

5th Annual

Vegetation Management Conference

December 4-5, 2018 • Berkeley, CA

Exhibitor Package

Pre-Event Checklist



Before the event, have you...

Made your hotel reservations?

Conference attendees are eligible for a discounted rate of \$152* per night, subject to availability at the DoubleTree by Hilton Berkeley Marina Hotel. You can make your reservation by calling +1.949.476.2001 and mentioning "CEATI." You can also reserve online at: <https://bit.ly/2yav2Qa>

The deadline to reserve this rate is **October 18, 2018**.

*Rate is subject to change dependent on government equivalency rates.

Made your shipping and storage arrangements?

Shipments may arrive at the DoubleTree by Hilton Berkeley Marina Hotel no more than 3 days prior to the start of the event. Find shipping instructions on page 4 of this document.

Ordered any AV equipment?

Find the AV price list on page 5 of this document. All AV orders should be placed through Shaun Eugenio at PSAV: seugenio@psav.com.

Provided the names and contact details for exhibitor attendees?

The full name and contact details for individuals using the conference passes are required by **November 1, 2018**. Please email elizabeth.broos@ceati.com with their full name, email address, title, and phone number.

Submitted your credit card authorization form?

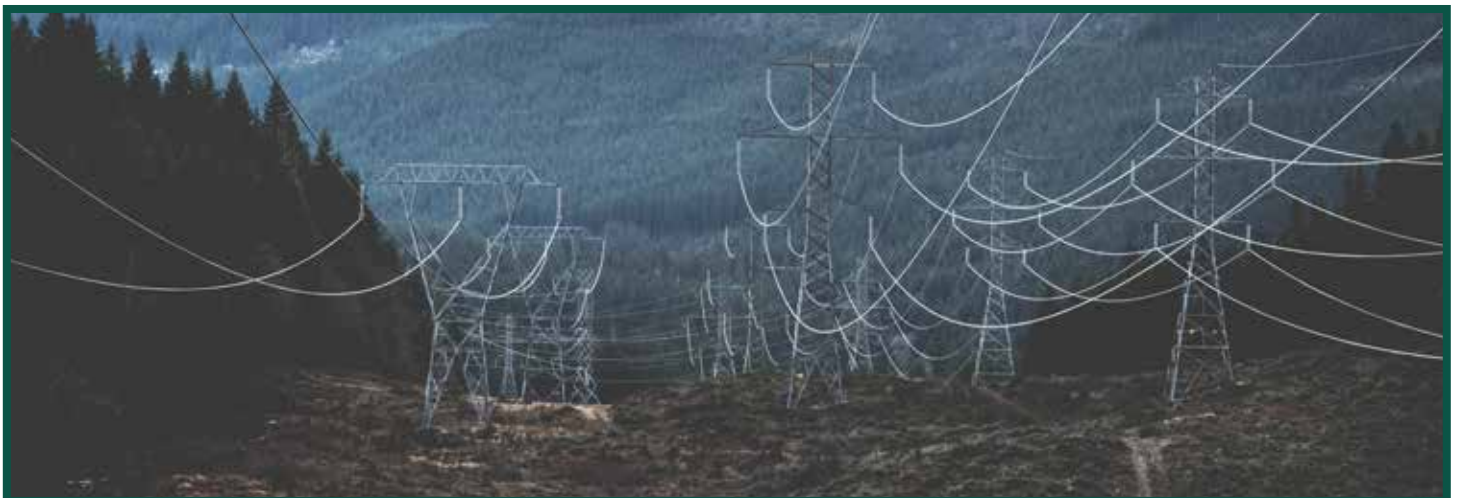
If you are shipping to the hotel, you must submit a credit card authorization form.

This form, found on page 6 of this document, must be sent by fax to (510) 295-2622 Attn: Kenyada Madagwa.

