



Thursday, November 20, 2014

Dear Conference on Statistical Practice Exhibitor,

Thank you for participating in the upcoming Conference on Statistical Practice to be held at the Sheraton New Orleans Hotel, February 19-21, 2015.

We are pleased to have you join us. As an exhibitor you will receive:

- A 6' draped table
- Two chairs
- Exhibitor listing on the Conference Website
- Three exhibitor badges

Please Note: Conference Registration is not included. If you are attending only in your capacity as an exhibitor, conference registration is not required, however, if you wish to attend sessions or events you must also register for the conference itself.

All exhibit tables will be located in the **Napoleon Ballroom of the Sheraton New Orleans Hotel**. Session rooms directly feed into this space and social mixers and refreshments breaks will be held in this area. The floor plan with specific table locations will be provided prior to the conference. Space allows for tabletop exhibits and small displays only, signage must be behind your table. No rigging.

This package includes information regarding shipping, exhibitor regulations and the exhibitor schedule.

Please complete the Exhibitor Information Request section and sign the Terms of Agreement and return via email or fax no later than January 15th, 2015. The final two pages of this kit are order forms for onsite needs. Please return those forms as directed on the forms themselves.

Please feel free to contact me at any time should you need assistance or additional information. Again, I look forward to seeing you in New Orleans!

Sincerely,

A handwritten signature in black ink that reads 'Amy Farris'. The signature is written in a cursive, flowing style.

Amy Farris  
Director, Membership Development and Marketing  
American Statistical Association

## Exhibitor Schedule

### Exhibit Hours

#### Thursday, February 19

Set up: 2:00 p.m. - 5:00 p.m.

Open: 5:30 p.m. - 7:00 p.m.

#### Friday, February 20

Open: 7:30 a.m. - 6:30 p.m.

#### Saturday, February 21

Open: 7:30 a.m. - 1:00 p.m.



Denotes a ticketed event that requires an additional fee

### Thursday, February 19

7:00 a.m. - 6:30 p.m.

8:00 a.m. - 5:30 p.m.

8:00 a.m. - 12:00 p.m.

1:30 p.m. - 5:30 p.m.

5:30 p.m. - 7:00 p.m.

Registration in Napoleon Foyer

Full-Day Courses

Morning Half-Day Courses

Afternoon Half-Day Courses

Poster Session 1 & Opening Mixer

### Friday, February 20

7:30 a.m. - 5:30 p.m.

7:30 a.m. - 8:30 a.m.

8:00 a.m. - 9:00 a.m.

9:15 a.m. - 10:45 a.m.

10:45 a.m. - 11:00 a.m.

11:00 a.m. - 12:30 p.m.

12:30 p.m. - 2:00 p.m.

2:00 p.m. - 3:30 p.m.

3:30 p.m. - 3:45 p.m.

3:45 p.m. - 5:15 p.m.

5:15 p.m. - 6:30 p.m.

Registration in Napoleon Foyer

Continental Breakfast

Keynote Address

Concurrent Sessions

Refreshment Break

Concurrent Sessions

Lunch (on own)

Concurrent Sessions

Refreshment Break

Concurrent Sessions

Poster Session 2 & Refreshments

### Saturday, February 21

7:30 a.m. - 2:30 p.m.

8:00 a.m. - 9:15 a.m.

9:15 a.m. - 10:45 a.m.

10:45 a.m. - 11:00 a.m.

11:00 a.m. - 12:30 p.m.

12:30 p.m. - 2:00 p.m.

2:00 p.m. - 4:00 p.m.

2:00 p.m. - 4:00 p.m.

4:00 p.m. - 4:15 p.m.

4:15 p.m. - 5:30 p.m.

Registration in Napoleon Foyer

Poster Session 3 & Continental Breakfast

Concurrent Sessions

Refreshment Break

Concurrent Sessions

Lunch (on own)

Tutorials

Practical Computing Demo

Refreshments

Closing General Session

Contact:  
Amy Farris  
amy@amstat.org  
or  
(703) 684-1221



## Terms of Agreement and Regulations

### A. Space Rental

**Table Space:** Table space will consist of a 6' x 3' table and two (2) chairs. There are no walls, signs, extra drape or padding provided. The exhibit tables will be located in the Sheraton New Orleans, Napoleon Ballroom.

