

Perennial Plant Symposium

Raleigh, NC

July 30-August 3, 2018



Bringing Plant People Together

Trade Show

July 29 – August 3, 2018

Hilton North Raleigh/Midtown Hilton

3415 Wake Forest Rd,
Raleigh, NC 27609

Perennial Plant Association

One Parkview Plaza

Suite 800

Oakbrook Terrace, IL 60181

info@perennialplant.org

www.perennialplant.org



Trade Show Hours and Dates

Tuesday, July 31

10:00 am – 11:00am; 12:30pm-1:00pm, 3:00pm-4:00pm

Wednesday, August 1

3:00pm-4:00pm

Thursday, August 2

12:00pm-1:00pm, 2:15pm-3:15pm

Installation of Exhibits

Set up is Monday, July 30, 12:00 pm - 7:00 pm

Exhibits must be ready by Tuesday, July 31 at 10:00 am

Location

Symposium activities, registration, meetings, and trade show:

Hilton North Raleigh/Midtown
3415 Wake Forest Rd,
Raleigh, NC 27609

Attendance

400 participants from 40 states and other countries represent the herbaceous perennial plant industry.

Booth Rental

The booth rental is \$600 for a single (8' x 10') and \$1000 for a double (8' x 20'). All booths are draped in the back and on the sides and include one 7" x 44" exhibitor identification sign. Booths are carpeted. Booth rental does not include tables, chairs, other furniture, or equipment. Rent these items from Freeman. Booth payment must accompany contract.

Assignment of Exhibit Space

Priority of space assignment is based on the order in which the applications are received at the Perennial Plant Association office. Show Management is responsible for assigning booth space and for change in location. Any changes must be approved by the Executive Director for PPA before the move is made or the exhibit space is subject to forfeit. Payment must accompany contract.

Use of Exhibit Space

No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein any goods other than those manufactured, produced, or handled by the exhibitor in the regular course of business, nor permit any representative of any other firm to solicit business or sublet in the space.

Exhibitor Services

Furniture, special decorating, art and sign work, and skilled labor for the installation and dismantling of displays may be secured from the exhibitor contractor for the trade show. An exhibitor packet will be sent upon confirmation of booth space.

Freeman Exhibitor Services

841 Joseph E. Lowery Blvd NW, Atlanta, GA 30318
(404) 253-6494

Freemanatlantaes@freeman.com

Liability

It is expressly understood and agreed between exhibitors and the Perennial Plant Association that the Perennial Plant Association shall be under no liability for loss of, or damage to, goods or property of exhibitor's or personal injury to the exhibitor or the exhibitor's employees, and each exhibitor, upon signing the enclosed space contract, expressly releases the Perennial Plant Association from and agrees to indemnify them against all claims.

Catalog Display Table

Individuals or firms may rent table-top space to display trade catalogs. This 1/3 table space is available for \$150. ONLY CATALOGS may be on the table. Plant materials and other exhibits are not allowed. The exhibitor may not be present at the table during show hours.

Staff Badge Registration

All exhibitors are allotted (3) complimentary booth staff badges. Additional booth staff badges are \$25 if purchased by July 1. After July 12, booth staff badges are \$35.

Symposium Registration

An exhibitor company may purchase two symposium registrations July 31- August 2, at the reduced registration fee of \$275 each. Additional registrations will be at full price (rates starting at \$499) for each individual.

Cancellation

Notification of cancellation of booth space must be received by the PPA office in writing by June 15, 2018, in order to receive a full refund. Cancellations received after June 15 and prior to July 1, 2018 are subject to a \$300 cancellation fee. Cancellations after July 2, 2018 are not eligible for a refund.

Dismantling Exhibits

Tear down of exhibits begins on Thursday, August 2 at 4:30 pm. Exhibit materials must be removed from the exhibit area by 7:00 pm on August 2.

Electrical Service

Electrical service is available at each booth at an additional cost. Exhibitors will receive information with pricing structure upon confirmation of booth space.

For further information call the PPA office

Darrell McCook, Manager, Meetings and Expositions – p: 678-303-3028– f: 404-591-6811 – dmccook@kellencompany.com

Contract – Trade Show Booth
Perennial Plant Symposium 2018
Hilton North Raleigh/Midtown
3415 Wake Forest Rd, Raleigh, NC 27609



This agreement is subject to the conditions in the trade show brochure. Exhibitor, in purchasing booth space, agrees to all conditions.

Booth fees are as follows:

- Single Booth (8' x 10') rental is \$600
- Double Booth (8' x 20') rental is \$1000

Booth conditions are as follows:

- **Reservations** must be accompanied with payment by check or credit card.
- **Space will be assigned** based upon the order in which contracts are received.
- **Cancellations before June 15** may receive a full refund.
- **Cancellations received after June 15 and prior to July 2, 2018**, are subject to a \$300 cancellation fee.
- **Cancellations after July 2, 2018** will receive no refund.

From the enclosed floorplan select the booth number(s) you want. We will make every effort to honor your request; however, we reserve the right to assign a company to alternative space in the event all three preferences are committed. Efforts will be made to contact the company before any assignment is made.

Booth location requested: 1st choice _____ 2nd choice _____ 3rd choice _____

Company Name (EXACT wording desired on sign):

Contact person: _____ **Email address:** _____ **Phone:** _____

Street: City: State: Zip: Fax: _____

Products to be exhibited: _____

Names of company representatives working in booth:

- | | |
|----|----|
| 1) | 2) |
| 3) | 4) |

Names of 1 or 2 workers that will attend the 3-day Core Event at the special rate of \$275 each.
(If you are undecided, a coupon code for this discount will be emailed to you to be used online later.)

1)	2)
Circle Selection for Wednesday Tour:	Circle Selection for Wednesday Tour:
Grower Landscape Design Retail	Grower Landscape Design Retail

MAKE CHECKS OR CREDIT CARDS IN US DOLLARS PAYABLE TO: Perennial Plant Association. PPA accepts Visa, Mastercard, Discover, and American Express. Fax contracts must contain credit card information to guarantee booth location.

Name on card _____ **Amount enclosed** _____

Card number _____

3-digit security code on back _____ **Exp. date** _____

Credit Card Billing Address _____

Signature _____

RETURN TO:

Perennial Plant Association
One Parkview Plaza
Suite 800
Oakbrook Terrace, IL 60181
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