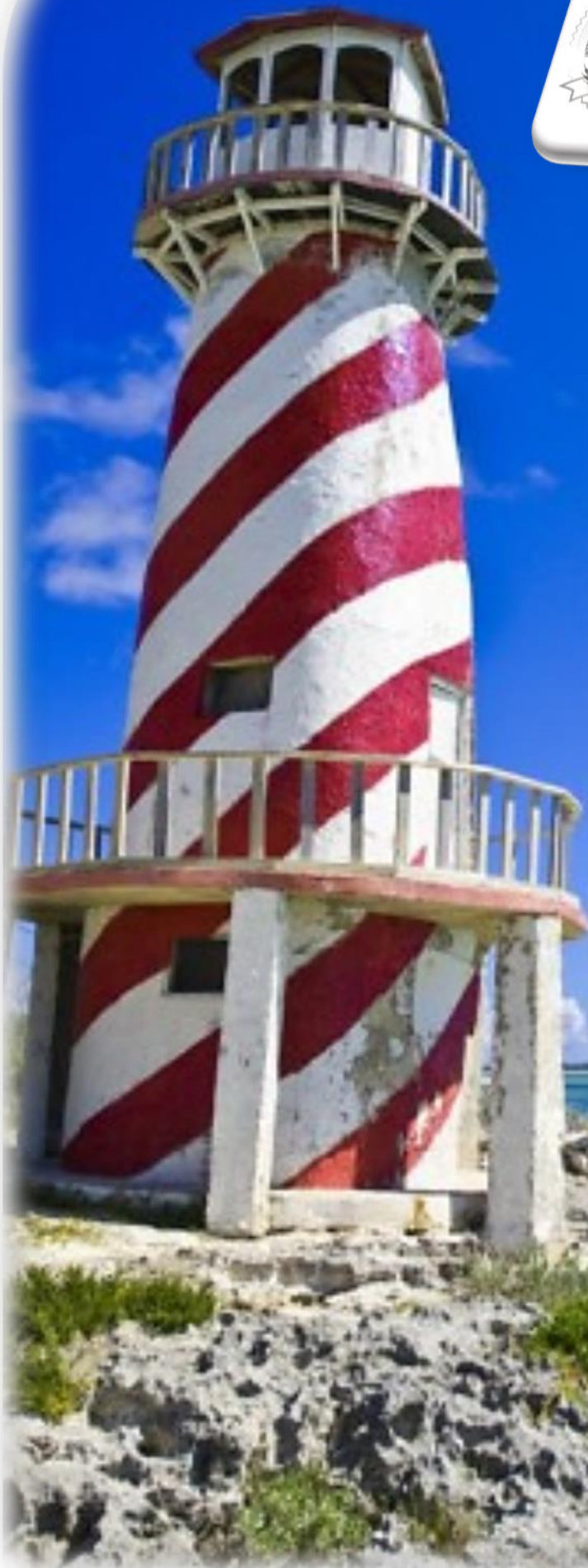




EXHIBITOR & SPONSOR GUIDE

CONVENTION 2013
FREEPORT, BAHAMAS

CELEBRATING 60
YEARS



THANK YOU.



We at NALMCO are thrilled you are joining us for the 2013 Annual Convention & Trade Show. This year marks an exciting milestone for our organization—60 years of collaboration, fraternity and alliance—that would not be possible without the partnership and support of our Associate Members. NALMCO appreciates your support in the past, the present and in the years to come.

The 2013 Annual Convention & Trade Show at the Grand Lucayan Beach & Golf Resort in the Bahamas promises not only to be an event of celebration, but one of meaningful connections and education. The beautiful backdrop of the Bahamian Islands will set the stage for an event filled with many opportunities to connect with NALMCO members, whether during convening hours or at social functions.

If you have any questions regarding the information in this packet, please do not hesitate to contact our Headquarters at 515-334-1049. We want to make sure you're equipped with all of the information you need to make this international journey successful, productive, stress-free and enjoyable.

Thank you, again, for your ongoing support of NALMCO, and for being a part of the 2013 Annual Convention & Trade Show and our 60th Anniversary Celebration. We look forward to seeing you in the Bahamas!