### Exhibitor Badges

You will receive three staff badges per booth. Additional exhibitor badges are available at \$50 per badge.

**Furnishings:** Table coverings and all table equipment must be of nonflammable material. All decorative materials must be fire-resistant and in accordance with the standards established by the local fire department.

**Use of Space:** All demonstrations or other promotional activities must be confined to the limits of the table space. Sufficient space must be provided to contain persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near his/her table free of congestion due to his/her demonstrations or other promotion.

In all exhibit areas, no special signs, decorations, or lighting fixtures are permitted in excess of 8' in height. No booth construction or apparatus is allowed as this is table space only and NOT a regular EXPO booth. Banners or other types of advertising cannot be higher than 8'. Display material exposing an unfinished surface to neighbor's table is not permitted and must be finished at the exhibitor's expense. Banners, other types of advertising, and signage must be free standing, no materials can be affixed to the walls.

**Cancellations:** Cancellations will be refunded prior to December 28, 2014 less 50% per table. No refunds will be given after December 28, 2014. Cancellations MUST be submitted in writing to ASA, Annual Conference on Statistical Practice (CSP15), 732 N Washington Street, Alexandria, VA 22314 or amy@amstat.org.

**Rejections and Penalties:** The ASA reserves the right to refuse exhibit space to any applicant as well as the right to restrict or evict any exhibit that, in the sole discretion and opinion of the ASA, is or becomes objectionable or detracts from the general character of the Exposition as a whole. This includes persons, things, conduct, printed matter, or anything of a character that the ASA determines is objectionable. In the event of such restriction or eviction, the ASA shall not be liable for any refunds or other exhibit expenses of exhibitors.

### B. Construction, Installation, and Use of Exhibit Facilities

**Installation and Dismantling:** All exhibit setup must be carried out during the time indicated in the Exhibit Schedule above. It is the responsibility of the exhibitor to see that all his/her materials are delivered to and removed from the hotel by the specified deadline.

**Business License/State Sales Tax:** Tables are for promotional purposes only. Orders may be accepted, but no transactions will be allowed onsite.

**Care of Building and Equipment:** Exhibitors or their agents must not injure or deface the walls or floors of the building, or the tables. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flame-proof. Electrical wiring must conform with National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the hotel.

### C. Liability

**Hold Harmless:** The exhibiting company assumes the entire responsibility and hereby agrees to protect, defend, indemnify, and hold harmless the ASA, the Conference on Statistical Practice, Sheraton New Orleans Hotel, and each of the foregoing organizations or entities, owners and operators, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses, or damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by the exhibitors or its employees or agents or the installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the ASA, the Conference on Statistical Practice, Sheraton New Orleans Hotel, and its employees and agents.



## Terms of Agreement and Regulations

The exhibitor shall obtain and keep in force for the term of the installation and use for the exhibit premises policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in the foregoing paragraph, hereof, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. The ASA, the Conference on Statistical Practice, Sheraton New Orleans Hotel, its owner and operator, shall be included in such policies as additional named insureds. In addition, the exhibitor acknowledges that neither the ASA, the Conference on Statistical Practice, Sheraton New Orleans Hotel, its owners and operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance insuring any losses by the exhibitor.

**Force Majeure:** Neither the ASA nor the Conference on Statistical Practice shall be liable for any delay or failure to comply with any term of this contract due wholly or in part to force majeure (as defined below). These obligations of the ASA and the Conference on Statistical Practice that cannot be met due to force majeure shall be suspended during the continuance of the force majeure occurrence and the failure to perform such obligations shall not be a breach of this contract. As used in this contract, "force majeure" shall mean causes beyond the reasonable control of the ASA or the Conference on Statistical Practice and without their fault or negligence including, but not limited to, acts of God, war, government regulation, disaster, civil disorder, strike, labor disputes, weather conditions, curtailment of transportation facilities or any other condition beyond either party's reasonable control making it illegal, inadvisable, or impractical to provide the facilities or to hold the meeting, or which internally impacts on the ability to provide the facilities or hold the meeting.

