



American Honey Producers Association



Convention & Trade Show

Baton Rouge, Louisiana

December 1-5, 2020

Trade Show Vendor Invitation

The AHPA annual Convention & Trade Show will soon be here! We would like to extend an invitation to display your company's merchandise at the AHPA's trade show.

The 52nd annual convention of the AHPA will be held **December 1-5, 2020** in Baton Rouge, Louisiana. The convention site is:

**Crowne Plaza Executive Center Baton Rouge
4728 Constitution Ave
Baton Rouge, LA 70808**

Room reservations for the hotel can be made online from our website: <http://www.ahpanet.com>

If you need exhibitor services from the hotel or will ship items to the hotel for the show you will need to fill out the Payment Form For Exhibit Amenities, Electrical, and Shipping Services (pages 4/5) and **send the forms with payment to the hotel**. Please also read the Crowne Plaza Baton Rouge – RULES AND REGULATIONS (page 6).

Set up for the Trade Show will be from 8:00am to 4:00pm on Tuesday, December 1, 2020. The Welcome Reception will be the unofficial opening of the Trade Show and will begin that night at 6:30pm, please have your tables ready. The trade show will officially start Wednesday, December 2nd at 8:00 am and will end Friday, December 4 at 4:00 pm.

The table rate is \$350.00 per table for the week. Please return the following order form (page 3) to me by **October 15, 2020**, or you may register online with our secured checkout at <http://www.ahpanet.com>. Limited space is available, please have your application to me early to ensure that you will have a table at the trade show. **The deadline to register is October 15, 2020.**

Full Conference registration is complimentary for two people per table.

We have opportunities for sponsorships! They are on a first come first served basis, and payment must be received to reserve the sponsorships. *Late arrivals for sponsorships will be accepted but are not guaranteed to be on posters or in the program guide.*

Thank you for participating. It is your participation that makes the AHPA convention so great! We'll see you in Baton Rouge at the trade show!

Cassie Cox
Executive Secretary, AHPA
PO Box 435
Mendon, UT 84325
Office 281-900-9740
Email: cassie@ahpanet.com

Sponsorship and Other Vendor Opportunities

These are great opportunities to promote your business!

Your company logos will be on signs displayed at the convention and throughout the week, your company will be highlighted as a sponsor of an event, your company name will be listed in the program guide as a sponsor, and your name tags will have a Convention Sponsor ribbon.

Convention Sponsor

Platinum.....\$5000 +

Includes 2 vendor tables and two banquet or activity tickets

Gold.....\$2000 - \$4999

Includes 1 vendor table

Silver.....\$1000 - \$1999

Bronze.....\$500 - \$999

Coffee Break Sponsor.....\$1,000

Vendor will sponsor a coffee break and may speak for 15 minutes during their coffee break (if they choose)

limited to 10 vendors

Vendor Speaker Sponsor.....\$1500

Vendor will speak for 15 minutes to the audience during speaker sessions -**limited spots available**

Sponsor a luncheon or Happy Hour, please contact Cassie to make arrangements, 281-900-9740 or cassie@ahpanet.com

Convention Program Guide

We have a Convention Schedule Program Guide and are offering advertising spots. This booklet will be inside every registration packet that attendees receive. The booklet is in full color. Advertising rates and sizes are listed below. Please send your advertisement to Cassie at cassie@ahpanet.com. **Deadline is October 15, 2020.** Please fill out the Order Form for desired size and pricing. ****LIMITED SPACE IS AVAILABLE****

Full page-5"x 8.5".....\$250.00

Half page-5" x 4".....\$150.00

1/3 page-5" x 2 ¼".....\$100.00

1/4 page-2" x 2".....\$75.00

Convention Bag Inserts

Every year we hand out "goody bags" to the convention attendees. You can have any inserts, flyers, brochures, pens, notepads, key chains, or anything else you would like to promote! This is a great way to advertise your business. There is no charge, just send your item to the hotel. *You will need to provide the material you would like in the bag and ship to the hotel* attn: Cassie/AHPA. See shipping instructions page 6.* **Please do not ship to the AHPA office**

Donate to our Auction

We also have a Banquet and Auction on Friday night. Our members enjoy a nice dinner and have a lot of fun with the auction after! This would also be a great way to advertise your business. You could provide items from your company that beekeepers need or provide gift certificates for them to use.

