

PFI ANNUAL CONFERENCE

July 24-26, 2016 – The Omni Grove Park Inn – Asheville, North Carolina



Dear 2016 PFI Sponsors and Exhibitors,

Thank you for supporting the 2016 PFI Annual Conference. We have a robust conference schedule filled with plenty of networking and educational opportunities.

Please review the booth layout chart, on page three of this document, and email us your first, second, and third booth choices as soon as possible. **Our email address is office@pelletheat.org.** The current layout is currently an estimated 40 exhibitors. As this layout may change due to a different final number of booths, please know we'll do our very best to place everyone based on their submitted choices for the 40 booth layout.

Again, thank you so much for your support. We look forward to a very successful event.

Sincerely,
PFI



Pellet Fuels Institute®

office@pelletheat.org, (206) 209-5277

Display Specifications and Hours

Your booth will include **a table, skirted and covered, with booth piping and draping, two chairs, and a booth ID sign.** Should you require additional items for your booth, please consult the additional equipment order form. Additional equipment orders will be handled directly through John Curtis, of Convention Makers, Inc.

The exhibits will be open to traffic from 7-9pm on **Sunday, July 24**, for the Welcome Reception. On **Monday, July 25**, the exhibits will open for breakfast at 7:30am and remain open until the conclusion of the evening cocktail reception at 6:30pm. On **Tuesday, July 26**, the exhibits will open at 7:30am for breakfast and remain open until the conference adjournment at 11:30am. Specific events taking place in the exhibit hall include receptions on Sunday and Monday evenings, the Monday and Tuesday breakfasts, along with mid-morning coffee breaks on Monday and Tuesday, and a refreshment break on Monday afternoon.

Set up/Tear down

Exhibit setup will begin at Noon on Sunday, July 24. Setup must be completed by 6pm, prior to the Welcome Reception. PFI staff will be on-hand during the setup to facilitate the process. The exhibit hall is in **Grand Ballroom B and C**.

Tear down cannot begin until after the conference adjourns at 11:30am on Tuesday, July 26. All exhibit/decorating material must be completely removed by 3:15pm on Tuesday, July 26.

Blank FedEx and UPS labels will be available for your return shipments. If you have an account with a shipping company, you may want to print return shipment labels prior to arriving at the convention, to expedite the process. Boxes can be packed up, labeled, and left in the exhibit hall for FedEx or UPS pickup.

Shipping

If your shipment totals 100 lbs or less:

All packages may be shipped directly to The Grove Park Inn. Company name and person to claim package should be clearly marked on the outside of the package. Here is an example of how a package should be labeled:

Your Name
Your Company Name
The Grove Park Inn Resort & Spa
Conv. Set-up RE: Pellet Fuels Institute
290 Macon Ave.
Asheville, NC 28804

Due to limited storage space, packages cannot be received at the resort more than two (2) business days prior to group arrival. This means that packages should not be scheduled to arrive prior to Thursday, July 21.

If your shipment totals more than 100lbs:

Shipments in excess of 100 lbs. cannot be sent directly to The Grove Park Inn.

If your shipment is in excess of 100 lbs., shipment and delivery should be coordinated through Convention Makers, Inc. A freight service form and shipping labels from Convention Makers, Inc. has been included in .pdf format along with this exhibitor information. Convention Makers asks that packages arrive at their storage facility 3 to 10 working days prior to the start of the conference.

Our contact at Convention Makers is:

John T. Curtis
(ph) 828-215-2254
(fax) 828-298-3400
NCConventions@aol.com

Ordering Electricity/Internet/AV for your Booth

If you require electricity, wifi/internet or have other AV needs at your booth, please fill out the Encore Technologies Exhibitor Order Form. The form should be submitted directly to Matt Casale of Encore Technologies, The Grove Park Inn's in-house AV company, as indicated on the form.

Exhibitor and Sponsor Logos

In order to be recognized in the conference program and signage, as an exhibitor and/or sponsor, you must submit a high-resolution (at least 300dpi) copy of your logo in .jpg or .eps format. Logos should be sent via email to Cara Condon at office@pelletheat.org no later than COB, Monday, June 27th.

