



2020 ASCP Annual Meeting & Exhibition

Table-top Exhibits Exhibitor Service Manual

**November 13-14, 2020
Gaylord Palms Resort & Convention Center
Sun C Ballroom
6000 West Osceola Parkway
Kissimmee, FL 34746**

EXHIBIT HALL SCHEDULE

Move In	Friday, November 13 8:00 a.m. - 3:00 p.m.	All exhibits must be set by 3:00 p.m. on Friday, November 14.* After this time ASCP reserves the right to use any empty space that will compliment the appearance of the exhibits.
Exhibit Hours	Friday, November 13 5:30 p.m. – 7:45 p.m. Saturday, November 14 9:45 a.m. – 12:00 p.m.	Exhibit Hall Open Opening Night Reception Exhibit Hall Open
Move Out	Saturday, November 14 12:15 a.m. – 3:00 p.m.	Exhibits may not be dismantled prior to 11:45 a.m. on Saturday, November 14. All exhibits must remain intact and staffed until that time. The Gaylord staff will dismantle any exhibits that are not taken down by the end of the published move out time. Exhibits will be responsible for any charges related to tear down.
*If you are not able to install your exhibit during the move in hours noted above, you are required to request a variance. Please contact Shirley Harris at 703-679-3953 or shirley.harris@spargoinc.com to request a variance.		

EXHIBIT HALL LOCATION

Gaylord Palms Resort & Convention Center, Sun C Ballroom

EXHIBITOR RULES, REGULATIONS AND POLICIES

[The Exhibitor Terms and Conditions](#), can be found on our website. The Rules have been established by ASCP to protect the integrity of the technical exhibits and ensure compliance with laws, codes, ordinances and contracts with the exhibition facility. All exhibits need to comply with IAEE Guidelines for Display Rules and Regulations. It is the responsibility of the official exhibitor representative as indicated on the Application and Contract for Exhibit Space to ensure that all booth personnel and contractors working on behalf of the exhibitor adhere to the Rules and conduct themselves in a professional manner.

EXHIBITOR BADGES

Each Exhibiting company is allotted 2 complimentary registrations. Please click [here](#) to register your exhibit personnel.

Booth-only Representative Registration

If you are registering solely as booth personnel, you are in the correct location. Please register by selecting Order Now.

Booth plus CE Registration

If you are booth personnel that will also attend the conference for CE, you must register as a [meeting attendee](#). Use code AM20EXCE for 70% off the conference rate. If you already have an account with ASCP, please use that one. DO NOT CREATE A SECOND ACCOUNT. If you do not have an account, you can use [this link](#) to create a non-member account.

Any registration questions can be directed to ASCP Staff at 800-355-2727.

HOTEL INFORMATION

Gaylord Palms Resort and Convention Center
6000 West Osceola Parkway
Kissimmee, Florida 34746

HOTEL RESERVATIONS

To make a reservation, you may [reserve a room online](#).

GAYLORD PALM'S COMMITMENT TO CLEAN

At the Gaylord Hotels, the health and safety of guests remains of paramount importance. The Gaylord Palms has committed to elevating their cleanliness standards and changing hospitality norms. As a part of Marriott International's family of brands, they have put in place a multi-pronged approach designed to meet the health and safety challenges presented by COVID-19. Learn more about the steps they are taking here: [Marriott's Commitment to Clean](#)

GAYLORD CANCELANATION POLICY:

Should a guest cancel a reservation, the deposit will be refunded if notice is received at least (3) working days prior to arrival date, and a cancelation number is obtained.

HOTEL RATES

Single/Double \$239

Triple \$269

Quad \$289

ITEMS INCLUDED IN TABLE-TOP EXHIBIT

- One (1) 6' draped table
- Two (2) chairs
- Carpet—*please note you should not ship carpet to the Gaylord. No carpet is required for your table-top exhibit.*
- Company identification sign - 4" x 12"
- Two (2) complimentary exhibitor personnel registrations
- General lighting and heating/air conditioning
-

Please note: Exhibit does not have to be a display that fits on the 6' table, but it cannot take up more than an 8' "footprint". Exhibitors are allowed to bring 3x8' pop up display signs, and backdrops within reason.

INBOUND SHIPPING INFORMATION

Please use the template below if shipping items to the hotel.:

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Gaylord Palms Resort & Convention
Center
3206 Gaylord Way
Kissimmee, FL, 34746
(Convention / Conference / Group / Event Name)
Box ____ of ____

KEY CONTACTS

HOUSING Gaylord Palms Resort & Convention Center 6000 West Osceola Parkway Kissimmee, FL 34746 Phone: (407) 586-0000 Gaylord Palms Website	EXHIBITOR REGISTRATION ASCP Exhibitor Registration Phone: (800) 355-2727
EXHIBITION MANAGEMENT SPARGO, Inc. Shirley D. Harris, CEM Phone: (703) 679-3953 Email: shirley.harris@spargoinc.com	EXHIBIT SALES SPARGO, Inc. Brittany Baker Phone: (703) 259-6698 Email: ascpexhibits@spargoninc.com
SHIPPING C/O Fedex Office Gaylord Palms Resort & Convention Center 3206 Gaylord Way Kissimmee, FL 34746	SPONSORSHIP OPPORTUNITIES Brittany Baker Phone: 703) 259-6698 Email: ascpexhibits@spargoninc.com
ELECTRICAL Gaylord Palms Resort & Convention Center Attn: Exhibitor Services Phone: (407) 586-2219 https://gaylordpalms.boomerecommerce.com/	AUDIOVISUAL PSAV Attn: Exhibitor Services Phone: (407) 586-2251 Gaylordpalms.exhibitsales@psav.com

TRAVEL INFORMATION

The Gaylord Palms Resort and Convention Center is located 20 minutes from Orlando International Airport.

