



ACADIANA FLOW MEASUREMENT SOCIETY
P.O. BOX 60426
LAFAYETTE, LOUISIANA 70596-0426

EXHIBIT BOOTH REGISTRATION & SET-UP GUIDELINES

Please read and follow all guidelines.

1) **Booth Information:** Please note the following:

- a) Booth spaces are first come basis. AFMS members are given priority on booth rental and events
- b) Payment must be by check; we are unable to accept credit card payments at current time
- c) Registration Deadline
 - i) Booth Registration ends March 20, 2009.
 - ii) Booth registration form must be returned with check before March 20, 2009 via mail to AFMS, P.O. Box 60426, Lafayette, LA 70596-0426 to guarantee booth assignment. We are not currently able to accept online registration
- d) Booth assignments will be made by the AFMS committee. We will try to accommodate preferences indicated on booth packet, but final booth placement determination will be made by the AFMS committee. Specific booth space requests cannot be honored.

2) **Booth Dimensions and Clark Services Information**

- a) The size of each booth is 8'D x 10'W.
- b) Includes one (1) 6' table from Clark Services & (2) 110 VAC outlets *Extra tables or booth materials must be rented from Clark services. All Clark Services Forms must be mailed back to Clark Services (Packet included)

3) **Booth Pricing**

- a) \$550.00 PER BOOTH OUTSIDE BALLROOM (No. 1 – 14)
- b) \$500.00 PER BOOTH INSIDE BALL ROOM (No. 15 – 80)

4) Booth Set Up, Exhibit and Break Down Schedule

a) Set Up: Monday, April 20, 2009

(1) Set Up time is limited from 8:00 a.m. to 5:00 p.m. due to hotel policy. NO SET UP AFTER THIS TIME PERIOD!!!!!!!

b) Exhibit times:

(1) Tuesday, April 21, 2009 7:30 am to 5:00pm

(2) Wednesday 7:30 am to 12:00 pm (noon)

c) Break Down: Wednesday, April 22, 2009 at 12:00 noon

Please note: Early tear down may eliminate your company from participation in the show next year or a retaining a prime spot

5) Door Prize Information

a) General Show Door Prize Values are limited to a total value of \$150.00 including taxes per vendor. Please have receipt at show for verification.

b) All door prizes will be checked prior to announcing drawing

c) FIREARMS WILL NOT BE ALLOWED AS DOOR PRIZES

d) Please have a bowl or box to hold the attendee registrations e)

Drawings will be held after the last classes on Tuesday, April 21, 2009 at Vendor Booth. Box Lunches will be provided to all vendors and show guests with ID Badge to encourage attendance

The AFMS officers and show committee want to ensure that the show is successful for our vendors and provides a valuable service to the industry. To help ensure this, we ask that vendors respect the following general guidelines:

a) Please report any solicitation from vendors not participating to a board member or officer so this can be stopped immediately.

b) Please observe courtesy for your neighbors by refraining from loud noises, or other actions that may disturb your neighbor or other participants at the show.

c) Please do not enter into door prize drawings. These prizes are to encourage participation from the industry end users. VENDORS ARE NOT ELIGIBLE FOR DOOR PRIZES

d) AFMS appreciates your feedback and support. Please consider joining the society and sponsoring the society door prize.

e) This is the 30th Anniversary of the Society. Please plan to attend a special presentation to the remaining founding members, Tuesday April 21, 2009 at 8:00 am.