



Exhibitor Information Packet

Attached you will find the following important information about Week #2 (Van Nuys, Costa Mesa, San Diego)

- ◆ **Important Showcase Information** outlining the show format.
- ◆ **Exhibit Hours** are from 9:00 a.m. – 1:00 p.m.
- ◆ **Hotel Information** with addresses, shipping information, rates, and basic directions.
- ◆ **Transportation Services** information for an easy and convenient way to get yourself and your materials from city to city.
- ◆ **Exhibitor Reply Fax** or **Multi-Line Rep Reply Fax** to give us the information we need to better serve you during the week as well as indicate any special requests you may have. **Please complete this form and fax it back to us no later than January 14, 2020.**
- ◆ **End-Buyers** – distributor members will be allowed to escort their end-buyers into the show.

If there is any way that we can be of assistance to you before the show, please send an email to roadshow@asishow.com. You can also contact:

Mike Keller
Executive Director Supplier Marketing
(800) 546-3300 ext. 3658
mkeller@asicentral.com

ASI ROADSHOW™

Important Roadshow Information

- Hotels:** Each hotel has been carefully selected to provide a clean, safe, and comfortable environment. Specific Hotel Information for **Week #2** is enclosed. Please make your own hotel reservations directly with the hotel. **Make all reservations by the deadlines listed below and be sure to mention the ASI Roadshow when booking to ensure you get the ASI Roadshow rate.**
- Hours:** Exhibit hours are from 9:00 a.m.-1:00 p.m. **Set-up will begin at 7:00 a.m. each morning. Breakdown will begin at 1:00 p.m.** As a courtesy to your fellow exhibitors, please have your exhibit ready at 9:00 a.m. **and do not begin breakdown until 1:00 p.m.**
- Format:** Each exhibitor will have an assigned space. Fire and safety regulations prohibit racks and displays in the aisles or blocking exits. **If you require additional tables, please let us know ahead of time.**
- Shipping:** Enclosed is information for shipping packages to each day's hotel. To ensure that your packages arrive on time, please follow the instructions carefully. Ship all packages to arrive **no sooner than two business days** before each show. **Catalogs & consumables should be shipped to each day's hotel in quantities to cover that day's exhibits.** Please include the name of the Company and the Rep on the shipping label to facilitate delivery. Also, it is recommended that you bring tracking numbers on-site with you to help locate missing items. **Since ASI is charged for storage & handling, you will be charged if boxes are received earlier than the specified delivery window. Cost is \$25/package per day.**
- Bus Service:** If you wish to participate in our Passenger Bus service (which includes Cargo Truck service), please indicate on the **Exhibitor Reply Fax** or **Multi-Line Rep Reply Fax**. We also offer a "Cargo Only" option at a reduced rate. **Passenger Bus & Cargo Truck reservations must be confirmed with a credit card number.** See the **Transportation Services** page for details. Service cancelled within two weeks of a show is non-refundable. In order to accommodate all participants, **Cargo Truck rates are based on up to 5 standard size boxes (up to 70lbs per box) and/or display cases per company. Any extra or overweight cargo will incur an additional surcharge (\$25 per box).** Please call ahead if you think you may need additional cargo space. ASI Roadshow offers cargo service between all show locations this week. Note: ASI Roadshow is not responsible for damages/breakage resulting from poorly packed items.
- Electricity:** Electricity is available at all locations for a **\$25.00 daily charge**. Please indicate on the **Exhibitor Reply Fax** or **Multi-Line Rep Reply Fax** if you require electricity so your exhibit can be placed near an electrical outlet. If you do not return your Exhibitor Reply Fax or Multi-Line Rep Reply Fax indicating a need for electricity, it may not be provided.
- Catering:** A continental breakfast will be available each morning for exhibitors in the exhibit area beginning at 7:00 a.m. Beverages and light snacks will be available throughout the day.
- Invitations:** All promotional products industry distributors are invited to attend,. Invitations to distributors are mailed, faxed, & emailed and followed up with telephone reminders.
- End-Buyer Portion:** Distributor members will be allowed to bring their customers into the show. (1/2 day or full day pending on decision). The end-buyer will be identified by wearing a unique lanyard and a generic badge that is different than distributors which will say ESCORTED END-BUYER.
- Attendee**
- Email List:** Contact information may be used only by the exhibiting company and cannot be transferred to another person or [REDACTED] entity. Any misuse of this information will result in a \$1,500 fine. Attendee list is only available to ASI supplier members.

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Hotel Information

Don't forget – Catalogs & Consumables shipped to each day's hotel **should not** arrive more than **2 business days** prior to the show date.

