



## Exhibitor Information Kit

Thank you for exhibiting at the **2016 SPRING APIC ACADEMY!**

As an exhibitor, you will reach a *selective and highly influential audience*. Your tabletop exhibit display will be in the Sunset Ballroom of the Paradise Point Resort & Spa. This ballroom will be open during breakfast, lunch and breaks to maximize interactive time with all the attendees. See Exhibit Hall Hours below.

### EXHIBITOR BENEFITS

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All 2016 Academy exhibitors receive the following:

- Tabletop display space – 6' table, 2 chairs, electricity
- Ribbons for all exhibit booth personnel
- 4 complimentary exhibitor-only registrations (access to the exhibit hall only)
- Final registration list of attendees with facility information
- Company name/logo featured on APIC Passport
- Logo on the APIC website
- Recognition on 2016 course marketing materials
- (1) Exhibitor ilead code for lead retrieval on a single device
- Lead Retrieval devices will be available for rent.

### LEAD RETRIEVAL

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APIC will provide each exhibitor (1) ilead code. Please complete the MGL order form (enclosed) to obtain the complimentary ilead code for your device. Once you receive the code, please download it prior to your arrival.

If an exhibitor would like additional access codes, they are priced at \$295.00 each. Any exhibitor requesting additional ilead codes must contact the vendor MGL directly using the order form. If you do not have your own device, you may rent a device from MGL for \$395.00.

### REGISTRATION

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Each exhibitor receives 4 exhibitor registrations. If you have not already done so, please send us the names of your personnel on the attached form (last page of this document) by April 8, 2016.

### ATTENDEE LIST

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Each exhibitor will receive the attendee list two weeks pre-event. This list can act as a way to track interested attendees and potential leads. This list will include the attendee's name, title and mailing address.

### ELECTRICITY, INTERNET & A/V

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For electricity, internet or additional AV, please see the attached form to order from the hotel.

### HOTEL

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#### Paradise Point Resort

1404 Vacation Road  
San Diego, CA 92109  
(858) 274-4630

**Room Rate:** \$199 single/double occupancy  
special rate is guaranteed through March 7, 2016 or until conference block has sold out.

\*Please note that this

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## TRANSPORTATION

### Taxi:

Taxi transportation to and from Paradise Point Resort is approximately \$28 - \$30 for one passenger (each way)

### Super Shuttle:

Super Shuttle (not affiliated with the hotel) transportation to and from Paradise Point Resort is approximately \$11- \$12 for one passenger. Please be mindful that it makes additional stops that could prolong your travel to the hotel. To make a reservation [Click Here](#)

Housing is limited. Book your hotel reservations now to guarantee space at **Paradise Point Resort**. Visit our [online reservation site](#) or contact (858) 274-4630.

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## ADDITIONAL MARKETING

Each sponsorship offers tote bag inserts. All attendees will receive your flyer in their tote bag. Cost \$1,000 (a la carte)

If you are currently a sponsor or exhibitor and you have a tote bag insert to be included with the onsite materials, please follow the shipping instructions below.

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## EXHIBIT INSTALLATION and DISMANTLE

### Sunset Ballroom

APIC's exhibit hall is located inside the Sunset Ballroom, where all meal functions will be located. This location is designed to generate substantial traffic for the exhibit hall and to your booth.

### Installation

Sunday, April 17<sup>th</sup> 3-5 p.m.

### Dismantle\*

Saturday, April 23<sup>rd</sup> 2:30 -4:00 p.m.

*\*During the tear down process exhibitors MUST remove and/or discard any and all company exhibit items upon departure*

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## SHIPPING

The Paradise Point Resort requires the completion of an Exhibitor Shipping Form for all incoming and outgoing packages. This form is attached to the original email and is also located online [Here](#)

Please return this form to Allison Meek (hotel contact) no later than Monday, April 4<sup>th</sup>, as well as to your APIC contact, Kenya Houston

APIC Contact:  
Kenya Houston  
[khouston@apic.org](mailto:khouston@apic.org)

Hotel Contact:  
Allison Meek  
[ameek@destinationhotels.com](mailto:ameek@destinationhotels.com)  
Fax# 858-581-5953

**Please contact the hotel (858) 581-5916 with shipping questions.**

### Details:

- Your exhibit materials may be delivered to the hotel no sooner than 3 days prior to your arrival date.
- Your package will be stored in a secure area at a cost of **\$5.00 per standard envelope, \$15 for boxes less than 25lbs, \$50 for boxes 25-60lbs, \$75 for boxes 61-100lbs, \$150 for boxes 101lbs or heavier, \$375 for pallets and \$700 for any pallet larger than a standard pallet (including doubles).**
- Packages can be retrieved by contacting the hotel's Instant Services Team at 858-274-4630 or by dialing zero from any house phone. When calling please let the Instant Service team know where you would like your packages delivered (i.e. your exhibit booth, your guestroom, etc.). Please make sure you are present at time of delivery to sign for all packages.