Contacts

Prior to arrival, all exhibit-related questions can be addressed to the PFI office, office@pelletheat.org or by phone at 206-209-5277.

Once you are on property, you may speak with any member of the PFI staff.

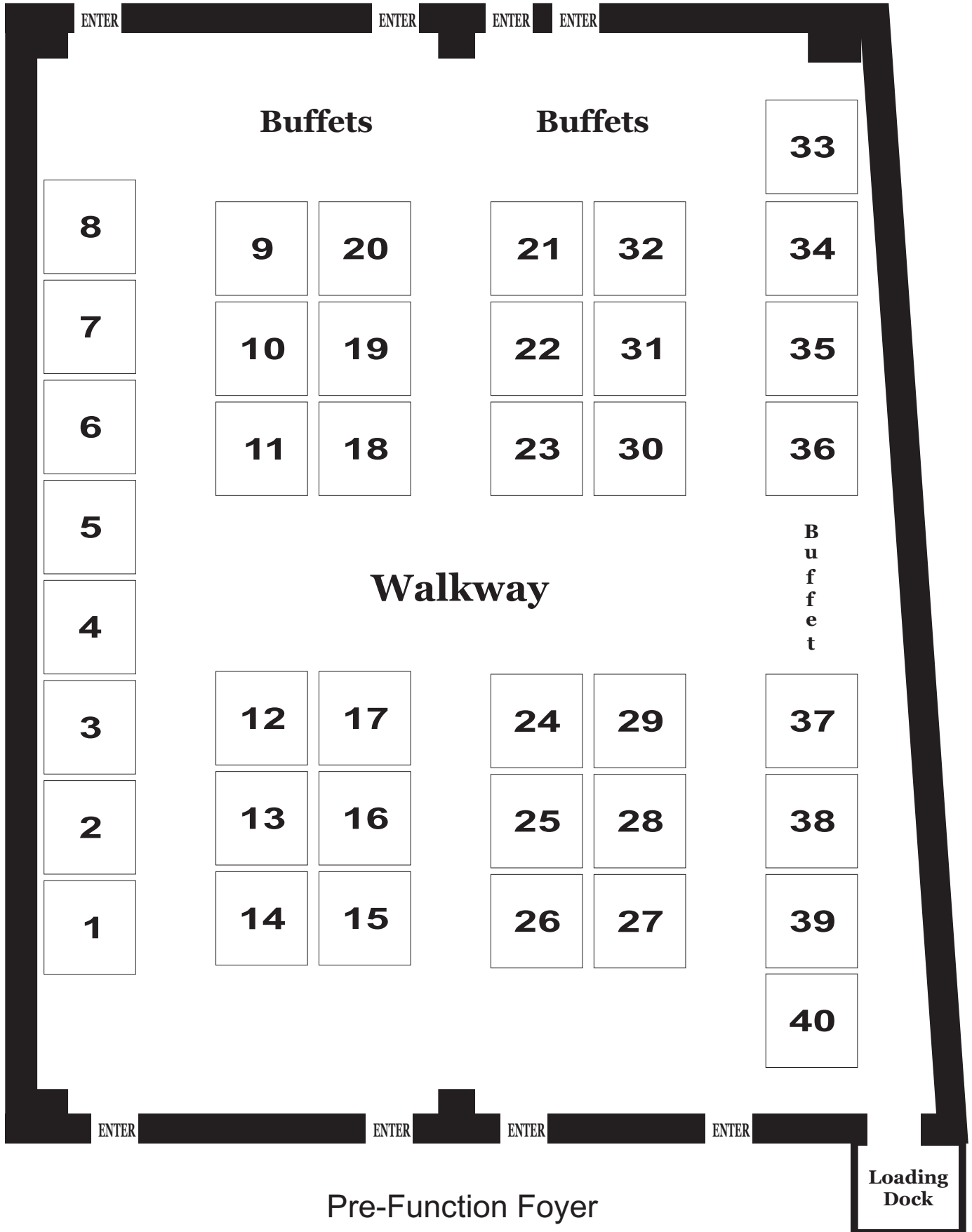
PFI staff on-site will include: Michele Reeder, Carol Dole and Rebecca Dietz

GROVE PARK INN

SERVICE HALLWAY

(40) 10 x 10 Booths

Grand Ballrooms B & C



RUSH: EXHIBIT MATERIALS

Ship To: **ADVANCED WAREHOUSE ADDRESS**

CONVENTION MAKERS, INC.