Monday, 3/16/20 Van Nuys

Hotel: Airtel Plaza Hotel
7277 Valjean Ave
Van Nuys, CA 91406
Phone: 818-997-7676

Rate: \$145.00/night
Deadline: **Book by 02/24/2020**
Shipping Info: Please ship to yourself and your Company Name c/o ASI Roadshow at the Hotel Address. Also, use labels on last page to identify shipment.

Tuesday, 3/17/20 Costa Mesa

Hotel: Westin South
Coast Plaza
686 Anton Blvd
Costa Mesa, CA
92626
Phone: 714-540-2500

Rate: \$209.00/night
Deadline: **Book by 02/24/20**
Shipping Info: Please ship to yourself and your Company Name c/o ASI Roadshow at the Hotel Address. Also, use labels on last page to identify shipment.

Wednesday, 03/18/20 San Diego

Hotel: Crowne Plaza Mission Valley
2270 Hotel Circle N.
San Diego, CA, 92108
Phone: 619-297-1101

Rate: \$145.00/night
Deadline: **Book by 02/19/20**
Shipping Info: Please ship to yourself and your Company Name c/o ASI Roadshow at the Hotel Address. Also, use labels on last page to identify shipment.

For more detailed directions call hotels, or go to: www.mapquest.com

Local Transportation (to/from airport):

LAX Taxi is approximately: \$75
San Diego Airport Taxi is approximately: \$20

Transportation Services

Need a Convenient Way to Get You and Your Exhibit Materials from Show to Show?

Save yourself valuable time and effort with the ASI Roadshow's Transportation Services!



Transportation service is available between show cities and includes Cargo Truck* service. Relax in comfort while our experienced staff transports you and your materials to the next show city. Very convenient!

Just \$166/ride

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	<p>Cargo Truck service only is available for exhibitors who want the freedom of driving themselves, but don't want the hassle of transporting their exhibit materials. Just put your materials on the truck. They will be delivered to your table for set up! A big time saver!</p> <p>Cargo Truck rates are based on up to 5 standard size boxes (up to 70 lbs. of weight) and/or display cases per company. A \$25 PER BOX charge will be charged for additional/overweight boxes.</p> <p>Just \$141 per leg</p>
	<p>When possible, Freight Forwarding Service is available between consecutive weeks. Avoid the headaches of dealing with an outside freight carrier! This is an economical way to ensure your freight gets where it needs to go! Best of all, your freight stays with us!</p> <p>Just \$2.00/lb</p>

***Cargo services include up to five standard size boxes and/or display cases (up to 70 lbs. each). A surcharge will be added for additional/overweight cargo (\$25 per box).**

All reservations must be confirmed with a credit card.
Just fill out the accompanying **Exhibitor Reply Fax** or **Multi-Line Rep Reply Fax**
scan and email it to:
mkeller@asicentral.com
Fax: 866-709-6740
Any questions, contact Mike Keller at **800-546-3300 ext. 3658**

ASI ROADSHOW™

Exhibitor Reply Fax – Week 2 (March 16-18)

Please return via fax (866-709-6740) or email (roadshow@asishow.com)

In order to serve you better, we require the following information by January 16.

1. Company name to be listed in the show directory and on the website:
 Company Name: _____
 Phone #: _____ asi #: _____

2. Please list all exhibitor personnel. Indicate cities for staff not attending the entire week.
 Name: _____ Cell #: _____
 Email: _____
 Name: _____ Cell #: _____
 Email: _____
 Name: _____ Cell #: _____
 Email: _____

Note: Cell phone and email address information is for ASI Roadshow contact purposes only.

3. Do you need electricity? (There is a \$25 Daily Charge) Yes No

4. Do you want to participate in the Passenger Bus **and** Cargo Truck* services and have your materials delivered to your table each morning? A \$166/trip charge per person applies. Reservations must be confirmed with a credit card. Yes No
**If you have already reserved this on the Exhibitor Agreement, you do not need to check this again.*

5. If not riding in the Passenger Bus, would you like your materials transported from show to show in our Cargo Truck* and delivered to your table each morning? \$141 per leg charge per company applies. Reservations must be confirmed with a credit card. Yes No
**If you have already reserved this on the Exhibitor Agreement, you do not need to check this again.*

6. Would you like Freight Forwarding at \$2.00 per pound? Yes No

Check here if the information listed above applies to all weeks you are exhibiting.