- Please ship exactly as described below:

TO:

Exhibitor Company Name: \_\_\_\_\_

Group Name: APIC Guest Name: \_\_\_\_\_

C/O: Allison Meek, CSM

Paradise Point Resort & Spa

1404 Vacation Road

San Diego CA 92109

Box \_\_\_\_\_ of \_\_\_\_\_

Tote Bag Insert

**Outbound shipments:**

Instructions vary depending on the method of shipping. Please review the complete shipping form when making shipping decisions.

**EXHIBIT HALL HOURS**

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Example Exhibit Hall Schedule

*\*Schedules are changed daily and based on course*

7:00 a.m. - 8:00 a.m.	Breakfast
10:00 a.m. - 11:00 a.m.	Morning Break
12:00 p.m. - 1:30 p.m.	Lunch
2:00 p.m. - 3:00 p.m.	Afternoon Break

**FINAL REGISTRATION LIST**

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A final registration list will be sent approximately 2 weeks after the conference. This list will include the attendee's name, title and mailing address.

We look forward to seeing you in San Diego! If you have any questions, please feel free to contact me!

Kenya Houston

Associate Director, Corporate Sponsorships | 202-454-2626; [khouston@apic.org](mailto:khouston@apic.org)

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## APIC Academy – Exhibitor & Sponsor Registration

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Please detail the following information for Exhibitor Registration.

### EXHIBIT HALL ONLY BADGE

Company Name: \_\_\_\_\_

### PRIMARY EXHIBITOR CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ADDITIONAL EXHIBITORS

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### CANCELLATION POLICY

Per the signed Application/Contract:

Application to exhibitor/sponsor as signed and dated below by and between \_\_\_\_\_ hereinafter called "exhibitor" or "sponsor" and the Association for the Professionals in Infection Control and Epidemiology (APIC): In accordance with the terms, conditions, and regulations governing exhibits and sponsorship of the Association for the Professionals in Infection Control and Epidemiology's 2016 Spring Prevention Infection Academy, April 17-24, 2016 in San Diego, CA, the undersigned hereby makes application for exhibit and/or sponsor which, when accepted by APIC, becomes a contract.

Unfortunately, APIC does not have a refund policy for the 2016 Spring Infection Prevention Academy. All signed applications become contract; therefore, any companies that require cancellation will still remain liable for the entire amount listed on their signed application contract.

**2016 APIC Spring Academy**  
**San Diego, CA**  
**April 17-24, 2016**

**Lead Retrieval Form**

**1. CONTACT INFORMATION:**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact \_\_\_\_\_

BILLING Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail for Receipt \_\_\_\_\_

E-mail for Leads (if different from above) \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

MGL iLeads / [Demo Video](#)



**Fax Form To:**  
703.997.1437

**Email Form To:**  
Leads@MGLManagement.com

**MUST RESPOND BY: April 8, 2016**

APIC & the Infection Prevention Academy would like to offer you a **complimentary iLeads Access Code** to track the sales leads you capture during the **2016 APIC Spring Academy**. Please complete the order form below to reserve your complimentary access code. You must provide your own device (iPhone 5 or greater, iPad 2 or greater, iPad Mini, and Android Smartphones are all compatible devices).

Devices with cameras can scan the barcode on the badge or you may also type the badge ID # into the app to collect the sales leads.

OPTION	*The prices below are per device*	By 4/8/16	Quantity	Total
<b>1</b>	<b>Access Code</b> (Use your own device)	<b>1 COMP</b>	_____	\$ <u>  0  </u>
	<> Additional Access Code	\$295	_____	\$ _____
<b>2</b>	<b>iLeads Device: MGL Unit</b> (Rent an iDevice from MGL – the device will be available for pick-up with your exhibitor name badge)	\$395	_____	\$ _____

Total Due:\$ \_\_\_\_\_

**Check Enclosed** Check # \_\_\_\_\_

**Credit Card:**     Visa     MasterCard     American Express     Discover

Card Number: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature: \_\_\_\_\_ BILLING Zip Code: \_\_\_\_\_

**PAYABLE TO:**  
MGL Management, LLC  
11654 Plaza America Drive #184  
Reston, VA 20190

**APIC**

**Sunday, April 17 2016 – Saturday, April 23<sup>rd</sup> 2016**

**EXHIBIT ROOM: Sunset Ballroom**

**EXHIBITOR SETUP DAY: Sunday, April 17<sup>th</sup> at 5:00PM**

**EXHIBITOR TEARDOWN DAY: Saturday, April 23<sup>rd</sup> 2016 by 6:00PM**

**Paradise Point Resort & Spa Exhibitor Form – In Bound**

Please return this form to Allison Meek no later than Monday, April 4<sup>th</sup>

via fax# 858-581-5953 or scanned to [ameek@destinationhotels.com](mailto:ameek@destinationhotels.com) Please contact (858) 581-5916 with questions.