Sincerely,
Vicki Wood
NALMCO® President

TRAVELING TO THE BAHAMAS

Passport is required to travel to the Bahamas. Processing a new or renewed passport generally takes about 4-6 weeks, and can only be arranged through the USPS. Visit www.usps.com or travel.state.gov for instructions on applying for or renewing a passport.



Visit <http://travel.state.gov> and search "Bahamas" for comprehensive and important travel information.

Obtaining Flights

May to October is the off-season in the Bahamas, which means you have access to better travel pricing during this time. When traveling, many experts recommend also purchasing individual travel insurance that can help protect your travel investment and other assets.

Best Time of Day/ Days of the Week to Travel

In general, airlines offer their cheapest flights during business hours, when value-minded business travelers are booking flights. The best single time and day to book a flight is 3 p.m. EST on Tuesday, according to Rick Seaney, CEO of FareCompare. Early morning, "red-eye" or late-night flights are less popular, and therefore cheaper.

Whenever possible, purchase your tickets for Wednesday, Tuesday or Saturday, in that order. Friday and Sunday are the most expensive days to fly.

Advance Booking

Booking ahead of time is also important, especially if your flight dates are firm. If you can't commit that far ahead, book at least a month in advance, otherwise the best fares may be sold out. "The days of scoring deep discounts for last-minute flights have passed," FareCompare states. At a minimum, book your fare at least 14 days in advance, when most airlines offer their lowest fares.

Which airlines provide travel to Grand Bahama Island?

The following airlines offer direct airlift to Grand Bahama International Airport (FPO) from the US:

- American Airlines: daily nonstop service to FPO from Miami
- Bahamas Air: daily nonstop service to FPO from Baltimore, Fort Lauderdale, Raleigh-Durham, and Richmond, Va.
- US Airways: nonstop service to FPO from Charlotte, NC.
- Delta Airlines: nonstop service to FPO from Atlanta, GA



TRAVELING TO THE BAHAMAS (CONT.)

Transportation to/from Grand Lucayan Resort and Airport

The Grand Lucayan hotel does not offer complimentary shuttle to/from the airport. You can request to add roundtrip airport/hotel transfers to your vacation package reservation during the booking process. In addition, once at the airport, you can find taxis as well as charter companies that provide transportation. A cab fare runs about \$22 per ride (not per person) from the airport to the hotel (about a 10-minute ride).

Cellular Service

Cell phones will work; however, international roaming charges may apply depending on the US mobile carrier. **Check with your carrier to learn what charges to expect. Be aware that data roaming charges can be extremely high outside of the US; consider shutting off data on your phone and/or using “airplane mode”.** The resort offers complimentary WiFi.



Currency

The national currency is the Bahamian dollar (BSD), which is typically on par with the U.S. Dollar. U.S. currency is also widely accepted.

Climate on Grand Bahama Island

Thanks to the warm gulfstream winds and balmy trade winds, Grand Bahama Island has sub-tropical weather which is generally pleasant year round. Average temperatures range from 84° F (29°C) in the summer and 74° F (23°C) in the winter.

Dress Code

Business casual or resort attire is the appropriate attire for day meetings (collared shirts are recommended, shorts are not recommended). Business casual or resort attire is also appropriate for evening receptions.

Activities

Recreation on-property includes two golf courses, a spa, four swimming pools, state-of-the-art fitness center, and endless beach activities. Check out the website for a full description of activities on property www.grandlucayan.com.

CONFERENCE AGENDA*

10/12/2013	8:00 am - 12:00 pm	CLMC® Content Review Session
	8:00 am - 12:00 pm	CSLC Content Review Session
10/13/2013	8:00 am - 10:00 am	CLMC® and CSLC Exams
	12:00 pm - 5:00 pm	Exhibitor Set-Up
	2:00 pm - 6:00 pm	Registration Open
	5:00 pm - 6:30 pm	New Member/First-Time Attendee/Leadership Reception
	6:30 pm - 8:30 pm	Exhibitor Welcome Reception

