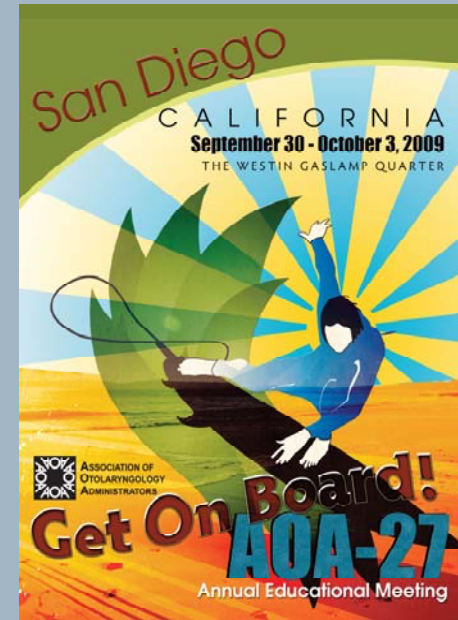


AOA-27 Annual Educational Conference Exhibitor Kit



VISION



September 30 – October 3, 2009

The Westin Gaslamp Quarter
San Diego, California





Set-Up and Tear Down

Exhibitor Set-Up

Exhibitor set-up for the conference will be **Wednesday, September 30** from **8:00 a.m. – 12:00 p.m.**

Exhibitor Tear Down

Exhibitor tear down for the conference will be **Friday, October 2** from **3:45 p.m. – 6:00 p.m.**

vision

Shipping & Storing Information

Shipping Packages to Hotel

Exhibitors must ship all packages to the following address:

The Westin Gaslamp Quarter, San Diego
910 Broadway Circle
San Diego, Ca 92101
ATTN: AOA Exhibits / Company name



Packages should not arrive at the hotel any earlier than 72 business hours (3 days) prior to the event. That means packages cannot arrive before Saturday, September 26, 2009.

Shipping Packages from Hotel

The hotel has a standard pick-up from most major shipping companies at 3:00 p.m. Monday-Friday. Exhibitor tear-down is from 3:45-6:00 p.m., so you will have to schedule a later pick-up on Friday or Saturday morning.

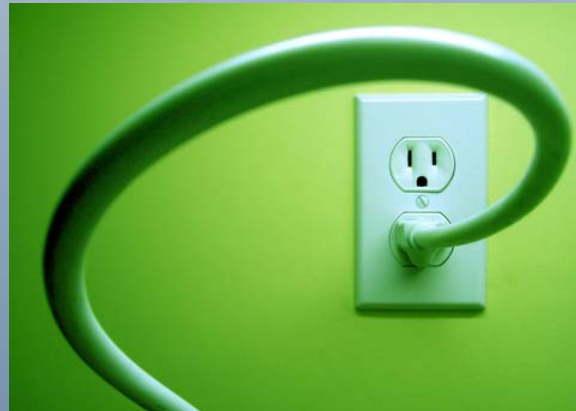
Storage

Packages must be stored under exhibitor tables. The hotel has limited storage space.



Hotel Service Information

Please complete the Hotel Service Form on the next page and send back to the hotel. The form is for internet, electricity and shipping. If you have any questions, please contact the hotel directly and speak to our Convention Services Manager, Wyatt Strehlow. The contact information for the hotel is provided on the form at the bottom of the page.





vendor / exhibitor service order form

event information

event name AOA Conference event date 9/27-10/6, 2009
 convention services manager Wyatt L. Strehlow booth name _____

telephone/internet

	quantity	pre-order cost	on-site cost	total
t1 high speed internet wired connection		\$ 350.00	\$ 400.00	
t1 high speed internet wireless connection		\$ 75.00	\$ 100.00	
direct dial phone line (standard hotel rates apply)		\$ 85.00	\$ 100.00	
sub-total				

electrical

	quantity	pre-order cost	on-site cost	total
0-500 watts (5 amps) <small>(Requires powerstrip and cord)</small>		\$ 50.00	\$ 75.00	
501 - 1000 watts (10 amps)		\$ 75.00	\$ 100.00	
1001 - 1500 watts (15 amps)		\$ 100.00	\$ 150.00	
1501 - 2000 watts (20 amps)		\$ 150.00	\$ 200.00	
sub-total				

**208 volts single phase/three phase available upon request*

power strip		\$ 15.00	\$ 15.00
extension cord		\$ 15.00	\$ 15.00
sub-total			

**for all other audio visual needs please contact PSAV directly at 619.610.8914*

boxes

inbound	quantity	cost	total	outbound	quantity	cost	total
0 - 5 lbs.		\$ 5.00		envelope		\$ 5.00	
6 - 20 lbs.		\$ 10.00		all boxes		\$ 10.00	
21 - 50 lbs.		\$ 15.00		crates		\$ 50.00	
over 51 lbs.		\$ 25.00		pallets		\$ 75.00	
crates		\$ 50.00		sub-total			
pallets		\$ 75.00		TOTAL			
*cost is per box				sub-total			

billing information

name _____ phone number _____
 address _____ fax number _____
 city _____ e-mail _____
 state _____ zip _____
 form of payment (please circle) _____ visa _____ mastercard _____
 credit card number _____ Expiration _____
 credit card holder _____
 (please print) _____
 (signature) _____

**if you have any questions please contact the hotel and speak with your convention services manager*

**** PLEASE** be aware charges subject to a 21% service charge and 8.75% taxes

*******Please note all Charges are DAILY charges for power and internet