**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

Your Company Name

BOOTH #: _____

ATTN: _____

PHONE #: _____

Cut Here

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**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

Your Company Name

BOOTH #: _____

ATTN: _____

PHONE #: _____

Cut Here

Cut Here

LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and fax or Email to Convention Makers, Inc.

EVENT NAME _____
 EVENT LOCATION _____
 YOUR COMPANY _____
 YOUR EMAIL _____
 PHONE _____ FAX _____
 SHOW DATE _____ BOOTH # _____

Email Form To: NCConventions@aol.com

MAILING ADDRESS

CONVENTION MAKERS, INC.
 12- D OLD CHARLOTTE HIGHWAY
 ASHEVILLE, NC 28803
 PHONE: (828) 215-2254 FAX: (828) 298-3400

If Paying With Credit Card, Please Provide Card Billing Address:

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ()VISA ()MC ()AMX

CARD#

EXPIRATION ____/____/____ CREDIT CARD FEES:
 3% Processing Fee
 \$40.00 Dishonored Card Fee

ORDERED BY _____ PRINT
 ORDERED BY _____ SIGNATURE

INSTALLATION LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

LABOR CHARGES

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)
 OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY
 8:00am TO 5:00pm

DISMANTLE LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

LABOR CHARGES

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)
 OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY
 8:00am TO 5:00pm

Convention Makers, Inc. Will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provide after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month.

Sub-Total \$ _____ 3% Credit Card Fee \$ _____ Total \$ _____



Exhibitor Order Form



(ALL PRICES ARE PER-DAY RENTAL)
 Please Fax Information to 828-210-7621
 Attention: Matt Casale
 Phone: (828) 210-7620
 E-mail: Matt.Casale@Encore-us.com

290 Macon Ave. Asheville NC 28804
 828-252-2711 or 800-438-0050

Looking for advertising opportunities for your company or more exposure during exhibit halls?
 Please ask us about our exclusive *Wifi Sponsor Program* for meetings!!!

Exhibitor/On-Site Representative:	Booth #	Event Name:
Your Company	Show Dates:	Set-up Date / Time:
Phone Number (associated with credit card):	Your Fax Number:	

PAYMENT OPTIONS (Circle one):

>RES ID or GUEST ROOM# _____

>Order or Master Account # _____

>CREDIT CARD: (fill out form below)

Descriptions	Price Per Day	[Quantity] X	[# of Days] =	Total
120 volt/20 amp circuit	\$35.00	0	0	\$ -
Extension Cord & Power Strip	\$25.00	0	0	\$ -
Credit Card / Fax Out-Dial Line	\$75.00	0	0	\$ -
HS Internet [Hardwire] Per Run**	\$100.00	0	0	\$ -
HS Internet [Wireless] (1-Device)**	\$19.95	0	0	\$ -
HS Internet [Wireless] (up to 3-Devices)	\$23.74	0	0	\$ -
20" Flat Screen Monitor	\$250.00	0	0	\$ -
42" Flat Screen Monitor	\$350.00	0	0	\$ -
60" Flat Screen Monitor	\$550.00	0	0	\$ -
70" Flat Screen Monitor	\$700.00	0	0	\$ -
				\$ -

A 23% Service Charge & 7% Sales Tax will be added to all rentals [subject to change without notice]; additional labor charges may apply >>
 **Default Internet Settings: 1Mb's Per Person. Bandwidth upgrades available. Multiple HARDWARE runs will incur a \$75++ 8-port Hub charge

**ALL CHARGES ARE PER-DAY
 AND WILL BE APPLIED TO EVERY DAY THE EXHIBIT HALL IS OPEN**

IF FILLING OUT BY HAND, PLEASE PRINT LEGIBLY

All Fields MUST Be Completed

Payment Information

Type of Card:	CREDIT CARD NUMBER:	EXP. DATE (MM-YYYY)
Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Other:	NAME [as it appears on card]: BILLING ADDRESS associated with Card [City / State / Zip Code]: Email Address: SIGNATURE:	CC SECURITY CODE

For special labor needs not listed here please contact Encore Event Technologies, Mon-Fri 8am to 5pm at (828) 210-7620 .