*****The Order Form is due by October 15, 2020. Late arrivals for sponsorships are not guaranteed to be on posters or in the program guide*****

Please contact Cassie for more information about any of the sponsorships: cassie@ahpanet.com or 281-900-9740

AHPA 2020-FALL Trade Show Vendor Order Form

Contact Information (please print):

Company: _____ Company Website: _____

Primary Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone Number: _____ Email Address: _____

Website: _____

Items or information to be displayed: _____

Names for badges at trade show (two people per table). Please use back of form if needed. Convention registration is included for two people per table

		How many?	Total
Table Top Booth	\$350.00	#	\$

Program Guide Ads					
Full-page	8 1/2" x 5 1/2"	\$250.00			\$
Half page	5" x 4"	\$150.00			\$
Third page	5" x 2 3/4"	\$100.00			\$
Quarter page	2 1/2" x 2"	\$75.00			\$

Sponsorships		
Convention Sponsor		\$
Platinum	\$5000 +	\$
Gold	\$2000 - \$4999	\$
Silver	\$1000 - \$1999	\$
Bronze	\$500 - \$999	\$
Coffee Break Sponsor <small>Vendor will sponsor a coffee break and may speak for 15 minutes during their sponsored coffee break (if they choose to)</small>		\$
	\$1,000	\$
Vendor Speaker <small>Vendor will speak for 15 minutes to the audience during speaker sessions</small>		\$
	\$1,500	\$

TOTAL: _____

Payment Information:

Check Credit Card (Visa, MasterCard, or American Express)

Card # _____ Exp. Date ____/____/____ CV# _____

Signature _____

All exhibitors are subject to approval by AHPA

Signature is confirmation of commitment to sponsor/exhibit at the 2020 American Honey Producers Association Annual Conference and Trade Show, December 1-4. I have read this agreement and I am authorized by my company to make this commitment.

Return this order form to: cassie@ahpanet.com or
Cassie Cox/AHPA
PO Box 435
Mendon, UT 84325

**American Honey Producers Association
Exhibitor Order Form for Additional Booth Amenities & Electrical Services**

Crowne Plaza, 4728 Constitution Ave., Baton Rouge, LA 70808

Phone: 225-925-2244 Fax: 225-930-0156

Exhibit Coordinator: Leslie Alleman

Direct: 225-930-0150 Email: sales@executivecenterbr.com

Company Name: _____

Contact Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____

Will you be shipping boxes to the Crowne Plaza for this tradeshow? Yes _____ No _____
If yes, please read, sign, and return the attached shipping/storage form and payment along with this amenity form.

Your tabletop exhibit includes (1) six-foot clothed & skirted table, (2) chairs, and (1) trashcan. If you will need additional items, complete this form and return to the Crowne Plaza no later than October 10, 2016.

Exhibit Amenities

Qty		Advanced	Day of	Amount
_____	A-Frame Easel	\$20.00	\$30.00	_____
_____	High Speed Internet (Wired/Wireless)	\$175.00	\$200.00	_____
_____	19" Television	\$100.00	\$125.00	_____
_____	DVD/VCR	\$75.00	\$85.00	_____

Electrical Service

Qty		Advanced	Day of	Amount
_____	110v Outlet	\$25.00	\$35.00	_____
_____	220v Outlet	\$75.00	\$85.00	_____

**All prices and taxes are subject to change. All orders must include Louisiana state sales tax of 9% and service charge of 20%. Please compute this and include with your payment. If your organization is tax-exempt, a copy of your tax-exempt letter must accompany this order.

Subtotal: _____
Service Charge (x 0.20): _____
Subtotal: _____
Sales Tax (x 0.0995): _____
TOTAL: _____

Method of Payment (Select One):

_____ If paying by check please make payable to: **Crowne Plaza**

_____ If paying by credit card, please complete the following:

Type of Card to be charged: _____ Credit Card _____ Debit Card

Please note that if you are paying with a debit card: The Hotel is not liable for overdraft charges incurred should you choose to use your debit card. Be advised that by using any type of card, you will not only have the funds taken from your account, you will have a hold placed on funds equal to the amount of the charge for 5-10 business days. Once processed, the hold cannot be reversed.

Please note: All credit or debit cards will be charged upon receipt of order forms for items ordered.

As the authorized cardholder, I agree to the following use of this card:

___XXX___ Use Credit/Debit Card to pay for charges ordered for my exhibit including amenities, electrical fees, And shipping/storage fees for materials shipped to the Hotel.

Card Number: _____ Exp. Date: _____

Name on Card: _____

Authorized Signature: _____

Note: No credit or refund will be issued on items ordered but not used.