**Damage Limitation:** In no event shall exhibitor's damages for any claim or suit against the ASA and/or the Conference on Statistical Practice related to this contract exceed the Table Rental Fee paid to the ASA by the exhibitor. In the event the exhibition is canceled, the ASA and Conference on Statistical Practice shall be entitled to deduct from amounts otherwise due exhibitor a proportionate share of all expenses incurred by the ASA and the Conference on Statistical Practice in connection with the arrangement of the exhibition.

**Security:** Security will not be provided at any time. The exhibitor is solely responsible for their exhibit material and should insure their exhibit against loss or damage. Please secure each night. All property of exhibitor is understood to remain in his care, custody, and control in transit to, from, and within the confines of the exhibit area.

**Governing Law:** This contract shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act (ADA), each exhibitor must comply with the ADA and modify policies, practices, and procedures, as necessary, to enable individuals with disabilities to participate equally within the confines of their exhibit space. Each exhibitor shall be responsible for compliance with the ADA within its designated table space, including the provision of auxiliary aids and services as needed. Exhibitor tables need to be fully accessible to all participants.

## Exhibitor Acceptance Agreement:

*I agree to abide by the terms as stated in the Application Form, and the Terms of Agreement and Regulations.*

**EXHIBITOR NAME:** \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Exhibitor Name Badges:** \_\_\_\_\_

\_\_\_\_\_

**Exhibitor Table Sign:** \_\_\_\_\_

**Return this form by January 15th, 2015 to:**

Amy Farris, Conference on Statistical Practice Exhibiting, 732 North Washington Street, Alexandria, VA 22314  
Fax (703)684-3445 or email: [amy@amstat.org](mailto:amy@amstat.org)

## Inbound Guest Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by FedEx Office require a release signature before being released from FedEx Office's custody to the intended recipient. Release signatures are captured at the time of package pick-up from the FedEx Office Business Center or during delivery of package(s) to the recipient. Inbound receiving and applicable delivery fees will be applied on a per package basis, as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient whom will be onsite to receive and sign for the package(s). Please do not address your package(s) to the Hotel Staff or a Show Manager as this could cause confusion in package sorting or your package(s) to be delayed. Packages (excluding pallets/crates) will be available for pick-up inside of the FedEx Office Business Center. Package deliveries may be scheduled by contacting the FedEx Office Business Center at (000) 000-0000. Package deliveries should only be scheduled after the recipient has checked into the hotel.

**Please schedule your shipment(s) to arrive 1 - 2 days prior to the event start date.**

### Event Shipment(s) – Label Standard:

Affix a label with the following information (in addition to the airbill).

**(Event Name) (Arrival Date)**  
**Hold For Guest: (Guest Name) (Guest Cell Number)**  
**(Guest Company Name) (Meeting Room) (Booth Number)**  
 Street Address  
 City, State, Zip

### Individual Shipment(s) – Label Standard:

Affix a label with the following information (in addition to the airbill).

**Hold For Guest: (Guest Name) (Arrival Date)**  
**(Guest Cell Number)**  
 Street Address  
 City, State, Zip

## Outbound Guest Packages - Shipping Instructions

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

## Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

Weight Class	Inbound Receiving Fee	Inbound Receiving/Delivery Fee	Outbound Drop Off Handling Fee	Outbound Pickup/Handling Fee
0.0 – 1.0 lbs.	\$0.00	\$5.00	\$0.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00	\$25.00	\$50.00
60.0 lbs. and Over	\$25.00	\$70.00	\$25.00	\$70.00
Crate & Pallet *	\$150.00	\$150.00	\$150.00	\$150.00

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00, which is applied to each pallet/crate handled. A Labor Fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor Fee can be charged in 15 minute increments.