* Cargo services include up to 5 standard size boxes and/or display cases (up to 70 lbs each). A surcharge will be added for additional cargo. Terms: Exhibitor agrees to hold harmless ASI Roadshow, the exhibit facilities, their parents, subsidiaries, agents, employees, officers, and directors respectively against all claims, losses, expenses or damages, to persons or property, governmental charges or liens and attorney fees arising out of or caused by exhibitors installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof or transportation between locations. All participants in the Van Pool agree to abide by all federal, state, and local ordinances and laws. Further neither ASI Roadshow nor the exhibitor facilities and their agents maintain insurance covering the exhibitors property and ASI Roadshow and the exhibit facilities assume no responsibility for such property nor transit between exhibit locations. ASI Roadshow is not responsible for transportation delays due to acts of God, weather, mechanical failure, or other circumstances beyond the control of ASI Roadshow.

Name _____ asi/ _____
 Signature _____ Date _____

Applications returned unsigned will result in a delay in processing.

Please use the credit card that ASI Roadshow has on file.

Please contact me about using a credit card.

TOTAL: _____

_____ I do not want my company to receive faxes from or on behalf of the following companies: ASI Show, Freeman, RCS, Travel Planners, and any person or entity providing goods or services related to operating a Show to the fax numbers listed in this document. I also do not consent for my company to receive faxes from or on behalf of ASI to the fax numbers listed in this document.

ASI ROADSHOW™

Multi-Line Rep Reply Fax – Week #2 (March 16-18)

Please return via fax (866-709-6740) or email (roadshow@asishow.com)

In order to serve you better, we require the following information by January 16.

1. What line names will you be showing at the ASI Roadshow?

(If you have additional lines, please list on a separate sheet.)

	Phone #:	ASI #
	Phone #:	ASI #
	Phone #:	ASI #

2. Please list all exhibitor personnel. Please indicate cities for staff not attending the entire week.

Name: _____	Cell #: _____
Email: _____	
Name: _____	Cell #: _____
Email: _____	
Name: _____	Cell #: _____
Email: _____	

Note: Cell phone and email address information is for ASI Roadshow contact purposes only.

3. Do you need electricity? (There is a \$25 Daily Charge) Yes No

4. Do you want to participate in the Passenger Bus and Cargo Truck* services and have your materials delivered to your table each morning? \$166/leg charge per person applies. Reservations must be confirmed with a credit card. Yes No
If you have already reserved this on the Exhibitor Agreement, you do not need to check this again.

5. If not riding in the Passenger Bus, would you like your materials transported from show to show in our Cargo Truck* and delivered to your table each morning? \$141 per leg charge per company applies. Reservations must be confirmed with a credit card. Yes No
If you have already reserved this on the Exhibitor Agreement, you do not need to check this again.

6. Would you like Freight Forwarding at \$2.00 per pound? Yes No

Check here if the information listed above applies to all weeks you are exhibiting.

*Cargo services include up to 5 standard size boxes and/or display cases (up to 70 lbs each). A surcharge will be added for additional cargo.
 Terms: Exhibitor agrees to hold harmless ASI Roadshow, the exhibit facilities, their parents, subsidiaries, agents, employees, officers, and directors respectively against all claims, losses, expenses or damages, to persons or property, governmental charges or liens and attorney fees arising out of or caused by exhibitors installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof or transportation between locations. All participants in the Van Pool agree to abide by all federal, state, and local ordinances and laws. Further neither ASI Roadshow nor the exhibit facilities and their agents maintain insurance covering the exhibitors property and ASI Roadshow and the exhibit facilities assume no responsibility for such property nor transit between exhibit locations. ASI Roadshow is not responsible for transportation delays due to acts of God, weather, mechanical failure, or other circumstances beyond the control of ASI Roadshow.

Name _____ asi/ _____

Signature _____ Date _____

Applications returned unsigned will result in a delay in processing.

Please use the credit card that ASI Roadshow has on file.

Please contact me about using a credit card.

TOTAL: _____

I do not want my company to receive faxes from or on behalf of the following companies: ASI Show, Freeman, RCS, Travel Planners, and any person or entity providing goods or services related to operating a Show to the fax numbers listed in this document. I also do not consent for my company to receive faxes from or on behalf of ASI to the fax numbers listed in this document.

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HOLD FOR ARRIVAL ON: _____

FOR COMPANY: _____

Contact: _____

Box _____ of _____

ASI
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HOLD FOR ARRIVAL ON: _____

FOR COMPANY: _____

Contact: _____

Box _____ of _____

ASI
ROADSHOW™

HOLD FOR ARRIVAL ON: _____

FOR COMPANY: _____

Contact: _____

Box _____ of _____

ASI
ROADSHOW™

HOLD FOR ARRIVAL ON: _____

FOR COMPANY: _____

Contact: _____

Box _____ of _____