

An Invitation to Exhibit at the

**83rd Annual
Purdue Pest Management Conference
January 7-9, 2019**

Reservation Deadline – January 2, 2019

- **General Information**

The Center for Urban and Industrial Pest Management at Purdue invites you to exhibit at the 83rd Annual Pest Management Conference. Exhibitors are requested to make their displays as educational as possible so that they supplement the program. Exhibitors should anticipate 400-600 visitors to their display during the conference. Due to heavy response from exhibitors and space limitations, only reservations received with full payment by January 2, 2019 are guaranteed space. *Our spaces are reserved based on the order in which you pay in full, so register early to arrange for a good spot in the Exhibit Hall.* Exhibit space remaining after this date will be available on a first-come first-served basis.

- **Exhibition Schedule**

<i>Date</i>	<i>Time</i>
Monday, January 7 Exhibits & Reception <i>(with hors d'oeuvres & cash bar)</i>	5:30 p.m. - 8:30 p.m.
Tuesday, January 8	10:30 a.m. - 2:00 p.m.

- **Exhibition Hall**

The Exhibition for the 83rd Purdue Pest Management Conference will be held in the Ballrooms of the Purdue Memorial Union. This year we will be opening the exhibit hall at 5:30 pm Monday evening. Thus, we would encourage you to read the following paragraphs carefully to be set-up in time for this event.

Display Location:

Purdue reserves the right to assign a specific exhibit location to each exhibitor. This assignment is based on the space available (this can vary due to the number of exhibitors), the size of free-standing displays, electricity requirements, multiple space requests, and the location of competitors' displays. The logistics must be planned by Purdue staff in advance of the conference. Therefore, changes to allocated spaces cannot be made unless approved by the Exhibit Manager prior to exhibit set-up. If you wish to request a specific neighbor, please let us know. We will make every attempt to consider your wishes. (However, we cannot always guarantee the request will be accommodated).

PLEASE NOTE: Tents and exhibits greater than 8' x 8' will be placed in the North Ballroom. We reserve the right to relocate your exhibit if it infringes on other exhibitors' space. Vendors with displays longer than 8' but with a depth less than 6' are encouraged to purchase multiple table spaces in the South Ballroom.

Display Info:

Each space includes one (1) electrical connection (110 vac), one (1) 6-foot skirted table or 8 feet of floor space to accommodate free-standing displays. Due to the low light situation in the ballroom, we suggest that your display have lights and you bring adequate extension cords and adapters with you. We strongly encourage you to measure your exhibits prior to registration so that adequate space may be reserved for you. It is also recommended that your exhibit materials be insured against loss, theft, and/or damage. Wireless internet is available, a passcode will be provided with your registration materials.

- **Fees**

The fee for each exhibit space is \$675. There is no limit to the number of spaces an exhibitor may purchase. Single exhibits requiring more than 8 ft. of space will be charged for two (2) 8 ft. spaces. The exhibit fee includes conference registration for one company representative per exhibit. All others pay the full conference registration fee of \$450.

- **Exhibitor Registration at the Conference**

On Monday, January 7, 2019 between 10:00 a.m. and 5:00 p.m., all exhibitors must first report to the exhibitor registration area, located in the East Foyer of Stewart Center. At this time, please provide the names of your exhibit personnel (so their name badge may be prepared), and pick up their credentials and passes for the exhibit area. Exhibitor-specific name badges are required to be worn by all exhibitors; those not in possession of an authorized exhibitor name badge will not be permitted to work exhibits.

- **Shipments of Display Materials**

Before the Conference:

You may ship materials for exhibit purposes two (2) weeks prior to your arrival at the conference. To ensure timely delivery of your exhibit display, please ship your materials so that they are received at the university by January 2, 2019. (If you are unable to do this, bringing your materials with you will guarantee that you have what you need when you need it). The label should be marked: Hold for Arrival - January 7, 2019 and addressed as follows:

Purdue University
C/O Kaitlin Floyd - PEST 2019
Stewart Center Room 116
128 Memorial Mall
West Lafayette, IN 47907-2034

Please have your tracking number(s) available so our staff can locate your materials if they have not arrived at our location.

After the Conference:

At the conclusion of the Exhibition, if you want your display cases or materials returned by Purdue University to your company or another location, please have your boxes taped and display cases ready for mailing. A shipping label with a complete mailing address should be affixed to each item (both inside and outside). **FedEx and UPS are the only vendors authorized for on call return of materials from Purdue.** A large wooden cart will be in the South Ballroom, for you to put items on that you want picked up. UPS stipulates pick-up of ONLY Next Day Air orders – NO collect orders. Each company is responsible for payment of their shipping, regardless of vendor.

For additional information:

Kaitlin Floyd
1-866-515-0023 or 765-494-1898
Fax 765-494-0567
kfloyd@purdue.edu

- **Policy for Exhibiting at Purdue University**

Exhibits are acceptable in the Purdue Memorial Union, and that part of Stewart Center administered by the Purdue Memorial Union, under the following conditions.

Commercial Exhibits

1. **Control**

The Purdue Memorial Union retains control of its facilities at all times. Commercial exhibits are accepted at the request of conference sponsors so that exhibitors may display and explain their products and services. However, no sales or taking of orders is permitted in the building or on the Purdue campus. Prizes, samples, or other "give-away" items are to be distributed only as approved by the Memorial Union. Exhibits, posters, or signs advertising an individual may not be placed outside the exhibit room.

2. **Handling**

Exhibitors are responsible for all uncrating, crating, and other labor necessary in installing and removing exhibits. Installation and removal must be accomplished at the time specified by the Conference Coordinator, Conference Chairman, or the Memorial Union. The Memorial Union will cooperate in moving exhibit materials of reasonable size and weight from the loading dock to the exhibit room, and returning them to the loading dock during normal working hours, but the responsibility for such movement remains that of the exhibitor. Packages too bulky or too heavy to be handled by one man will not be handled by the Memorial Union, Entomology or Conferences staff.

3. **Utilities and Lighting**

One 110 volt 60-cycle AC outlet is available per exhibit. Unusual requirements for electrical current can usually be satisfied at the expense of the exhibitor provided sufficient notice is given. No water, air, or other utilities can be provided. Exhibitors should provide their own floodlights.

4. **Care of Building and Equipment**

The Purdue Memorial Union requires that buildings and equipment be treated with care. No nails, thumbtacks, screws, adhesives, masking tape, or adhesive tape of any kind are to be used on the building or university equipment. Exhibits, signs, posters, etc., must be free-standing or secured to stands to be provided by the exhibitor. The floor or the exhibit room must be protected against damage from heavy objects, liquids, or any other source of damage by the exhibitor. No piece of equipment will be accepted which has a total weight of over 500 pounds, unless approval has been received in advance. Special problems will be considered when a complete description is received.

5. **Safety**

Exhibits are not permitted in corridors, stairways or any other area where they present a safety or traffic problem. Any exhibit not contained within the ballrooms must be specifically approved in advance by the Union Director, who may establish display limits and conditions prerequisite to approval. Questions relating to fire hazards or traffic safety shall be referred to the Physical Plant Safety and Security Department. High risk materials or unsafe exhibits, for whatever reason, must be removed promptly upon request of the Union Director or authorized representative.

6. **Liability**

Purdue University and the Purdue Memorial Union will exercise reasonable care in providing normal security measures for the exhibit area, but cannot and shall not accept responsibility for theft or damage to exhibits. If desired, guard service can be arranged at the expense of the exhibitor. ***The Exhibit Hall will be UNLOCKED throughout the day. Please do not leave personal items unattended.***