

ARKANSAS EMERGENCY MANAGEMENT CONFERENCE

August 29 – August 31, 2012

Embassy Suites Northwest Arkansas - Hotel, Spa & Convention Center
3303 Pinnacle Hills Parkway, Rogers, AR 72758
(479) 254-8400

EXHIBITOR REGISTRATION FORM

PLEASE TYPE OR PRINT CLEARLY

Organization

Name

Title

Address

City

State

Zip Code

Telephone

Email

CONFERENCE REGISTRATION (PLEASE MARK 'X' ALL THAT APPLY)

- \$500.00 Full Registration Deadline is August 13, 2012 (Includes full payment)
- \$600.00 Late Registration Applications are considered late after the August 13, 2012 deadline.
- Extra table and skirt - _____ X \$500.00 = _____

Full Conference Registration Includes:

- One 6 Ft. or 8 Ft. Table with skirt and (2) Chairs
- Conference Entry Fees
- One meal ticket (lunch and banquet)
- Corporate Membership

LATE REGISTRATIONS ARE ACCEPTED AT THE DOOR ONLY.

- Please see the 2 attached documents for other services purchased through Embassy Suites.
- Contact Embassy Suites regarding shipping Boxes or other items regarding cost and time limitations.

SPONSORSHIP OPPORTUNITIES (Please mark 'X' all that apply)

- Event _____ - Amount of your choice - \$ _____
- Daily Breaks - \$1000.00
- Thursday Lunch - \$1750.00
- Thursday Evening Dinner - \$2500.00
- Entertainment - \$750.00
- AEMA Scholarship Program Donation \$ _____

MAKE CHECK PAYABLE TO AEMA:

AEMC Registration c/o Shelia Magness
203 Liberty St.
Star City, AR. 71667
Office: 870-628-5595 / Fax: 870-628-5749
Shelia.Magness@adem.arkansas.gov

REGISTRATION FORM AND PAYMENT MUST BE POSTMARKED BEFORE
MONDAY, AUGUST 13, 2012 TO AVOID LATE REGISTRATION FEES!

REGISTRATION IS INCOMPLETE UNTIL PAID IN FULL

NO SET-UP ALLOWED PRIOR TO PAID REGISTRATION



Return directly by fax or email

479-845-3216 fax

VENDOR INFORMATION

Company Name _____ Booth # _____
(if known)

Address _____

City, State, Zip _____

Phone # _____ Fax # _____

Ordered By (print) _____

RENTAL ORDER

**Prices Quoted for Advance Price if received by Aug 10, 2012

** Floor Order Price if payment received after Aug 10, 2012

	Qty	Advance Price	Floor Order	Total
Floor Covering**				
8' x 10' Visqueen floor covering**		\$25.00	\$50.00	
Electrical				
110- Volt Power (up to 10 amps per) with extension cord		\$30.00	\$40.00	
220- Volt Power		\$150.00	\$300.00	
100 amp (single or three phase)		\$300.00	\$500.00	
200 amp (single or three phase)		\$500.00	\$700.00	
Power Strip		\$15.00	\$25.00	

SWANK AUDIO-VISUAL SERVICES

Phone	Local Phone Access Line ("dial 9 & 800 #s")		\$50.00	\$75.00	
Wired Internet	Wireless Internet Connectivity		\$50.00	\$100.00	
Easels	Easel(s)		\$25.00	\$25.00	
Video/Data	20" Data Monitor for Computer w/cart		\$100.00	\$125.00	
	42" Plasma Monitor (data/video)		\$375.00	\$450.00	
	DVD Player		\$50.00	\$50.00	
	Projection Screen 6' or 8'		\$150.00	\$150.00	
	3300 Lumen LCD Projector		\$300.00	\$350.00	
Audio	Wired Microphone with Stand		\$40.00	\$45.00	
	Wireless Microphone (Hand Held or Lavalier)		\$135.00	\$150.00	
	4-Channel Mixer		\$40.00	\$55.00	
	Powered Speaker		\$125.00	\$150.00	
	Audio CD Player		\$85.00	\$100.00	

Prices above include 10% sales tax

Visqueen is **required for booths with food, water features, and at venue's discretion.

Total

I hereby authorize the Embassy Suites Hotel to charge my credit card for above ordered items and services. Client must complete and FAX the attached Credit Card Authorization form.

Credit authorization is done separately from this order form to protect your privacy as required by law.

Thank you for your order!

Signature: _____



Exhibitors are required to move in/out through the rear of the building via ground level dock.

RENTAL ORDER FORM Embassy Suites NWA & John Q Hammons Center