Important Dates



Oct 18, 2018:	Hotel reservation deadline at the preferred rate
Nov 1, 2018:	Last day to submit name and contact details for exhibitor attendees
Dec 3, 2018: 7 - 10pm	Exhibitor Move In
Dec 4, 2018: 7am	Doors of exhibition hall open to exhibitors for last-minute set-up
7:30am - 5pm 6 - 7:30pm	Exhibition Hall opens (including meals & breaks) Exhibitor's reception in exhibition hall
Dec 5, 2018: 7:45am - 4pm 4pm - 7pm	Exhibition (including meals & breaks) Exhibitor Move-Out



Shipping & Ordering Instructions



All AV orders should be made through Shaun Eugenio at PSAV: seugenio@psav.com
You will find an AV price list on page 5 of this document.

The credit card authorization form, found on page 6 of this document, must be completed if you are shipping to the hotel.

During the event, the exhibitors are guests of the hotel they will be allowed to ship to the hotel **within 3 days** of the group's arrival. Shipments must leave the property a maximum of one day after the group's departure. The receiving and storage fee is \$5.00 per day, per box.

Please include the following information when shipping to the hotel:

- Name of Event: VMTF Conference & Exhibits
- Date of Event: December 4th – 5th
- Onsite Contact/Company Name: _____
- Hotel Contact: Kenyada Madagwa
- Name of Shipper: _____
- Shipping Company: _____
- # of Items: ____
- Tracking numbers: _____



AUDIOVISUAL SERVICES

At PSAV®, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.



POPULAR PACKAGES

Meeting Room Projector Package - \$605

- AV cable lot
- Projection stand
- LCD projector
- Tripod screen

Podium Microphone Package - \$370

(50-100 Attendees)

- Wired microphone
- 4-channel mixer
- Powered speakers (2)
- Speaker stands (2)

Projector Support Package - \$180

- AV cable lot
- Tripod screen
- Projection stand

Post-it® Flip Chart Package - \$85

- Flip chart easel
- Markers
- Post-it flip chart pad

Flip Chart Package - \$65

- Flip chart easel
- Markers
- Flip chart pad

SMALL MEETING

- Conference speaker phone \$170
- Laptop computer \$220

AUDIO

- Presidential microphone \$84
- Wireless microphone \$190
- 12-channel mixer \$140

LIGHTING

- LED wash light \$75

SCENIC

- 10' Décor drapery \$105
- 20 Scenic Panels (sTILer) \$600

VIDEO

- 46" LCD monitor \$465
- Fast-Fold® screens
 - 6' x 10'5" \$360
 - 7'6" x 13'4" \$395

STANDARD LABOR RATES*

- Setup/Strike \$90/hr
- Event Operation \$105/hr

*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

To learn about our creative and production services, please contact your PSAV representative.

■ office: 510.665.9005
venuepartners.psav.com/doubletreeberkeleymarina



CREDIT CARD CHARGE AUTHORIZATION



Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission.

Organization: _____

Event Dates: _____

I, _____, authorize the use of my Credit Card.
(Please print full name)

_____, # _____,

(Credit Card Type)

(Credit Card Number)

Expiration Date: _____ for the charges to be incurred for the following
(please check all that apply):

- Conference Deposit
- Day Meeting Packages
- Modified Meeting Packages
- Complete Meeting Packages
- Standard Guestrooms
- Incidental Charges for Guests
- Conference Packages or Guest Rooms *For Selected Guests Only* (please attach a listing of names)
- Catering Functions
- All Charges Incurred During the Event

I certify that all information is complete and accurate. I hereby authorize DoubleTree by Hilton Berkeley Marina to collect payment for all charges as indicated in the Approved Charges section of this form by processing a charge to the credit/debit card listed above.

Full Name on Credit Card _____

Card Holders Signature: _____ Date: _____

I certify that I am the authorized signer of the credit/debit card listed above.

Please fax the completed form to **510-295-2622**. Attn: Kenyada Madagwa
FOR SECURITY reasons, DoubleTree by Hilton Berkeley Marina conforms to all Payment Card Industry (PCI) standards. Do NOT include copies of the card with this form.

DoubleTree by Hilton Berkeley Marina
200 Marina Boulevard, Berkeley California 94710
510-548-7920 (telephone) 510-295-2622 (sales fax)