

CAPLAW 2010

National Training Conference



June 16 - 18 – Savannah Marriott Riverfront – Savannah, GA
Visit www.capl原因.org for hotel and conference information.

Exhibiting Organization (type or print in black ink)

Organization Name _____

Address _____

City/State/Zip _____

Website _____

Representative

Name _____

Title _____

Phone _____ Fax _____ Email _____

- Standard Exhibit Space \$750**
includes 10' (w) x 5' (d) booth space located outside Grand Ballroom Foyer for June 16-18; one 6-ft. skirted table with chair; and one conference registration, which includes admittance to all official conference activities.

Set Up and Tear Down: Set up begins 3:00 p.m. Tuesday, June 15 and must be complete by 11:00 a.m. Wednesday, June 16.
Note: though you may begin set up at 3:00 p.m. on Monday, neither the hotel or the conference will be providing security dedicated to the exhibit area so please do not leave valuables at your exhibit booth.
Your exhibitor space must be dismantled by 11:00 a.m. on Friday, June 18.
Exhibit Hours: Wednesday-Thursday, June 16-18, 7:30 a.m. to 5:30 p.m., and Friday, June 18, 7:30 a.m. – 11:00 a.m.

Method of Payment

Check # _____ Purchase Order / Invoice # _____

Please make checks, purchase orders and invoices payable to CAPLAW.

Credit Card: _____ MasterCard _____ Visa _____ American Express (Please print clearly)

Card# _____ Exp. Date: _____

Name on Card: _____

Signature or Card Holder: _____

Special equipment/services arrangements, contact:
Gove Group, Inc., phone 412-431-5087 or conferences@gove.org

Please send completed registration form with payment to:

Conferences Exhibitor Registration
226 Paul Street, Pittsburgh PA 15211
Phone 412-431-5087 Fax 412-431-5214

For Office Use Only
Date Received ___/___/___
Date Confirmed ___/___/___
PO/Invoice # _____
Check # _____
CC Auth _____

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SAVANNAH RIVERFRONT

Electrical Installation Order Form

Electrical service requests must be received by the Convention Services Department at least (14) days prior to your conference. Order form must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final.

Return to: Savannah Marriott Riverfront
 Convention Services Department - Attention: Cindy Johnson
 100 General McIntosh Boulevard
 Savannah, GA 31401
 912/373-2007 - Fax: 912/233-8897

Note: We cannot guarantee service on late requests. There will be (without exception), a \$50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$100.00 for service. Also, a minimum \$25 service fee will be applied to any equipment requiring on-site wiring.

<u>Outlet Item</u>	<u>Number Needed</u>	<u>Regular Price</u>	<u>Cost</u>
110 Volt Each/10 Amp Standard Outlet (2) Plug-Ins		\$55 per Day	
220 Volt Each/20 Amp Standard Outlet (1) Plug-In		\$150 per Day	
208-230 Volt/Three Phase/100 Amp		\$250 per Day	
208-230 Volt/Three Phase/200 Amp		\$500 per Day	
Power Strips		\$15 ea per Day	
Extension Cords		\$10 ea per Day	
Dial-9 Access Phone Line (Credit Card & 800 Numbers are Complimentary)		\$100 (One Time Fee) (Plus Long Distance Charges)	
High Speed Internet Access		\$250 per line, per day	
		Total	

Equipment Description:	_____ Volt _____ Amps
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Special Notice: (Limited Supplies - First Come, First Serve)

- Any power requirements other than those specified on this sheet, must be discussed with your Convention Services Manager
- All electrical equipment must have Underwriter's Laboratory seal
- The hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The hotel will not hook up improperly wired equipment
- All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
- Flexible cords and cables less than #14 gauge wire shall not be permitted
- The use of lamp cord, cube taps or similar devices is not permitted
- No spring type-clamp spot fixtures of holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord

Convention Name:	On-Site Contact:
Company Name:	
Address:	Booth # (If Available):
City/State/Zip:	Phone No:
Credit Card Type/ Number: _____	Expiration: _____
Signature: _____	Date: _____



Shipping Address:

Savannah Marriott Riverfront
CAPLAW Conference
Your Name - Exhibitor
100 General McIntosh Boulevard
Savannah, GA 31401

Handling Fees:

<u>Package Size</u>	<u>Delivery</u>	<u>Ship</u>	<u>Storage</u>
▪ Envelope	\$2	\$1	\$1
▪ 1-25#	\$5	\$3	\$3
▪ 26-50#	\$10	\$5	\$5
▪ 51#and over	\$25&up	\$10&up	\$10&up
▪ Golf Clubs/Display Cases	\$15	\$10	\$10
▪ Pallets ½ under 36"	\$100	\$75	\$75
▪ Pallets Full	\$150	\$100	\$100
▪ Crates under 150#	\$100	\$75	\$75
▪ Crates over 151#	\$150	\$100	\$100

▪ Storage for all Group Packages Complimentary for 72 hours. Storage charges apply preceding or following 72 hours.

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SAVANNAH RIVERFRONT

Audio-Visual Services

We realize that planning and running a successful meeting is not an easy assignment! Our mission is to relieve customer's fears and frustrations commonly associated with a rapidly changing, highly sophisticated and technical industry. Our Audio-visual Consultant will be ready to assist you in the planning and coordinating of your function...from inception to completion! We are committed to making your meeting a success and will strive to exceed each of your expectations.

