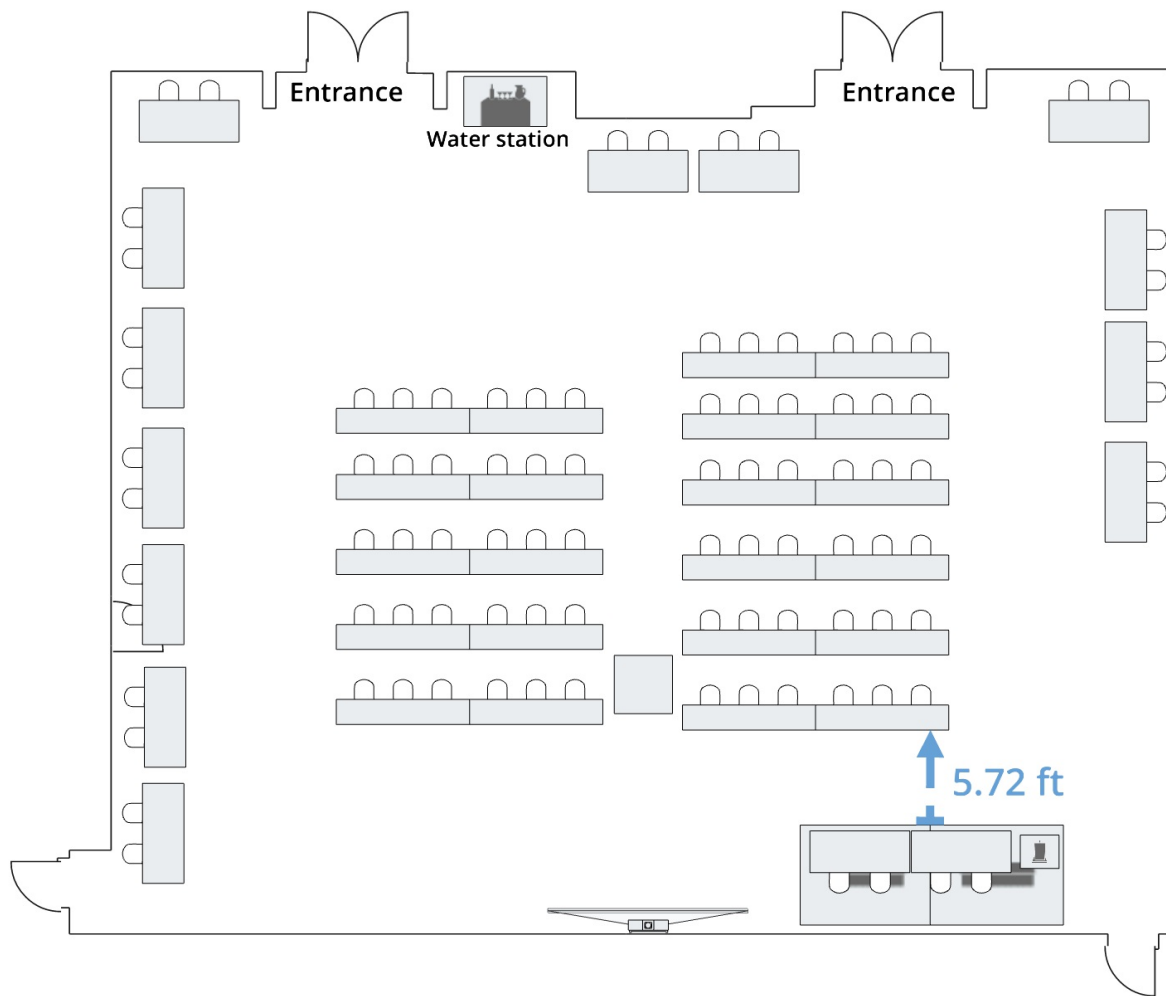
Representative for Vendor Presentation (if different from above):

Name: _____ Title: _____

Please return this form and payment by Friday, **April 6th** to:

AAGIWA • P.O. Box 26426 • Kansas City, MO 64196

Payment can be made by credit card upon request to erica.venancio@aagiwa.org.



5 Feet 

Hyde 2+3
AAWIG Annual Meeting



Monte Carlo Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Monte Carlo.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **702.931.3962**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Monte Carlo
3770 South Las Vegas Blvd
Las Vegas, NV 89109
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Monte Carlo
3770 South Las Vegas Blvd
Las Vegas, NV 89109
Phone: 702.931.3963
Fax: 702.891.8824
Email: pm5742@fedex.com

Operating Hours
Mon – Fri: 7:00am - 6:00pm
Saturday: 8:00am - 12:00pm
Sunday: 8:00am - 12:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Monte Carlo with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Monte Carlo, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Monte Carlo, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



Monte Carlo Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
0.0 – 1.0 lbs.	\$7.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$35.00
40.1 – 50.0 lbs.	\$30.00	\$40.00
50.1 – 75.0 lbs.	\$40.00	\$50.00
75.1 – 100.0 lbs.	\$50.00	\$60.00
100.1 – 150.0 lbs.	\$70.00	\$80.00
Pallets & Crates*	\$0.75 / lb. (\$250.00 Minimum)	\$0.75 / lb. (\$250.00 Minimum)

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$250.00 minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.