Gaylord Palms partners with Mears Transportation to ensure you have a top-notch experience. A member of Mears Transportation can bring you from Orlando International Airport to the hotel as part of their 24-hour airport shuttle service. There is a charge for the service. To secure your shuttle reservation, call Mears Transportation's 24-hour reservations line at (407) 423-5566.

Resort self-parking is \$26 a day; valet parking is available for \$38 a day. Tax is additional.

Hertz offers convenient on-site rentals. Call the Hertz counter at Gaylord Palms to secure your reservation today: (407) 586-2244.



Gaylord Palms is excited to be hosting 2020 ASCP Annual Meeting & Exhibition

We're happy to provide access to on-line ordering for all your booth needs including:

**Electric
Floral**

**Internet
Catering**

**Water
Security**

**Cable
And More...**

To create an account or to log in, click the link below.

<https://gaylordpalms.boomerecommerce.com>

Discount Schedule

Advance Price Deadline	Thursday, November 12, 2020
Standard Price Applies	Friday, November 13, 2020

Below you will find a price list for some of our most ordered services. Please visit our website for a full list of up to date pricing and a listing of Exhibitor Rules/Regulations.

	Advance	Standard	Show Site	
120 Volts/ 4 AMP/ Single Phase	\$204.00	\$293.00	\$321.00	*
120 Volts/ 8 AMP/ Single Phase	\$238.00	\$340.00	\$374.00	*
120 Volts / 12 AMP/ Single Phase	\$280.00	\$401.00	\$440.00	*
120 Volts / 20 AMP/ Single Phase	\$332.00	\$474.00	\$510.00	*
Shared Wireless Connection - <i>Per Connection</i>	\$206.00	\$250.00	\$294.00	**
Wired Non- Dedicated Internet Access	\$808.00	\$982.00	\$1,155.00	**
Wired Dedicated Lite Internet Access- <i>One Device Only</i>	\$1,080.00	\$1,312.00	\$1,544.00	**

*Subject to a 7.5% Sales Tax - **Subject to a 7.5% Sales and a taxable 25% Facilities Charge

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gpexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Florida, please create your account first and then contact us at gpexhibits@gaylordhotels.com. We'll need to receive a copy of your Florida Tax Exempt Certificate and a front back copy of your credit card (all but the last 4 digits should be redacted) before you can process your order.

Please contact an Exhibitor Services Representative at (407) 586-2219 or gpexhibits@gaylordhotels.com for any questions or additional assistance.





PSAV Audiovisual Exhibitor Order Form

PSAV is proud to serve as the in-house provider for Audio Visual Services at the Gaylord Palms

SHOW NAME:		START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:				
ON-SITE CONTACT NAME:			ROOM / EXHIBIT BOOTH #:	
STREET ADDRESS:		CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:		FAX NUMBER:		
ORDERED BY:		EMAIL ADDRESS (PLEASE PRINT):		

	Day Rate	Show Rate	Qty	#Days	Total		Day Rate	Show Rate	Qty	#Days	Total
Video Equipment Specialty Cables upon request Unit includes a 6' VGA cable						Video Equipment					
24" LCD Flat Screen Monitor *	\$255.00	\$510.00				3x4 LED Wall ** Priced upon request					
32" Flat Monitor/Video/PC capable*	\$275.00	\$550.00				Blue Ray Player	\$135.00	\$270.00			
46" LCD Screen and Cables * **	\$535.00	\$995.00				DVD Player	\$95.00	\$190.00			
55" LCD Screen and Cables* **	\$710.00	\$1420.00				Audio Equipment					
60" LCD Screen and Cables* **	\$975.00	\$1,800.00				Powered Speaker with Tripod	\$115.00	\$230.00			
70" LCD Monitor* **	\$1195.00	\$2,400.00				4 channel Mixer	\$75.00	\$150.00			
90" LCD Monitor * ** Additional labor requirements	\$3,130.00	\$5,250.00				Wireless Mic	\$210.00	\$420.00			
32" - 70" Touchscreen * ** Priced upon request						Lighting					
42"-70" Smart T.V. * ** Priced upon request						Atmospheric LED 5 light pkg.	\$250.00	\$500.00			
*Monitor Chrome Plasma Stands 72"H	\$125.00	\$125.00				Additional Lighting options available.					
*Monitor Wall Brackets	\$100.00	\$100.00				Laptops					
25' VGA Cable	\$50.00	\$75.00				Laptops: all laptops Windows XP Office 2010 RW/DVD		\$240.00			
VGA DA	\$110.00	\$220.00									
Advance Show rates cut off 10 days prior to start of Show. Any Questions please call 407-586-2251 Please Fax your orders to 407.586.2255 For custom meeting specifications and pricing, Contact our Sales Dept. Gaylordpalms.exhibitsales@psav.com Day of Show Onsite Contact: 407-948-7375 ** May require Additional Labor/Install						Orders less than 10 days prior to show start date	\$100.00	\$100.00			
						Total Equipment Rental					
						25% Service Charge <i>Includes basic set up and removal of equipment</i>					
						7.5% Sales Tax <i>On Equipment and Service Charge</i>					
						GRAND TOTAL					

FOR PSAV USE ONLY – PSAV WILL CONTACT YOU FOR PAYMENT INFORMATION*****

CARDHOLDER'S NAME:			BILLING ZIP CODE:	
AMEX	MCARD	CC #:	EXP DATE:	
VISA	CHECK			

