Guidelines for Exhibits and Provider Breakout or Demonstrations

Important Dates & Deadlines

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<td>Routing for exhibit table location begins; Priority given to Year-Round Partner Sponsors</td>
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<td>Deadline for exhibit contracts, provider breakout or demonstration contracts and descriptions to be included in printed program</td>
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Thank you for participating in the NAPCP 17th Annual Commercial Card and Payment Conference! Please refer to the items below that will help us easily expedite your participation. Exhibits and Provider Breakout or Demonstrations are confirmed when payment is received. If you have questions or concerns as you prepare for the conference, please feel free to contact Kara Austrum at kara_austrum@napcp.org or (952) 546-1880 ext. 7.

**EXHIBITS**

**Complimentary Conference Registration**

1. **Exhibitors | Register for the Conference by March 31, 2016**

As an exhibitor, your organization is entitled to one complimentary, non-transferable conference pass.

   1. Please refer to your custom sponsor logistics page e-mailed to you by Kara Austrum for instructions on how to register complimentary.

   2. For assistance and/or any questions, contact Kara Austrum at kara_austrum@napcp.org | (952) 546-1880 ext. 7

2. **NAPCP Year-Round Partner Sponsors | Register for the Conference by March 31, 2016**

All 2015-2016 NAPCP Year-Round Partner Sponsors receive a certain number of complimentary conference passes as part of the benefits package. These are conference passes above and beyond complimentary exhibitor, educational breakout speaker and Provider Breakout or Demonstration passes.

   1. Please refer to your custom sponsor logistics page e-mailed to you by Kara Austrum for instructions on how to register complimentary.

   2. For assistance and/or any questions, contact Kara Austrum at kara_austrum@napcp.org | (952) 546-1880 ext. 7

3. **Reserve a Room at the Tampa Waterside Marriott by March 8, 2016 for Room Rate Discount**

The NAPCP has acquired the Tampa Waterside Marriott as the hotel location for 2016. Please visit https://napcp.site-ym.com/?ConfHotel to make hotel reservations online. If you are making reservations by phone (888) 236-2427, please make sure to ask for the **NAPCP Annual Conference** to receive the group discounted rate. The room rate before and after the conference is subject to availability.

4. **Exhibit Hall Diagram and Exhibit Table Location Selection**

Beginning January 2, 2016, routing for table selection will begin. The routing order is determined by year-round Partner Sponsor status, sponsor level over time, consecutive years as a partner sponsor, exhibitor history as well as date of signed contract and payment received. Routing goes one by one.

5. **A/V Rental, Electrical and Internet Needs**

Order forms found online at: www.napcp.org/conflogistics

Your exhibit contract provides you a skirted, 6-foot table(s), chairs, wastebasket and one complimentary full access conference pass. The exhibit hall is carpeted. The NAPCP provides overnight security as well as cleaning of the exhibit hall. All other needs such as power, Internet, A/V equipment such as TV monitors, laptops, DVD / Blu Ray players, etc...are an additional cost covered by the exhibitor. You will need to order these items separately and directly with the below vendors. The NAPCP will not arrange for
these items. To order these services, complete the order forms with payment information found online www.napcp.org/conflogistics and send directly to the appropriate vendor provider noted on the next page.

A/V and Computer Equipment
Company: PSAV
Contact: Sarah-Irene Donahue
(813) 204-6395 – office phone
sidonahue@PSAV.COM
Reference: NAPCP Conference; April 11-14, 2016

Electrical
Company: PSAV
Contact: Sarah-Irene Donahue
(813) 204-6395 – office phone
sidonahue@PSAV.COM
Reference: NAPCP Conference; April 11-14, 2016

Internet (only for exhibit tables; internet will be provided for Provider Breakout or Demonstrations)
Company: PSAV
Contact: Sarah-Irene Donahue
(813) 204-6395 – office phone
sidonahue@PSAV.COM
Reference: NAPCP Conference; April 11-14, 2016

6. Shipping Exhibition Materials and to Individual Hotel Guests
All shipping and handling of materials to and from the Tampa Waterside Marriott is managed through the onsite UPS Store at the hotel (2nd floor, outside the Grand Ballroom Foyer at the top of the escalators). All charges incurred are to be paid directly by the exhibitor or sender to UPS via a credit card or charged to a guest room account. Packages may be stored for up to three business days in advance of the exhibit opening date. To avoid additional storage fees, have your packages arrive no earlier than April 7, 2016.