— *Sponsored by GE* —

**Conference agenda subject to change. Updates will be communicated if and when they occur.*

CONFERENCE AGENDA (CONT.)*

10/14/2013

7:00 am - 5:00 pm	Registration Desk Open
7:00 am - 8:00 am	Past Presidents' Breakfast
7:00 am - 8:00 am	Opening Kickoff Breakfast - Visit with Exhibitors <i>Sponsored by Precision Paragon [P2]</i>
8:00 am - 9:00 am	<i>Spouse Breakfast</i>
8:00 am - 8:30 am	General Session: Welcome and Opening Remarks
8:30 am - 10:00 am	Opening Keynote: How to Land Your Best Deals Ever/Driving Transformational Business Growth <i>Tom Searcy, Hunt Big Sales</i>
9:00 am - 12:30 pm	<i>Spouse/Companion Program</i>
10:00 am - 11:15 am	Networking Refreshment Break - Visit Exhibitors
10:00 am - 11:15 am	One-Day Exhibit Hall Pass
11:15 am - 12:30 pm	Annual Meeting Luncheon
12:30 pm - 1:30 pm	<i>Spouse Lunch</i>
12:30 pm - 1:30 pm	General Session: Where Does LED Lighting Belong in My Facility? <i>Jack Curran, LED Transformations, LLC</i>
1:45 pm - 3:00 pm	Networking Event with Exhibitors
6:30 pm - 9:30 pm	Reception and Entertainment <i>Sponsored by Osram Sylvania</i>

10/15/2013

7:00 am - 5:00 pm	Registration Desk Open
7:00 am - 8:00 am	Breakfast (<i>spouses welcome</i>)
7:15 am - 8:00 am	Exhibitor/Associate Member Breakfast Meeting
9:00 am - 11:30 am	<i>Spouse/Companion Program</i>
8:00 am - 9:15 am	General Session: 2013 - The Year of the Experiment <i>Chris Kuehl, Armada Corporate Intelligence</i>
9:15 am - 9:30 am	Refreshment Break - Visit the Exhibitors
9:30 am - 10:30 am	General Session: The Future of Lighting Mark Lien, Osram SYLVANIA
10:30 am - 11:30 am	Closing Keynote Session: The Magic of Comedy: <i>Tim Gabrielson, Keep It Funny</i>
11:30 am - 12:45 pm	Informal Networking Luncheon (<i>spouses welcome</i>) - Visit with Exhibitors
1:00 pm - 4:00 pm	One-On-One Appointments with Exhibitors
1:00 pm - 4:00 pm	One-Day Exhibit Hall Pass
2:30 pm - 3:00 pm	Refreshment Break
4:00 pm - 6:00 pm	Exhibitor Tear-Down
6:00 pm - 10:00 pm	Cocktail Reception and Awards Banquet <i>Sponsored by Philips Lighting</i>

10/16/2013

7:30 am - 9:00 am	Breakfast
8:00 am - 2:00 pm	Optional Activity: NALMCO Golf Tournament (Shot Gun Start at 9 a.m.)
9:00 am - 2:00 pm	Optional Activity: TBA

*Conference agenda subject to change. Updates will be communicated if and when they occur.