**American Honey Producers Association
Shipping Policy and Materials Handling/Storage Form**

Please sign this form and return to the Crowne Plaza via fax (225) 930-0156

STORAGE FEES:

The Crowne Plaza will receive and store shipments up to 36 hours (3 business days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, a storage fee of \$50 per day will be assessed.

** Packages with storage fees will not be delivered to the exhibit until payment of the storage fee is received.

** The Crowne Plaza WILL NOT be held responsible for materials in storage or damage to materials.

HANDLING FEES:

The heaviest piece that the hotel can accept complimentary is 50 lbs in one piece or any package that is on wheels. The Crowne Plaza does not have a loading dock, so large deliveries should be arranged with a lift gate truck. Arrangements for shipping packages that are on pallets or will require a fork lift must be set up prior to delivery and the following fees will apply:

Use of pallet jack to deliver to meeting room- \$75.00+ per delivery

Use of forklift to deliver to meeting room- \$125.00+ per delivery

Use of pallet jack or forklift to unload a delivery truck and deliver to meeting room - \$250.00+ per delivery

SHIPPING ARRANGEMENTS:

It is the responsibility of the Exhibitor/Exhibiting Company to make arrangements for exhibit materials to be shipped out of the Crowne Plaza upon completion of the show.

This includes:

1. Packing the materials
2. Provide and Complete Paperwork/Bill of Lading
3. Affix labels to containers
4. Call shipping company to arrange the pickup

**All shipping is the responsibility of the shipper and MUST be prepaid. The Crowne Plaza WILL NOT assume any responsibility for shipping items left in an exhibit after a show.

**Materials that have not been collected within 48 hours (2 business days) of the show will be discarded.

**Shipments should be scheduled for delivery 8:00am-4:00pm Monday thru Friday.

SHIPPING LABEL:

Please fill out accordingly:

AHPA Conference- Hold for arrival on _____
Name of Exhibitor, Company, and Name of On-site contact
Crowne Plaza
4728 Constitution Ave.
Baton Rouge, LA 70808

Please sign and return with contract or amenity order form. ** Contracts and Order forms cannot be honored without the signature of this letter, as well as valid credit card information and signature.

I have read and understand the rules and regulations of the Crowne Plaza and I am aware of the charges that will be incurred for storage and/or handling of boxes and materials.

Company Name

Date

Print Name

Authorizing Signature

Crowne Plaza Baton Rouge – RULES AND REGULATIONS

The management of the Crowne Plaza requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Exhibitors. Charges for infractions of these rules resulting in damage will be assessed to the Exhibitor.

EXHIBITOR LOAD-IN: All Exhibitors will load-in equipment through the loading dock door located on the back corner of the building. Use of the doors will not be permitted unless approved in advance by management.

HEIGHT AND ARRANGEMENT OF EXHIBITS: The maximum height of displays shall not exceed eight feet unless otherwise approved by the Crowne Plaza. All Exhibits must be free standing. **NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.**

CROWNE PLAZA FACILITIES AND EQUIPMENT: Exhibitors and their employees will not be permitted to use or otherwise handle any Crowne Plaza equipment in a manner that will in any way injure, mar, or deface any part of the building.

TABLES, CHAIRS, BOOTH PARTITIONS: These items are not to be moved or otherwise handled except by authorization of the show management. No tacks, nails, or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Crowne Plaza.

LIGHTING FIXTURES: Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Crowne Plaza instructions and charged accordingly.

ELECTRICAL AND MECHANICAL SERVICES: All shall be connected by authorized and qualified personnel and at the instructions of the Crowne Plaza and charged accordingly.

DISPLAY EQUIPMENT ASSEMBLY: Crowne Plaza personnel are not permitted to assemble or otherwise handle exhibitor equipment except to move to and from booth space where specified in contract with show management.

AISLES AND EXITS: They will be designated by show layouts and in no way shall be obstructed.

FLOOR AND FLOOR COVERINGS: Cartons, crates, and equipment are not permitted to be moved over floor area except with the use of wheeled equipment. Floor coverings for individual booth spaces are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor. **DAMAGE TO THE FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE EXHIBITOR. ALL CARPET TAPE MUST BE APPROVED BY THE CROWNE PLAZA.**

PARKING: All Exhibitors and Visitors to the Crowne Plaza must abide by posted regulation signs.

TRUCKS OR VEHICLES: They will not be allowed inside the exhibit hall at any time unless approved by Crowne Plaza.

MISCELLANEOUS RULES: No exhibitor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Exhibitors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Baton Rouge, Louisiana. The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Exhibitor or used by him for any other purpose than for ingress and egress. The Management reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.