**EXHIBITOR NAME:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**\*\*An email is required if you need a receipt.**

**Shipping and Receiving**

Your exhibit materials may be delivered to the hotel no sooner than 3 days prior to your arrival date. Your package will be stored in a secure area at a cost of **\$5.00 per standard envelope, \$15 for boxes less than 25lbs, \$50 for boxes 25-60lbs, \$75 for boxes 61-100lbs, \$150 for boxes 101lbs or heavier, \$375 for pallets and \$700 for any pallet larger than a standard pallet (including doubles)**. Packages can be retrieved by contacting our Instant Services Team at 858-274-4630 or by dialing zero from any house phone. When calling please let our Instant Service team know where you would like your packages delivered (i.e. your exhibit booth, your guestroom, etc.). Please make sure you are present at time of delivery to sign for all packages.

For outbound packages, \$12 per box will be charged for boxes less than 60lbs and \$50 per pallet handling fee will apply (large equipment and boxes over 60lbs will be subject to additional fees). UPS services include Ground, 2<sup>nd</sup> Day, 3<sup>rd</sup> Day, Overnight, Overnight Save and Overnight AM. Fedex services include 2<sup>nd</sup> Day, Overnight, Priority and Overnight AM/PM Saver. UPS and FedEX have daily pickups from the hotel Monday-Friday for the above mentioned services. FedEx ground pick-ups **MUST BE PRE-ARRANGED BY THE SHIPPER DIRECTLY WITH FEDEX**. The hotel cannot arrange FedEx ground pick-ups on your behalf. Boxes must be dropped off with the Front Desk or Shipping/Receiving Department **before 2PM** to be shipped out the same day. After 2PM, boxes will be shipped out the following day.

No cash on delivery (COD) packages will be accepted. The Hotel policies on safe package handling are based on the advice from the United States Postal Service (USPS) and Federal Centers for Disease Control and Prevention (CDC).

**# OF IN-BOUND PACKAGES EXPECTED:** \_\_\_\_\_

**ADDRESS PACKAGES TO:** Exhibitor Company Name: \_\_\_\_\_ Booth/Table #: \_\_\_\_\_  
Group Name: APIC Guest Name: \_\_\_\_\_  
C/O: Allison Meek, CSM  
Paradise Point Resort & Spa  
1404 Vacation Road  
San Diego CA 92109  
Box \_\_\_\_\_ of \_\_\_\_\_

**OUT-BOUND PACKAGES:** \_\_\_\_\_ (Estimated count, exact number determined on-site)

**PAYMENT METHOD:**  MASTERCARD  VISA  AMERICAN EXPRESS  DISCOVER

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

I hereby authorize the Paradise Point Resort & Spa to utilize my credit card for the detailed billing as noted above.

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APIC

Sunday, April 17 2016 – Saturday, April 23<sup>rd</sup> 2016

EXHIBIT ROOM: Sunset Ballroom

EXHIBITOR SETUP DAY: Sunday, April 17<sup>th</sup> at 5:00PM

EXHIBITOR TEARDOWN DAY: Saturday, April 23<sup>rd</sup> 2016 by 6:00PM

### Paradise Point Resort & Spa Exhibitor Form – Out Bound

**PARADISE POINT USES UPS & FEDERAL EXPRESS ONLY \*\*\*ANY OTHER SHIPPING COMPANY ACCEPTED ONLY IF THE GUEST HAS AN ACCOUNT WITH THE SPECIFIC COMPANY & PICK UP'S ARE PRE ARRANGED\*\*\***

Boxes must be dropped off with the Front Desk or Shipping/Receiving Department **before 2PM** to be shipped out the same day. **After 2PM**, boxes will be shipped out the following day.

**Hotel Policy:** A \$12.00 handling fee will be charged for each box item outgoing. Customer is responsible for all shipping and any additional packaging charges. Paradise Point does not ship via U.S. Mail, or to P.O. Boxes. If this is an international shipment, guest must provide all customs documentation. Oversized and heavy items are subject to an additional cost based on the size and weight of the packages in question.

Ship To Address    Group Name: \_\_\_\_\_

Recipients Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

# of packages: \_\_\_\_\_

Senders Name if Different: \_\_\_\_\_

Is this a residence?    Yes ↑    No

**Saturday delivery** where available (This is extra charge)

Charge To                      Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Master Acct # \_\_\_\_\_ Room # \_\_\_\_\_ Phone #: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_

Signature: \_\_\_\_\_

Shipping Company Service Desired (circle one)

UPS:    Ground / 2nd Day / 3rd Day / Overnight / Overnight Save / Overnight AM/ Saturday Account# \_\_\_\_\_

Fed Ex:    2<sup>nd</sup> day / Overnight / Priority / Overnight AM / PM/ Saver /Account # \_\_\_\_\_

*\*\*\*Fed Ex-Ground must be pre-arranged by the shipper\*\*\**

Insurance    Yes    No    If yes, how much? \_\_\_\_\_

Which Package? \_\_\_\_\_

Special Handling Instructions / \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_