Audio-Visual Price List

Overhead and 35mm Projectors

Standard Overhead Projector	\$60.00
High Intensity Overhead Projector	\$125.00
35mm Slide Projector w/wireless remote	\$100.00

LCD Projectors

Video Projector	\$350.00
Data Projector—SVGA (800 x 600)	\$600.00
Data Projector—XGA (1024 x 768)	\$700.00

Screens

6' (72" x 72") Tripod	\$35.00
8' (96" x 96") Tripod	\$60.00
10' x 10' Cradle	\$90.00
7.5' x 10' Fastfold	\$120.00
9' x 12' Fastfold (rear projection only)	\$150.00
Dress Kit for Fastfold Screens	\$60.00

Add \$10.00 for rear projection

Video: Monitors, Players/Recorders and Camcorders

27" Monitor with Cart	\$140.00
½" VHS Video Cassette	\$95.00
VHS Camcorder with Tripod	\$190.00

Audio Equipment

Wired Lavalier	\$45.00
Wireless Mic (handheld or lavalier)	\$145.00
Cassette Player/Recorder Mono	\$60.00
Cassette Player/Recorder Stereo	\$65.00
CD Player	\$70.00
4 Channel Microphone Line Mixer	\$60.00
12 Channel Microphone Line Mixer	\$155.00
Powered Mixer w/ 2 Speakers & Stands	\$275.00
75 Watt Powered Speaker with Stand	\$80.00
Extension Speaker	\$35.00

Meeting Room Aids

Flip Chart Pad	\$30.00
Flip Chart Easel/Pad and Markers	\$45.00
Display Easel	\$20.00
Corkboard	\$20.00
Whiteboard	\$50.00
Laser Pointer	\$40.00
Rolling Carts - various sizes available	\$30.00
Projection Stands	\$15.00
1000 Watt Follow Up Spotlight	\$150.00
Audio Teleconferencing Unit	\$150.00
Blank Audio Tape	\$7.00
Blank Video Tape	\$15.00

Please note: For the house sound system, an audio mixer is required for more than one audio source, or for any line level audio source (such as a CD Player or Cassette Player).

A/V Packages

Overhead Projector with 8' Tripod Screen	\$100.00
35mm Slide Projector (wireless remote,	\$150.00

Operators/Technicians

A/V Operator—per man per hour with a 2 hour minimum	\$50.00
A/V Multi-Image Data Technician—	\$60.00

stand & carousel) with 8' Tripod Screen		per man per hour with a 2 hour minimum
27" Monitor, 1/2" Video Cassette Player/Recorder with rolling cart	\$210.00	5:00pm – 8:00am is 1.5 times the Hourly Rate
LCD Video Projector, 1/2" Video Cassette Player/Recorder with 7.5' x 10' screen and Dress kit	\$600.00	Weekends and Holidays are 2 times the Hourly Rate
LCD Data Projector SVGA (800 x 600) with 7.5' x 10' screen and Dress kit	\$750.00	

All prices are subject to a standard service charge of 21% and applicable state sales tax.

Outside Audio-visual Equipment is not permitted without written Hotel approval. Please be advised that for each piece of approved outside equipment, 30% of the assessed retail value will be applied to the banquet bill and electrical fees may apply.

—Other Items Available Upon Request—

If you don't see it, just ask!

As your on-site Audio-visual Consultants, we will be readily available to support your basic and highly sophisticated meeting requirements.

CAPLAW 2010 Hotel/Travel Information

Location:

Savannah Marriott Riverfront
100 General McIntosh Boulevard
Savannah, GA 31401
Phone: 912-233-7722
Fax: 912-233-3765
www.marriott.com/savrf

Room Rates:

Single or double - \$179 + 13% occupancy tax and \$1.00 city occupancy fee = \$203.27

Reservations must be made by May 22, 2010:

Central Reservation Number: 1-800-285-0398 ask for the CAPLAW room block or type/copy the following address into your web browser:

<http://www.marriott.com/hotels/travel/savrf-savannah-marriott-riverfront/?toDate=6/20/10&groupCode=capcapa&fromDate=6/12/10&app=resvlink>

All reservations must be guaranteed and accompanied by a first night's, non-refundable room deposit, or guaranteed with a major credit card, which will be charged at the time of reservation. Hotel cancellations must be made prior to noon, local hotel time, on your scheduled day of arrival to avoid a penalty beyond the non-refundable first night's deposit.

Check In/Check Out:

Check in is at 4:00pm and Check out is at 11:00am

Cancellation Policy:

Hotel cancellations must be made prior to noon, local hotel time, on your scheduled day of arrival to avoid a penalty beyond the non-refundable first night's deposit.

Transportation and Parking Information:

The Marriott Savannah Riverfront is located approximately 10 miles from Savannah/Hilton Head International Airport – SAV. Taxi service to and from the airport is available at approximately \$25 one-way, plus gratuity. To research other transportation options, go to www.marriott.com/savrf.

Parking for overnight guests is available at a rate of \$12 per day, with in/out privileges.

For driving directions call the hotel at 912-233-7722 or go to www.marriott.com/savrf.