All packages received by the UPS require a release signature before being released from the custody of UPS office. Release signatures are captured at the time of package pick-up from the UPS Business Center. In-bound receiving and applicable delivery fees will be applied to all packages.

Visit www.napcp.org/conflogistics, under the Shipping tab, to view shipping, handling, storage and all other fees associated with shipments to and from the hotel.
For the guest name field below, only use the individual who will be on site to sign for the package(s). Packages (excluding pallets/crates) will be available for pick-up at the UPS Office Business Center.

**Shipments for Exhibit**
*Affix a label with the following information in addition to the airbill.*

Exhibit Company/Organization Name
Attention: Attendee’s Name (Arrival Date)
Recipient’s Cell Phone Number

**NAPCP Conference Exhibit & Exhibit Table Number if Available**
c/o Tampa Marriott Waterside Hotel
700 S Florida Avenue
Tampa, FL 33602
Box 1 of X

**Shipments for Individual Hotel Guests**

(Guest Name) (Arrival Date) (Guest Cell Number)
c/o Tampa Marriott Waterside Hotel
700 S Florida Avenue
Tampa, FL 33602
Box 1 of X

**Out-bound Shipping Instructions**
Simply bring your items to the UPS store (2nd floor). UPS will accept all packages whether you have your own shipping labels or need to be provided. UPS will accept packages and freight for all carriers. If you do not have your own shipping account, they will ship using UPS. If you have your own shipping account set up, you may use that to ship with UPS (either your label or theirs). If you are shipping other than UPS, you will need to provide all shipping paperwork including a Bill of Lading and in the event you are shipping to an international destination, commercial invoices.

**Shipping Processing and Handling Fees**
Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room or billed to a credit card. Please go to www.napcp.org/conflogistics under shipping to view all handling charges.

**Storage Fees**
Fees apply to each package received more than 3 business days before delivery to Recipient. Please go to www.napcp.org/conflogistics under shipping to view all storage fees.

**Optional Exhibitor Drayage Package**
UPS offers a convenient Exhibitor Drayage Program that will guarantee having exhibitors’ displays and materials at the exhibit table location upon arrival for set up and facilitate outbound shipping at the conclusion of the event. The program includes:
>Receipt and registration of all incoming freight and packages at the loading dock from any carrier
>Secure and climate controlled storage for incoming parcels for up to 3 days prior to the exhibition and/or 2 days after its conclusion
>On setup day, delivery of exhibitor packages to exhibit table
>If necessary, remove and store exhibitor containers and boxes for the duration of the exhibition and return these items to the exhibit booth upon completion of the show
>Provide outbound shipping labels or air bills for exhibitors who have a carrier shipping account but no shipping labels
>For those outbound exhibitor packages without a shipping label or account, generate shipping labels for transport via UPS (shipping charges not included in drayage fee)
>Secure and tape any outbound packages requiring it; stack and wrap pallets for pickup by freight carriers
>Work with the shipper to obtain a proper Bill of Lading for outbound freight as required.
>Ensure all packages or freight are accepted by shipper’s preferred carrier.
>Forward all Tracking Numbers to the shipper as required.
>Be present at exhibit setup and breakdown to resolve any unforeseen issues.

**Applicable Fees for Drayage Program**

There will be a handling fee assessed on each package or case at the rate of $1.35 per pound with a minimum charge of $10.00 and a maximum charge of $135.00 per item. Regardless of weight, crates or containers on 4 or more wheels, will be charged at $200.00 and pallets at $350.00. This will be a one-time charge covering both inbound and outbound handling and is assessed based on each individual *incoming* package, case, crate or pallet. Any item requiring more than three days of storage may be subject to a storage fee of up to $.25 per pound per incremental day.

To request this service, download and complete an [Exhibitor Material Handling Form](#) and either fax to The UPS Store Print & Business Center at **813-204-6373** or e-mail to [exhibithandling@store6093.com](mailto:exhibithandling@store6093.com). The form needs to be received by UPS at least 5 days prior to one’s arrival at the hotel and for sure before materials arrive to the hotel.

