

## General Information for 2017 Exhibitors

- ❖ AFMS 2017 Existing Exhibitor Registration will open **October 15, 2017**. You will receive a link via e-mail from Shannon Bromley, Exhibitors Chair, that will allow you to register for your booth. A username and password is no longer required.
- ❖ The booth registration fee is \$550.00 per booth and includes:
  - 8' deep by 10' wide booth with a company ID sign
  - (1) 2'x6' covered & skirted table, (2) chairs and a wastebasket and 5amps (500 watts) of electrical power.
  - ***Booth shipments, additional furnishings, electrical power, etc. must be ordered directly with Clark Services.***
  - ***Wi-fi is available through the hotel.***
- ❖ The 2016 show was sold out with several new companies on the waiting list. Vendors that have previously exhibited at AFMS are given priority on booth rental and events. In order to provide ample advertisement of exhibitors, show sponsors, etc. the 2017 Priority Registration for Vendors will end **January 31<sup>st</sup>, 2017**.
  - We will hold your booth space until **February 20<sup>th</sup>, 2017** for an additional **late fee of \$100.00 per booth space**.
  - Any booths not secured by February 20<sup>th</sup> 2017 will be available for reassignment, on a first come first paid basis, to give any new exhibitors time to make arrangements.
- ❖ Those who work the booth are also required to register as exhibitors (please register as an exhibitor even if you are also a speaker). There is no charge for registration and this can be done through the AFMS website ([www.afms.org](http://www.afms.org)).



Acadiana Flow Measurement Society

- ❖ Parking is limited and we would like to leave the parking spots closest to the hotel open for the show attendees. Please park towards the back of the parking lot.
- ❖ **Lodging Information:**
  - DoubleTree Hilton Hotel:
    - 1521 West Pinhook Road
    - Lafayette, Louisiana, 70503-3158, USA
    - TEL: +1-337-235-6111; FAX: +1-337-237-6313
    - Please use reservation code “ACA” when making room reservations. (You will no longer be automatically billed for one room as long as you follow the hotel’s normal cancellation policy).
- ❖ The AFMS officers and show committee want to ensure that the show is successful and provides a valuable service to the industry. Please respect the following general guidelines:
  - We appreciate your efforts to distinguish AFMS from a table top show by incorporating graphics, banners, professional displays, etc. If your exhibit is confined to tabletop items, a company graphic/backdrop is required to be displayed along the back of the booth. Individual products on the table are not permitted without graphics/labels for identification.
  - Please refrain from loud noises, or other actions that may disturb your neighbors or other participants at the show.
- ❖ Monitoring (1) class session is part of your Exhibitor responsibilities. Please email **Registration@afms.org** with the name of the person from your organization who will monitor a session. You cannot monitor a competitor’s class.