

# NLGI Display Information

The 77th NLGI Annual Meeting  
June 12-15, 2010

**Hotel:** The Hyatt Regency Coconut Point

**DON'T SHIP FREIGHT TO THE HYATT COCONUT POINT!**

The Hyatt Coconut Point does not have the staff nor storage facilities to handle exhibit freight. NLGI has contracted Exhibit Services to handle your freight. It is in your best interest to ship to our warehouse in advance to ensure that your freight is tracked and handled by staff trained to properly handle exhibit freight.

**Location:** Calusa Pre-Function

## Display Set-up and Breakdown:

**Sunday, June 13, 2010**

Display set-up time: 9:00 am - 3:00 p.m.

*NOTE: General Session begins at 5:00 p.m. Sunday.*

**Tuesday, June 15, 2010**

Remove ALL display material: By 3:00 p.m. *No exceptions*

*NOTE: Display should be kept neat and well stocked. Company representative is responsible for keeping material supplied to the table and for set-up, breakdown and shipping.*

**Shipping Information:** <http://www.exhibitservices.net/nlgi>

Exhibit Services, Inc. (ES), is the official material handling contractor; they will receive and handle your shipments for the NLGI 77th Annual Meeting. ES will receive your materials at our warehouse and will store your items until the setup date. ES will deliver your materials to your booth in the exhibit hall prior to exhibitor setup. We will collect and store your empty containers during the event and will return your empty containers back to your space upon the closing of the event. Exhibitors are responsible for arranging their inbound and outbound shipping with the carrier of their choice. Schedule your shipments to arrive at the advance warehouse no later than Friday, June 11th. Schedule your carrier to pick up your freight directly from the hotel, no later than 5pm on Tuesday June 15th. Exhibitors must label their freight with proper shipping labels for their carriers. This is particularly important for UPS, FedEx and DHL shipments – exhibitors must provide pre-printed labels with billing account information submitted. Any shipments not properly labeled and/or not picked up by 5pm Tuesday June 15th, will incur additional handling charges. All outbound shipments require an Exhibit Services' Outbound Shipping Form. Outbound Shipping forms will be available onsite at the service desk. Exhibit Services Logistics provides full service shipping and can assist you with your inbound and outbound shipping needs. For a shipping quote please visit <http://www.exhibitservices.net/nlgi/> or contact Teresa Draughn at [teresad@exhibitservices.net](mailto:teresad@exhibitservices.net).

**Advanced Shipments to Warehouse**

30 days free storage! We recommend you ship as early as possible! Shipments will be accepted: **May 10, 2010 – June 11, 2010 8am – 3pm**

**Shipping Address:**

Company Name

NLGI/Exhibit Services

Box #/Total # of Boxes (i.e. 1/10, 2/10, etc.)

12621 Corporate Lakes Drive

Unit 5

Fort Myers, FL. 33913

813-623-1163 (Exhibit Services)

813-623-5913 (Fax Number)

**The 77th NLGI Annual Meeting**  
**June 12-15, 2010, Hyatt Regency Coconut Point, Bonita Springs, FL**  
**Application/Contract for Table-Top Display Space**

**WE THE UNDERSIGNED DO HEREBY AGREE TO THE FOLLOWING:**

- a) Agree to the policies of NLGI regarding the type and size of display.
- b) The table-top display fee (\$300) only covers table-top costs and does not include any other expense. Size of table-top display is a 6 foot skirted table. Shipping and any costs for delivery or handling by hotel are the displaying company's responsibility.
- c) Payment, in the amount of \$300.00, accompanies this application for one table-top display. Checks should be made payable to NLGI.
- d) Agree to register for the Annual Meeting and pay appropriate fees.

**APPLICATION INFORMATION (please type or print):**

Primary Contact Attending Meeting:  
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Company Name: -----

Address: -----

City: ----- State: ----- Zip: -----

Phone: ----- Fax: -----

e-mail address: -----

**METHOD OF PAYMENT**

Enclosed is our payment of \$\_\_\_\_\_ for a table-top display (one table-top display per company).

Check     Charge to:  VISA     MasterCard     American Express

Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Date \_\_\_\_\_

Authorized  
Signature \_\_\_\_\_

**COMPANY INFORMATION**

Company \_\_\_\_\_  
(As you wish it to appear on identification sign)

**DESCRIPTION OF PRODUCT OR SERVICE (25 Words or Less):**

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**CONTACT PERSON MAKING ARRANGEMENTS**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Return to:** NLGI International Headquarters, 4635 Wyandotte St., Kansas City, MO 64112-1596.  
Phone: 816-931-9480; Fax: 816-753-5026; e-mail: [nlgi@nlgi.org](mailto:nlgi@nlgi.org); web-site: <http://www.nlgi.org>