

Exhibitor Information:

EXHIBIT BOOTH REGISTRATION INCLUDES:

- Exhibit Area 10' X 10' wide
- One 8' skirted table with two folding chairs
- Identification sign
- Carpeted floor
- Electricity, if requested
- Allowance of 2 representatives per booth
- Conference registration for one Trade Show representative
- Company name and contact information in the Conference Program

A list of all the registered attendees following the conference

HOTEL

Riverside Resort Hotel & Casino
1650 S Casino DR
Laughlin, NV 89029

For Reservations call 1-800-227-3849 and mention the ACDEHSA Conference, Group Code C/SOUTH to receive our preferred guest room rate. Book early to make sure rooms are available.

TRADE SHOW AGENDA

Set Up: **Tuesday January 31, 2017** from 3:00PM-7:00PM

Trade Show Hours: **Wednesday February 1st, 2017** from 7:00AM-7:00PM

Refreshments in the Exhibit Area: **Wednesday February 1st, 2017** 5-7 PM

Trade Show Hours: **Thursday February 2nd, 2017** 8:00 AM-4:00 PM

Tear Down: **Thursday February 2nd, 2017**, 4:00 - 7:00PM

REGISTRATION INFORMATION

Completed registration forms may be entered and paid on our website, or mailed with payment by check payable to **ACDEHSA**. No phone-in or faxed registrations will be accepted. Activities and breaks will be in the Trade Show area. ACDEHSA reserves the right to remove other materials and to reject a registration for any reason.

Mail to:

Joelle Wirth
CCPHSD - EQ
2500 N. Fort Valley Rd Bldg# 1
Flagstaff, AZ. 86001

REGISTRATION DEADLINE

The exhibitor registration deadline is **December 11, 2016**.

CANCELLATION POLICY

Trade Show cancellations must be in writing, and are refundable only until **December 28, 2016** but will be charged a processing fee of \$25.00. No refunds will be made after **December 28, 2016**.

LIABILITY

ACDEHSA is not responsible for, and does not carry liability insurance for the safety of your exhibit materials or equipment against theft, robbery, accidents, damage by fire or any other cause prior to, during, or subsequent to, the conference period. Please check with your insurance carrier regarding conference coverage.

SHIPPING INSTRUCTIONS- You may ship your booth display items directly to the hotel. Please follow the shipping instructions below.

Incoming:

Any package received via our shipping and receiving dock has a policy to follow: Shipping calls our front desk to verify guest in-house; then delivers shipped item to front desk where hotel flags guest's account. Larger items may be stored, for a short duration, on the dock.

PICK UP INSTRUCTIONS FOR LARGE ITEMS: If arriving during office hours call hotel operator "O" and ask for receiving dock. If arriving after office hours call hotel operator "O" and ask for security. PICTURE ID AND NAME ON PACKAGE REQUIRED. Advanced arrangements, which have been completed for your conference, are required for all this to happen as per health department regulations we may not store pallets in area so marked by health department due to possible contamination of insect and vermin, especially as food travels to and from the docking area, please send packages to arrive week of conference. To be in compliance, we simply cannot store pallets or palleted items for long. Our shipping and receiving department has no way of ensuring empty pallets will not be thrown out.

Please address packages as follows:

Riverside Resort Hotel &
Casino ATTN: (Your Name,
GUEST) Environmental
Health Conference
1650 S Casino DR
Laughlin, NV 89029

Outgoing:

10:30am deadline on **NEXT DAY** shipments. As Laughlin, NV is not a large hub, we must rely upon the discretion of shippers as to time of pick-up, which can and usually is upon opening of dock. Our shipping and receiving department closes at 4pm: In order to close, all work for the day must be completed with safety protocols followed, items prepared for next day shipment and closing procedures accomplished, hence the deadline. Guests not requiring next day shipping may, at their convenience, call our valet department to bring down items.

Set Up:

Access to the exhibit area will be from **3:00pm -7:00pm Tuesday January 31st, 2017**. All exhibits are to be assembled and ready for the start of the show at 7:00am, **Wednesday, February 1st, 2017**.

Please contact **Mrs. Rhonda Cimino**, Group Sales Supervisor with any questions or special arrangements. Sales: 888-733-5824; option 2 & 2 (ext. 5998),
RESERVATIONS: 800-227-3849,
FAX: 702-298-2612 **EMAIL: rcimino@riversideresort.com**