## Package Storage and Oversize Item Fees

Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five calendar days.

Days	Storage Fee/Day	Oversize Fee/Day
1 – 5 Days	No Charge	No Charge
6 – 7 Days	\$25.00	\$25.00
8 Days and Over	\$50.00	\$25.00

**Terms & Conditions:** Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



**PSAV**



# HIGH SPEED INTERNET ACCESS AND NETWORK SERVICES

## The PSAV High Speed Advantage

PSAV® Presentation Services recognizes the time and budget your organization dedicates toward events. Offering fast, reliable and secure connections enables PSAV to provide customers with complete HSIA solutions and the peace of mind that comes with having the support of the world's most experienced event technology leader.

### Fast – Reliable – Secure Connections

- Specific Solutions for Specific Events
- Secured and Tested Before Every Event

### Custom High Speed Solutions

- Wired or Wireless Connections
- Custom Configurations

### Complete Peace of Mind

- Integrated Event Technology
- Certified Training
- Professional Onsite Team

### Streamlined Experience

- Consultative Planning Process
- Post-Show Review
- Transparent Billing

## A Better Network — A Better Meeting

### ➤ Add value to your meetings with technology

At PSAV, we deliver complete HSIA solutions that empower your meeting and add value for your delegates. Solutions including computer and networking rental equipment along with dedicated internet access allow your delegates to maximize their productivity.

### ➤ Redefine the event experience

Make the switch to mobile applications and transform your next event into an incredible interactive experience.

### ➤ Best in class

PSAV knows how to optimize an HSIA package to support your specific mobile needs.

### ➤ Create a virtual meeting with our complete HD Video Conference solution

- Perfect for those VIPs, regional groups, and presenters who are unable to attend
- Hundreds of certified locations around the world
- Ability to network a single or multiple remote locations
- Capable of Telepresence or General Session modes
- All equipment and dedicated internet services in one package

*Ask your PSAV® Presentation Services representative how these services can add value and enhance your next meeting.*

**Brandy Johnson** | Director, Sales | 504.592.8002  
Sheraton New Orleans | [partner.psav.com/sheratonneworleans](http://partner.psav.com/sheratonneworleans)



**Sheraton**  
**New Orleans**  
HOTEL



# Integrated Solutions for Reliable and Secure Connections

The following are examples of typical solutions:

Bandwidth	Low	Medium	High
Number of attendees	100	100	100
Intended Internet use	Simple email and web browsing	Audience response, critical web browsing	Streaming media content, file downloads
Bandwidth recommended	5 Mb/s	15 Mb/s	25 Mb/s

Your PSAV representative will also help you with any custom bandwidth requirements for your event. Whatever your bandwidth needs, your PSAV representative will be more than happy to assist you.

## → Daily Bandwidth Pricing

The Sheraton New Orleans has 100 Mb/s of bandwidth available. Larger services available with advanced notice.

Bandwidth							
	512 kb/s	1 Mb/s	1.5 Mb/s	3 Mb/s	5 Mb/s	7 Mb/s	10 Mb/s
Daily Pricing	\$425	\$795	\$1,130	\$1,950	\$2,900	\$3,575	\$4,625

Weekly rates are also available. The service includes unlimited device connections, throughout the contracted space. Additional wired and wireless equipment build-outs and larger bandwidth services are available with additional fees.

## → Basic Wi-Fi Pricing

Basic Wi-Fi is suitable for getting online to check email, social media and browse regular websites. It offers a value solution for reliable Internet connectivity.

Per Day	\$30 per individual Connection \$150 per 5 Connections	\$300 per 10 Connections \$600 per 20 Connections	\$900 per 30 Connections \$1,200 per 40 Connections
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For larger groups or groups with higher level requirements please contact your PSAV representative for more information.

## → Specialty Packages

- Discounts may apply based on volume, specific need and overall event scope. Please contact your PSAV representative for more information.

