

HOTEL INFORMATION

Pacific Palms Conference Resort
One Industry Hills Parkway
City of Industry, CA 91744
P: 626-810-4455 or 800-524-4557

Hotel Contact:

All information should first be directed to Lauren Knight at Lknight@scmbdc.org or 213-689-6940.

Kathleen Lew
Pacific Palms Conference Service Manager
P: 626-854-2468
F: 626-913-9040

Reservations:

Call toll-free at 800-524-4557. SCMBDC Minority Business Opportunity Day (MBOD) discount price is \$145 + tax. The deadline for this price is **February 1, 2012** or when the MBOD room block has been filled.

EXHIBITOR INFORMATION

Set-Up/Break-Down:

- Set-up is on Wednesday, February 22, 2012, after 2:00 PM and on Thursday, February 23, 2012, beginning at 6:00 AM – 9:00 AM.
- Break-down is on Thursday, February 23, 2012 at 5:00 PM.

Exhibitor/Booth Space:

- 8'x 10' booth space
- 1 skirted 6'table
- 2 chairs
- 1 wastebasket
- Pipe and drape

Additional Services & Equipment:

- Additional services and equipment are available from Pacific Palms Conference Resort for an additional fee. Please see the Exhibitor Rental Form. *If you need power, internet, a phone line, microphone, plasma TV or other items, you must complete the Exhibitor Audio Visual Rental Order Form at least 72 hours before the start of the expo.*

Shipping:

Items may be shipped to Pacific Palms Conference Resort. If you will be shipping boxes/pallets for the exhibit, Pacific Palms will only accept them beginning Monday, **February 20, 2012**, and no earlier. If boxes/pallets are received prior to Monday, February, 20th, you will be charged a storage/handling fee of: \$5.00 per small box, per day, \$10 per large box, per day and \$50/pallet, per day to your guest room. Use the format below for shipping:

Attn: Kathleen Lew
Pacific Palms Resort
One Industry Hills Parkway
City of Industry, CA 91744

Include the following:

Exhibitor/Company Name
Contact Name
Name of Event (MBOD)
Date of Event (2/23/2012)

Automobiles:

Automobiles: Contact Lauren Knight if you would like to have an automobile present at MBOD. Autos are to be delivered the evening of Tuesday, February 21, 2012 or by 6:00 AM on Wednesday, February 22, 2012. Autos must be delivered before exhibit booths (pipe and drape) are installed.

Please note: Automobiles must be pre-checked for leakage. Automobiles cannot have any oil or coolant stored and automobile can only store 1/8 tank of gasoline.

Ads:

- **Ads are due by 2/3/2012.** If you would like to request additional time, email Lknight@scmbdc.org.

Badges:

- Each exhibiting company must forward the names of their attendees to Lknight@scmbdc.org by **February 19, 2012**. If names are forwarded after this date, the exhibiting company will not have pre-printed name badges and the badges will be printed on site.



If you have a special request or need additional equipment, please call.

Video Equipment					Customer Information	
Qty	Price	Days Used	Total			
DVD Palyer	\$85.00			Firm Name:		
26" LCD monitor	\$200.00					
42" Plasma monitor	\$275.00			Address:		
50" Plasma monitor	\$350.00					
32" cart with skirt	\$15.00			City:		
54" cart with skirt	\$15.00			State:	Zip:	
Notes:				Ordered By:		
				Telephone #:		
				Fax #:		
Audio Equipment					Ordering Instructions	
Qty	Price	Days Used	Total			
4 Channel Mixer	\$50.00			<input type="checkbox"/> The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. <input type="checkbox"/> Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. <input type="checkbox"/> To guarantee equipment rental, the order should reach us 72 hours prior to delivery date. <input type="checkbox"/> I authorize the Pacific Palms Conference Resort to charge		
CD Player	\$85.00					
Wired Microphone	\$45.00					
Wireless Microphone: Handheld or Lavalier (circle one)	\$150.00					
Powered Speaker with stand	\$75.00					
Notes:						
Projection Equipment						
Qty	Price	Days Used	Total			
Overhead Projector Package (Includes Cart with Drape)	\$85.00					
LCD Data/Video Projector	\$450.00					
Notes:						
Rental Totals						
EQUIPMENT TOTAL						
21% Service Charge on equipmnet total						
SUBTOTAL						
SALES TAX - 9.75% of Service Charge only						
TOTAL AMOUNT DUE						
Method of Payment					Delivery Information	
Card Number: _____ Exp Date ___ / ___			AMEX	On-Site Contact:		
Cardholder's Name (as appears on card): _____			MC	Booth #:		
Cardholders Signature: _____			VISA	Delivery Date/Time:		
			DISC	Show Start Date/Time:		
				Pick-up Date/Time:		
					Return for Processing	
					<p align="center">Attention Audio Visual Department Pacific Palms Hotel & Conference Center One Industry Hills Parkway City of Industry, CA 91744 Office: (626) 854-2326 Fax: (626) 854-2459</p>	

*A/V rentals orders must be received by Pacific Palms 72 hours prior to MBOD 2012.
A/V rental fees are paid by the exhibitor.