EXHIBITING GUIDELINES

Booth Specifications

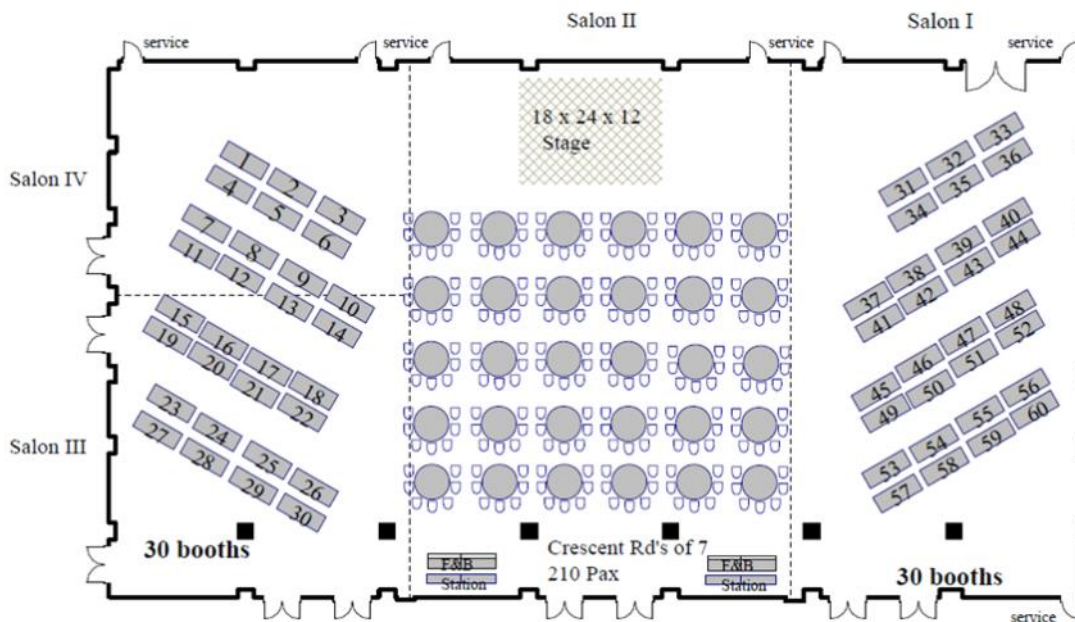
Please note that each booth space will be 8'x10', and will not be able to accommodate a full-size, 10'x10' setup. We encourage exhibitors to utilize table-top space. Draping will be blue.

Single Booth Fee Includes:

Convention registration for one (1) representative including all educational sessions and handouts, two (2) 10' wide x 8' deep draped exhibit booths, identification sign, two (2) chairs, one (1) waste basket, all meals, breaks and receptions during the Convention.

Double Booth Fee Includes:

Convention registration for one (1) representative including all educational sessions and handouts, two (2) 10' wide x 8' deep draped exhibit booths, identification sign, two (2) chairs, one (1) waste basket, all meals, breaks and receptions during the Convention.



OFFICIAL SHOW CONTRACTOR

Booths, Decoration & A/V:

Zamar Group Companies Ltd.
 Scotts House
 199 Marathon Road
 P. O. Box N-8488
 Nassau, Bahamas
 Contact: Kay-Andra Gardiner
 Tel: 242-394-2857 thru 9
 Tel USA : 305-395-7444/7761
 Fax: 242-394-2865
 Email: KAGardiner@zamargroup.com

See Page 7 for details

Electric & Internet:

Grand Lucayan Resort
 Kevin Clarke, Director of Convention
 Services
 See Page 6 for details



EXHIBITOR ELECTRIC ORDER FORM—DUE TO GRAND LUCAYAN BY SEPT. 2



Attn: Kevin Clarke - Director Of Catering & Convention Services
 Phone (242) 350-5308 Fax (242) 350-5300 email clarke.kevin@grandlucayan.com

Event Name:	Room:	Booth Number
Install Date:	Open Date:	Remove Date:
Install Time:	Open Time:	Remove Time:
Company Name:	Phone:	Fax:
Address:	City:	State/Zip:
Check#	Credit Card #	Exp.
Master Account:		
Description of Work:		

Fill Out Your Request Below or Fax a Description of Work For Pricing:

Electrical Request for Exhibit Booths	QUANT.	RATE	PRICE
120 volt 1200 watt duplex outlet in rear of space	<input type="text"/>	\$100.00	\$ -
120 volt 2400 watt dedicated duplex outlet in rear of space	<input type="text"/>	\$225.00	\$ -

All Onsite Orders are Subject to a 50% Surcharge.