This service is optional. If this services is not selected by an exhibiting company, all materials need to be claimed in person at the UPS Store, nothing will be delivered to one’s exhibit table. And outbound shipping needs to be brought to the UPS Store.

Questions? Call UPS Business Center at **813-204-6372** or e-mail [store6093@theupsstore.com](mailto:store6093@theupsstore.com)

7. **Exhibition Format**

*(Please read carefully to avoid onsite confusion concerning exhibit format. This information is also on the back of the exhibit contract)*

All exhibits must be contained to the tabletop provided – no exceptions. You will be asked to take down any materials or equipment that don’t comply. Booths are limited to the 6-ft. skirted table provided in one’s area. Placing any materials, banners, posters, carts, A/V stands or any other furniture or promotional materials outside the tabletop exhibit is prohibited. Promotional materials may not block the view of the other exhibits. Laptop computers are welcome (exhibitors are responsible for the cost of A/V, electrical needs, internet and shipping & handling - see step 4 for details). Please see the reverse of your contract for further details on policies and physical regulations. Also, please make your booth staff aware of these regulations.

If you have any questions about your exhibit or what is allowed - please contact Kara Austrum directly at (952)546-1880 ext. 7 or [kara.austrum@napcp.org](mailto:kara.austrum@napcp.org). The below pictures show acceptable exhibit elements.
Exhibitors will be provided with:

- one complimentary, non-transferable conference pass
- 6-ft. skirted banquet table(s), two chairs and wastebasket (some contracts have two or more tables)
- permission based attendee list to include name, title, organization, mailing address and e-mail address; supplied one week after the conclusion of the conference, restricted to a one-time use, sent to the person listed on the exhibit contract
- listing in the printed program Exhibitor Fair directory, including web link and company logo
- recognition on the Annual Conference webpages

8. Exhibit Setup

You may set up your tabletop exhibit on Monday, April 11, from 12:00 – 5:00 p.m. Entry to the exhibit hall prior to 12:00 p.m. will not be allowed.

9. Exhibition Schedule

**Monday, April 11, 2016**

*Hours and Events in the Exhibit Hall*

**Set Up:**
12:00 – 4:30 p.m.

**Hours:**
Exhibit Hall Open 5:00 - 8:00 p.m.

**Monday Event:**
Opening Cocktail Reception 6:30 - 7:30 p.m.

**Exhibit Hall Closes:**
At 8:00 p.m. The NAPCP supplies overnight security in the exhibit hall. The NAPCP is not responsible for items left behind. It is advised to secure valuable items in one’s hotel room.

**Tuesday, April 12, 2016**

*Hours and Events in the Exhibit Hall*

**Hours:**
Exhibit Hall Open 7:15 – 8:15 a.m. and 11:00 a.m. – 6:00 p.m.
Exhibit Hall will be closed for General Session and first round of breakout sessions

**Tuesday Events:**
Continental Breakfast 7:15 – 8:15 a.m.
Lunch 11:00 a.m. – 12:30 p.m.
Dessert Break 2:30 p.m. – 3:00 p.m.
Closing Cocktail Reception 5:00 – 6:00 p.m.

**Tear Down:**
6:00 – 7:30 p.m.
10. Exhibit Teardown
Exhibit teardown begins at 6:00 p.m. and must be completed by 7:30 p.m. on Tuesday, April 12. Please do not begin teardown prior to 6:00 p.m.

Exhibit staff must be prepared to complete the outbound shipping forms with payment information. If your organization has forms with your account number preprinted, those are acceptable as well. Bring all exhibit materials to be shipped out to the UPS Store located on the 2nd floor.

11. Attendee Appreciation Drawings
Attendee appreciation drawings will be held on Wednesday morning, April 13 at the start of the General Session. Last year, more than 10 companies contributed prizes including stored-value cards, retail gift certificates, electronics, gift baskets and more. Get creative and contribute a prize conference attendees will be sure to remember! Your company will receive recognition during the drawing and in the conference addendum.

If you are interested in contributing, contact Kara Austrum at kara_austrum@napcp.org or phone (952) 546-1880 ext. 7.