## → Custom Configurations

- Onsite Network Engineer** – In addition to trained onsite technicians, PSAV can provide a dedicated, onsite network event professional to ensure a flawless network experience starting from \$1,250 per day.
- Event-Specific Networks** – PSAV can design a customized network for specific event requirements.

## → Bundled Services

- Package pricing available for mobile app solutions.
- The required dedicated bandwidth for HD Video Conferencing is 3 Mb/s offered at \$750 per day when purchased with PSAV HD Video Conferencing equipment.

*Additional charges for labor and equipment may apply. Please contact your PSAV representative for more information.*

**Brandy Johnson** | Director, Sales | 504.592.8002  
Sheraton New Orleans | [partner.psav.com/sheratonneworleans](http://partner.psav.com/sheratonneworleans)



## EXHIBITOR ORDER FORM



## Video Equipment

## SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
DVD / Blu-Ray Player		\$182.50	\$237.25	
32" Flat Panel Video & Computer Monitor***		\$405.00	\$526.50	
46" Flat Panel Video & Computer Monitor***		\$655.00	\$851.50	
55" - 60" Flat Panel Video & Computer Monitor***		CALL	CALL	
Floor Stand for 32" or Larger Monitor		\$125.00	\$162.50	
Floor Stand for 32" or Larger Monitor WITH SHELF		\$175.00	\$227.50	

\*\*\*PLEASE SPECIFY IF STAND IS NEEDED\*\*\*

\*\*\*PSAV does not supply wall mounts or labor for mounting monitors to your hard sets\*\*\*

## Computers and Accessories

## SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
Laptop Computer with CD drive		\$282.50	\$367.25	
<b>Please Note Specific Software/Hardware Needs:</b>				
Basic Black & White LaserJet Printer		\$282.50	\$367.25	
19" Flat Panel Computer Monitor		\$215.00	\$279.50	

## Internet

## SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
Basic Wireless Internet per Device		\$90.00	\$150.00	
Basic Wired Internet		\$600.00	\$800.00	
Additional Wired Internet per Device		\$75.00	\$125.00	

Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call 504-592-8002 for availability and pricing.

## Power

## SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
5 AMP / 500 Watts (includes power strip)		\$190.00	\$285.00	
10 AMP / 1000 Watts (includes power strip)		\$265.00	\$397.50	
20 AMP / 2000 Watts (includes power strip)		\$415.00	\$622.50	
Additional Power Strip		\$15.00	\$20.00	
25' extension cord		\$15.00	\$20.00	

Additional labor may apply to under carpet or complex booth sets.

## Rental Totals

## PAYMENT IS DUE WHEN ORDER IS PLACED

SUBTOTAL	*PSAV	
SERVICE CHARGE (24% of Equipment Total)	will	
SUBTOTAL	calculate	
SALES TAX (11% of line Subtotal)	this	
TOTAL DUE	section	

\*Advanced pricing if received by PSAV 10 days or more prior to installation.

\*\*Pricing if received by PSAV less than 10 days prior to installation.

## Customer Information

Show/Convention Name:

Show/Convention Dates:

Company/Organization Name:

Address:

City:

State:

Zip:

Ordered By:

Phone:

Fax:

email:

## Delivery Information

On-Site Contact:

Booth #:

## Ordering Instructions

⇒ To guarantee availability, orders should be faxed to 504-592-8020 no less than 10 days prior to show start date.

⇒ All orders and order totals will be confirmed with a detailed quote, which will be emailed to the email address given above.

⇒ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to Sheraton New Orleans and submit no less than 7 days prior to setup, and please confirm order total with PSAV representative prior to submitting check.

⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, please submit exemption certificate for approval.

⇒ OPERATOR LABOR - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum

⇒ CANCELLATIONS - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

## Method of Payment

Name on Card: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_ Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Card ZIP Code: \_\_\_\_\_

## Return for Processing

PSAV Sheraton New Orleans

500 Canal Street

New Orleans, LA 70130

Phone: 504-592-8002 Fax: 504-592-8020

Brett Weller - bweller@psav.com