Electrical Request for Productions	QUANT.	RATE	PRICE
20 amp. (single or three phase)	<input type="text"/>	\$275.00	\$ -
30 amp. (single or three phase)	<input type="text"/>	\$300.00	\$ -
60 amp. (single or three phase) with your material	<input type="text"/>	\$350.00	\$ -
100 amp. (single or three phase) with your material	<input type="text"/>	\$575.00	\$ -
200 amp. (single or three phase) with your material	<input type="text"/>	\$1,150.00	\$ -
400 amp. (single or three phase) with your material	<input type="text"/>	\$2,300.00	\$ -
Break out panel for bands, DJ's, and power distribution	<input type="text"/>	\$400.00	\$ -

Electrical Request for Computer Training	QUANT.	RATE	PRICE
Lap Top (power strip not included)	<input type="text"/>	\$ 15.00	\$ -
PC (power strip not included)	<input type="text"/>	\$30.00	\$ -

SALE / RENTAL ITEMS	QUANT.	RATE	PRICE
6 outlet power extension (Rental item)	<input type="text"/>	\$30.00	\$ -
25' extension cord (Rental item)	<input type="text"/>	\$40.00	\$ -
Light Bulb (Sale item)	<input type="text"/>	\$10.00	\$ -
Roll of Tape (Sale item)	<input type="text"/>	\$15.00	\$ -
		Subtotal	\$ -
		9% tax	\$ -

LABOR (\$75.00 per hour for late shift 3pm-7am or Weekends)	QUANT.	RATE	PRICE
Electrician per hour (4 hour min.)	<input type="text"/>	\$60.00	\$ -
Other:	<input type="text"/>		\$ -
Elevator Operator (4 hour min.)	<input type="text"/>	\$50.00	\$ -
		Labor Sub total	\$ -

Total \$ -

The Grand Lucayan assumes no liability for failure of electrical circuits, supply or output and makes no warranties that electrical sources located at the hotel are suitable for any particular purpose. Rates listed are for installing electrical service to the booth location and DO NOT INCLUDE labor and material costs for connecting equipment. All equipment must comply with Local, State and National electrical codes. Storage is not allowed behind the booth. This area is reserved for electrical service.

Authorized Signature: _____
 Director of Catering & Convention: _____

Date: _____
 Ext. #: _____



EXHIBIT REQUEST FORM

Conference Name/Dates: _____

Company Name: _____ Booth #: _____

Contact: _____ On-Site Contact: _____

Phone Number: _____ e-mail: _____

Address: _____

EQUIPMENT REQUIREMENTS

<u>Quantity</u>	<u>Item*</u>	<u>Quantity</u>	<u>Item*</u>
—	Computer Monitor (15") \$75 per day		
—	Computer Monitor (17") \$85 per day		
—	Computer Monitor (21") \$125 per day		
—	32" DVD Monitor with Cart \$165 per day	—	Laptop \$175 per day (Pentium 4 with WindowsXP)
—	42" LCD Monitor 1080P/HDMI \$275.00 per day	—	Banner Hanging \$60 each
—	AV Cart \$25 per day		

*A 20% Service Charge will be added to all Equipment Rentals.

Additional Requirements:

PAYMENT

American Express

Visa

Master Card

Discover

Card Number: _____ Exp. Date: _____

Cardholder Name: _____

Signature: _____ Date: _____

Please Fax this Completed Form to 242-394-2865 or email to Info@zamargroup.com
(ALL Requests Must be Submitted Fifteen Days in Advance)

SHIPPING PROCEDURES

The Grand Lucayan Resort takes possession of goods shipped into Freeport, Grand Bahama Island through Eastern Freight Forwarders provided the procedures are followed explicitly.

INBOUND INSTRUCTIONS

1. An itemized list of goods with a dollar value for each item must be faxed to the attention of The Grand Lucayan Resort and to Eastern Freight Forwarders no less than 30 days prior to the conference/event – by Friday, September 13, 2013.

The Grand Lucayan Resort/Our Lucaya
Attn: Convention Services Manager
Fax #: 242-350-5300

Eastern Freight Forwarders
Attn: NALMCO Convention Oct 13-16, Freeport
Fax#: 561-842-1890

Correspondence must include: NALMCO 2013 Convention
of boxes to be shipped
Company/Sponsor/Exhibitor Name

2. Items must arrive at the following location 21 days prior to your show dates. Shipment to Eastern Freight Forwarders can be shipped via any courier.

