

St. Louis Apartment Association's Fall Expo

Important Event Details for Exhibitors Please read this information very carefully

Expo Display Registration Fee -

Exhibitors have several options from which to choose from. For your information "extreme prime" and "prime" displays" are in areas where we expect heavier traffic. (i.e., front entrance, food, and beverage locations)

Exhibitor cost includes -

8' x 10' Display
Skirted 8' table, 2 chairs/trash can
Company Sign

Pipe & Drape (green/white with carpeting)
Name Badge(s)

Early Bird Savings

You will save \$100.00 if your booth registration is received by September 15 @ 5:00 pm. All booth prices will increase by \$100.00 on Thursday September 16th.

Exhibitor Setup -

The show is in Exhibit Halls North and South, in the lower level of the Convention Center. Exhibitors will be able to set-up displays beginning at 12:00 Noon on Wednesday, October 20 only! When you arrive, exhibitors are asked to use loading docks A, B & C, entrance located on Fairgrounds Blvd. These docks enter directly into the Showroom. The Fall Expo opens to the public from 2:00 - 5:00 p.m.

Exhibitor Shipping Information -

Please note - For shipping/receiving information the St. Charles Convention Center's Service, see the attached form.

If displays arrive prior to 10/20, a *storage fee, ranging from \$25.00 - \$75.00/per day will apply to all shipments stored by the STCCC.*

- Ship to - St. Charles Convention Center, One Convention Plaza, St. Charles, MO 63303.
- Please make sure shipments are clearly marked with your Company Name, October 20, St. Louis Apartment Association's Fall Expo. Thank You!

Shipping Out -

A shipping form is attached. It is the exhibitor's responsibility to coordinate the return of your display. At the conclusion of the Expo, you must tear down and pack up your entire display. All coordination and paperwork, including the Bill of Lading must be attached and ready for shipment.

The St. Charles Convention Center will remove from the showroom and store your shipment until the next morning. Please make sure all necessary arrangements are made for removal. Thanks so much!

Expo Time -

The Expo is open to the public at 2:00 pm and concludes at 5:00 pm. Appetizers and a cash bar will be available during the entire event.

Exhibitors are asked not to begin breaking down their booth until 5:00pm.

Exhibitor Attendance Prizes -

Exhibitors are encouraged to provide a substantial attendance prize of your choice, worth a minimum of \$30.00. Some ideas - gift certificates, gift baskets, sports tickets, electronics, or weekend get-away packages. Exhibitors need to bring plenty of business cards to distribute to attendees and a container to collect attendees' business cards. **Exhibitors are not allowed to participate in other exhibitor's giveaways!**

Expo Bag -

SLAA is looking for one or three (3) companies to sponsor the Expo bag. Exhibitors and all attendees will receive a complimentary bag at registration. Your company logo will be imprinted on one or both sides of the bag. **The cost per sponsor is only \$700.00.** What a fabulous way to showcase your company!

Exhibitor Directory Advertisement -

The Exhibitor Directory will consist of colored advertisement from our showcase exhibitors only.

The costs are as follows -

- Inside Front Cover- \$300.00
- Inside Back Cover- \$250.00
- Back Cover - \$350.00
- Full page - \$100.00

Deadline is September 13, 2019.

Helium Balloons -

Helium balloons are not allowed in the Convention Center, for obvious reasons. We thank you in advance for understanding!

Overnight Accommodations near Convention Center

Embassy Suites St. Louis-St. Charles / Hotel & Spa @ 877-868-3385



St. Louis Apartment Association Fall Expo
12777 Olive Blvd., St. Louis, MO 63141 Office (314) 205-8844 Fax (314) 205-1410



EXHIBITOR SHIPPING & STORAGE

Event:	Company Name:		
Event Move In Date:	Event location/Booth #:		
Shipping Carrier:	Mailing Address:		
Contact Name:	City:	State:	Zip:
Email:	Phone:	Fax:	

SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AT SCCC WILL BE CHARGED A STORAGE FEE. PLEASE SEE RATES BELOW. Items sent directly to SCCC on move in day will not incur a fee unless forklift/pallet jack is required for movement. Shipments received more than 2 weeks prior to move in day will be refused. All outbound shipping must be arranged through your courier of choice. Please come prepared with shipping labels as SCCC does NOT supply shipping labels. All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the end of the show. Unless outbound shipping arrangements are made with SCCC, items left behind will be treated as abandoned and disposed of as the facility sees fit.

ALL PACKAGES MUST BE LABELED WITH THE EVENT/SHOW NAME

INBOUND STORAGE

Small Packages

Up to 50 lbs AND smaller than 2'w x 2'l x 2'h package	First Day		\$25.00 each	x # of days <u>1</u>	\$
	Add'l days		\$12.50 each	x # of days _____	\$

Large Packages

Item over 50 lbs OR larger than 2'w x 2'l x 2'h	First Day		\$50.00 each	x # of days <u>1</u>	\$
	Add'l days		\$25.00 each	x # of days _____	\$
Package with movement by pallet jack/forklift	First Day		\$75.00 each	x # of days <u>1</u>	\$
	Add'l days		\$40.00 each	x # of days _____	\$
Pallet Disposal Fee			\$50.00 each	one time fee	\$

OUTBOUND STORAGE

All outbound shipping must be arranged through your courier of choice. Items should be sealed, labeled, and prepaid with the carrier of your choice.

Small Packages

Up to 50 lbs AND smaller than 2'w x 2'l x 2'h package		\$15.00 each	x # of days _____	\$
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Large Packages

Item over 50 lbs or larger than 2'w x 2'l x 2'h		\$30.00 each	x # of days _____	\$
Package with movement by pallet jack/forklift		\$45.00 each	x # of days _____	\$
Pallet Disposal Fee		\$50.00 each	one time fee	\$

Each outbound package will need to have a SCCC Outbound Shipping blue form attached.

All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the conclusion of the event. Unless outbound storage arrangements have been made with SCCC, items left behind will be treated as abandoned and disposed of at facilities discretion.

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:		
Expiration Date:	Security Code: (Last 3 digits on back of card or 4 digits on front of Amex.)		#
Name on card (Please Print)			
Signature			Date
Billing Address:			
City:	State:	Zip:	

Please make checks payable to: St. Charles Convention Center

All terms, conditions, and rates on this form are subject to change at any time without notice. The St. Charles Convention Center is not responsible for lost or misplaced freight or any materials left unattended unless proper arrangements have been made.

Total Sales	
x 7.95% Sales Tax	
SUBTOTAL	\$
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	\$