A 23% Service Charge & 7% Sales Tax will be added to all rentals. Prevailing labor rates may apply.

*** NOTICE: ALL BILLING QUESTIONS MUST BE SETTLED PRIOR TO CLOSE OF SHOW ***

All wiring and other installations, motors, etc. must be approved. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage except upon ordering the same. Outlet location within designated booth will be assigned at our discretion. We are not responsible for voltage fluctuations or power failure because of temporary conditions. Testing for proper voltage prior to plugging or turning on your equipment may prevent serious damage to your equipment. For your protection, install a surge protector on computerized equipment and machinery or an over-under voltage sensor. We are not responsible for damage, loss of items or personal injury caused by the connections to electrical.

No credits will be issued on orders not used.

REVISED 4/7/16 MJC

Trade Show and Event Decorating Service

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and fax or Email to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is provided in your booth space.

EMAIL Form To: NCConventions@aol.com

EVENT NAME _____

EVENT LOCATION _____

YOUR COMPANY _____

YOUR EMAIL _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

If Paying With Credit Card, Please Provide Card Billing Address:

ORDERED BY _____ PRINT

ORDERED BY _____ SIGNATURE

MAILING ADDRESS

CONVENTION MAKERS, INC.
150 WESTSIDE DRIVE
ASHEVILLE, NC 28806
PHONE: (828) 215-2254 FAX: (828) 252-9900

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: () VISA () MC () AMX Security Code

Card #

EXPIRATION ____/____/____ CREDIT CARD FEES:
3% Processing Fee
\$40.00 Dishonored Card Fee

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		25
4' Regular 29" tall Skirted 3 sides		40
4' Regular 29" tall Skirted 4 sides		50
6' Regular 29" tall Plain		30
6' Regular 29" tall Skirted 3 Sides		45
6' Regular 29" tall Skirted 4 Sides		60
7' Regular 29" tall Plain		35
7' Regular 29" tall Skirted 3 Sides		50
7' Regular 29" tall Skirted 4 Sides		65
4' Raised 42" tall Plain		35
4' Raised 42" tall Skirted 3 Sides		60
4' Raised 42" tall Skirted 4 Sides		60
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
7' Raised 42" tall Plain		45
7' Raised 42" tall Skirted 3 Sides		70
7' Raised 42" tall Skirted 4 Sides		75
36" Round 29" tall Plain		30
36" Round 29" tall Skirted		45
36" Round 42" tall Plain		30
36" Round 42" tall Skirted		50
48" Round Plain		35
48" Round Skirted		50
60" Round Plain		40
60" Round Skirted		70

Seating	QTY	\$ ea.
Folding Chairs		5
Tall Bar Stools		15
Tall Bar Chairs		25

Table Risers	QTY	\$ ea.
4' Risers		15
6' Risers		20
8' Risers		20

Velcro Display Boards	QTY	\$ ea.
Table Top Model		250
10' Floor Standing		350

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Booth Carpet Per 10' section		100
Booth Cleaning Per 10' section / per day		40
Change Drape Color Preferred Color ()		25
Table Cloth		5
Table Skirt		15
Extension Cords		25
Multi Plug Cords		25

PAYMENT CALCULATION SECTION

Line Item Totals	= \$ _____
Add 20% for any ON-SITE Orders	= \$ _____
SUB-TOTAL	= \$ _____
+ 7.00% NC SALES TAX	= \$ _____
+ 3% Credit Card Processing Fee	= \$ _____
GRAND TOTAL DUE	= \$ _____

Please note that all orders should be received by Convention Makers Prior to decorator set up date **complete with total payment**. All equipment is for rental only. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. **Additional equipment may be rented on site, based on availability, at 20% mark-up.** Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment. **ALL INVOICES NOT PAID WITHIN 30 DAYS WILL INCUR A 15% LATE CHARGE PER MONTH.**