ALL BOXES MUST BE LABELED AS FOLLOWS:*

EASTERN FREIGHT FORWARDERS
1160 W. 13th Street Unit 6
Riviera Beach, Florida 33404
Telephone number (561) 863-0815
NA
Name of your Organization
Our Lucaya Beach & Golf Resort
Box ___ of ___

**A copy of your itemized list of goods with the dollar value of each item and all other information requested must accompany the shipment.*

3. Upon receipt of your shipment at Eastern Freight Forwarders, a call will be placed to the originator of the shipment confirming the receipt and advising the shipping date to Freeport, Grand Bahama Island.

4. A copy of your itemized list of goods with the dollar value of each item will be submitted to the United States Government. All goods leaving the United States must be examined and cleared through United States Customs. This is part of Eastern Freight Forwarders' service.

5. Freeport Transfer provides a daily manifest of arriving goods with the appropriate documents (itemized list with dollar value of each item). Freeport Transfer, in turn, provides a copy of the manifest to the Grand Lucayan Resort daily. Deliveries are made Monday through Friday, excluding holidays by Freeport Transfer.

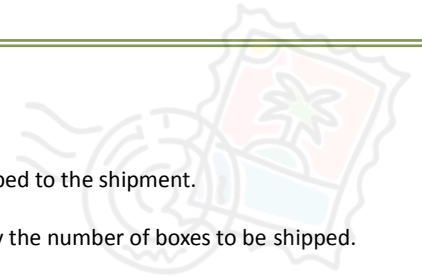
6. The fee for this shipping/clearing service is, on average, \$2.00 per pound and includes delivery to the Grand Lucayan Resort. For packages under 100 pounds a minimum of \$200.00 will apply. This must be paid 30 days in advance. For your convenience, we provide a good faith estimate along with a credit card authorization for payment of these charges.

7. Upon receipt of your goods to the Grand Lucayan Resort, the Convention Services Manager for the group will be notified. Once on site, the Convention Services Manager will notify you of delivery confirmation. All boxes will be stored in the Convention Services receiving facility.

SPECIAL NOTE:

If you intend to hand carry your supplies as luggage, The Grand Lucayan Resort will still need to receive your itemized list 30 days prior to your arrival along with your arrival date, flight number and time of arrival. Arrangements will be made to have a customs broker meet you at the airport and assist you with clearance through Bahamas Customs. This is a special service and doubles the normal broker rate. If this procedure is not followed, the Bahamas Customs Department can detain your items and they may be subject to duty.

SHIPPING PROCEDURES (CONT.)



OUTBOUND INSTRUCTIONS

All boxes will require proper labeling and an itemized list of goods with a dollar value for each item taped to the shipment.

Your Convention Services Manager will secure the proper documentation for your shipment and verify the number of boxes to be shipped.

At the completion of the Trade Show, all goods will be shipped via Freeport Transfer through Bahamas Customs and also will provide clearance through United States Customs.

You will be notified of shipment arrival in the United States and Freeport Transfer will verify the shipping address.

Freeport Transfer will ship goods directly from Rivera Beach to you via your designated courier in accordance with your instructions and the account number provided.

A detailed statement of actual charges will be provided to you within 15 days of your departure with the appropriate credits or additional charge.

WARNING:

EASTERN FREIGHT FORWARDERS AND THE GRAND LUCAYAN CANNOT GUARANTEE SHIPMENT TO THE HOTEL IF A COURIER SERVICE IS UTILIZED TO SHIP DIRECT TO FREEPORT, GRAND BAHAMA ISLAND. THIS INCLUDES FEDERAL EXPRESS, DHL, UPS, ETC. GOODS SHIPPED IN THIS MANNER ARE STILL SUBJECT TO CUSTOMS BROKER CLEARANCE. WE DO NOT MAINTAIN A DIRECT RELATIONSHIP WITH ANY BROKER CLEARING THROUGH THESE COURIERS. GOODS SHIPPED TAKE A MINIMUM OF 3 DAYS TO CLEAR CUSTOMS – THERE IS NO OVERNIGHT DELIVERY. NONE OF THESE COURIERS ARE OPEN ON SATURDAY, SUNDAY OR HOLIDAYS. THERE IS AN ADDITIONAL FEE OF \$100 FOR CUSTOMS ASSISTANCE WITH COURIERS.