12. Attendee List
Included in the exhibit contract is a permission based attendee list. At the time of conference registration, registrants will need to provide their permission to be included in the attendee list distributed to exhibitors. It is recommended to still have a way to capture attendees' information who stop by your exhibit table as not everyone will give permission. The attendee list will include name, title, organization, mailing address and e-mail address. The list will be distributed to exhibitors one week after the conference concludes. The list will be e-mailed to the contact person on the exhibit contract. The list is restricted to a one time use and exhibitors will need to sign their contract acknowledging their understanding of the terms of use.

PROVIDER BREAKOUT OR DEMONSTRATION

1. Session Title & Description by January 29, 2016
Submit title and session description to the NAPCP by January 29, 2016 to be included in the conference printed program.

If not received by January 29, sessions are not guaranteed to be included, rather will be included in a printed conference addendum received by all attendees. Go to www.napcp.org/conflogistics to download the session template and return to Kara_Austrum@napcp.org.

2. Register for the Conference by March 31, 2016
If your company is conducting a Provider Breakout or Demonstration, you are entitled to one complimentary conference pass for your presenter.

1. Please refer to your custom sponsor logistics page e-mailed to you by Kara Austrum for instructions on how to register complimentary.

2. For assistance and / or any questions, contact Kara Austrum at kara_austrum@napcp.org | (952) 546-1880 ext. 7
3. Reserve a Room at the Tampa Waterside Marriott by March 8, 2016 for Room Rate Discount

The NAPCP has acquired the Tampa Waterside Marriott as the hotel location for 2016. Please visit [https://napcp.site-ym.com/?ConfHotel](https://napcp.site-ym.com/?ConfHotel) to make hotel reservations online. If you are making reservations by phone (888) 236-2427, please make sure to ask for the NAPCP Annual Conference to receive the group discounted rate. The room rate before and after the conference is subject to availability.

4. Provider Breakout or Demonstration Setup

Speakers will need to provide their own laptop computers. Laptops will NOT be provided in these meeting rooms. An LCD projector, screen, podium, sound, remote clicker and internet connection will be provided. Also, if presenting on a device other than a laptop, (ex: Surface, iPad, etc...) it is HIGHLY recommended the speaker bring their own doggle (adapter) to connect to the projector. The NAPCP provides VGA connectors from device to projector.

Presenting companies are able to use their own power point template. The NAPCP does not need to see the presentation deck prior to the conference. Presenting companies are also allowed to supply collateral, printed educational information, conduct drawings, etc...These sessions are yours to do with what you like.

**Dates & Times of Provider Breakout or Demonstration**

Tuesday, April 12 starting at 10:15 a.m. with the last session starting at 4:15 p.m.
Wednesday, April 13 starting at 10:30 a.m. with the last session starting at 3:45 p.m.

The NAPCP determines placement of these sessions first by giving preference on date and time to Year-Round Partner Sponsors followed by sponsor history at the conference over time, date of signed contract as well as looking at the overall conference agenda to ensure non-competing sessions on similar topics during the same time slot. The conference will support three tracks of these sessions. There are 24 slots available.

**Presentation Room Location**

Meeting rooms for Provider Breakout or Demonstrations are TBD. Kara Austrum will inform all presenters of their presentation date, time and room location at least one month in advance.

**Testing Dates & Times**

Monday, April 11, 2016: Testing of laptops (devices) & connections available from 5:00 – 8:00 p.m.
Tuesday, April 12, 2016: Testing of laptops (devices) & connections available from 7:00–9:30 a.m.

The NAPCP recommends each presenting organization test their presentation device before their session to ensure connections with the internet and projector are in good working order. The NAPCP will provide testing room locations one month prior to the conference.

**Note about security:** While the printed onsite conference program and signage clearly state these sessions are for end-user attendees only, each presenting company will be responsible for providing their own security to monitor attendance. The NAPCP, their employees, and agents are not responsible for the entrance of attendees from competing entities and any other security mishaps.

Contact Kara Austrum at [kara_austrum@napcp.org](mailto:kara_austrum@napcp.org) or by phone (952) 546-1880 ext. 7 with questions.