Task	Deadline/Due by
An itemized list of goods with a dollar \$ value for each item must be faxed to both The Grand Lucayan Resort/Our Lucaya and Eastern Freight Forwarders	Fax itemized list of goods by Friday, Sept. 13
All items intended to go to Convention must arrive at Eastern Freight Forwarders. A copy of the itemized list of goods must accompany shipment.	All items and list of goods must arrive by Friday, Sept. 20

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

HOTEL INFORMATION

NALMCO has a room block set at the Grand Lucayan Beach and Golf Resort in Freeport, Grand Bahama Island.

The discounted room rate is \$165/night + applicable taxes and surcharges. All room rates are subject to Government and local taxes, currently 10%, as well as a \$10/day Energy surcharge fee and a \$7.50/day Facilities Fee. The \$165 room rate includes the daily resort fee of \$17/day.

Rooms at the discounted rate include the King Deluxe Ocean View and Double-Double Deluxe Ocean View.

If you wish to come early, or stay late, these discounted rates are valid from October 9 through October 19.

NALMCO's room block will close for reservations no later than September 16, 2013. Be sure to make your reservations early; rooms in the block are limited, and rooms throughout the property may sell out prior to the lodging deadline.

To reserve your discounted room online please click here:

<https://gc.synxis.com/rez.aspx?Hotel=58217&Chain=14595&group=NALMCO>.

If you would like to contact Grand Lucayan directly, please call 1-855-582-2926 and reference the NALMCO Convention and Trade Show.



60TH ANNIVERSARY OF NALMCO

We encourage you to uplift the 60th Anniversary of NALMCO through your exhibits, marketing and materials. Some ways to “put a spotlight” on the 60th Anniversary theme could incorporate the following:

- ◆ *Anything to do with diamonds (60 = Diamond Anniversary)*
- ◆ *Bring a ‘relic’ from the lighting industry from sometime in the past 60 years to share as a conversation piece*
- ◆ *Bring items from or theme your display/exhibit around the year “1953”*
- ◆ *Showcase old photos from past conferences or of historical significance*
- ◆ *Create your own time capsule to be opened in another 60 years...have attendees contribute notes/items to the capsule at your display*

For questions about how to best uplift and celebrate NALMCO's 60th Anniversary at this milestone event, please contact Headquarters with your ideas.

SHOW CHECKLIST

SHOW NAME: 2012 NALMCO 60TH ANNIVERSARY ANNUAL CONVENTION

Flight Reservations:

___ Going – Airline, Flight # and Times: _____

___ Returning – Airline, Flight # and Times: _____

___ Hotel Reservations – be sure to mention NALMCO Convention:

Nights booked _____

Confirmation number: _____



Have you completed the following?

___ Sponsorship form

___ *Finalize sponsorship details such as any items that need to be ordered, etc.*

___ Booth reservation

___ Registration

___ Booth personnel confirmed and registered

___ Electrical ordered from Hotel—*due Sept. 2*

___ A/V ordered (if applicable) from Zamar Productions—*due Sept. 2*

___ Shipping arrangements – (see shipping portion of Exhibitor Packet)

___ *Fax itemized list of goods by Friday, Sept. 13*

___ *All items and list of goods must arrive by Friday, Sept. 20*

___ Ethernet ordered from hotel (if applicable)

___ Lead retrieval system in place

___ Communicated to NALMCO members & convention attendees that you will be at Convention

___ *Emails*

___ *Phone calls*

___ *Personal visits*

___ *Hard copy mail*

___ If you run advertising in Trade Pubs, be sure to add *“See us at upcoming NALMCO 60th Anniversary Convention in the Bahamas Oct 13-16”*

___ Use Twitter hashtag #NALMCO60 in social media communications

___ Arranged for cellular/data coverage with your provider to account for international travel

___ Notify State Dept. (see *“Traveling to the Bahamas”* section of Exhibitor Packet) about your trip

___ Notify Credit Card companies about your trip

___ Secure/Renew Passport

****MARK YOUR CALENDARS! Plan to join us for an informational Exhibitor/Sponsor Webinar on August 13.****

Webinar invite will be sent to you via email.