



Fabricators & Manufacturers Association, International®



Laser Institute of America
Laser Applications and Safety

ALAW 2008

ALAW Sponsor / Vendor Guidelines

Details:

Wednesday, May 14
Grande Ballroom
5:00pm-7:00pm

Hours:

Set-up: Tuesday, May 13 8:00am-5:00pm
Reception: Wednesday, May 14 5:00pm-7:00pm
Take-down: Thursday, May 15 After 3:00pm
**Conference Attendees will be in exhibit area during Breakfast and Break times each day.

Space Allotment:

TableTop Displays – pop-up booth or tablecloth – must fit on or behind table -

One 10' x 5' exhibit space for 2 days, One 6' table and a tent card with the company name will be provided.

Important: All display materials **MUST FIT** on or behind tabletop & may not protrude into aisles! Tablecloths, pop-up booths & collateral material recommended. If you have any additional questions contact [Beth Cohen](#).

Please, no operational lasers allowed for the safety of all attendees!

Floor Plan / Table Assignments:

Final floor plan and table number will be available prior to the Conference.

Vendor Display Requirements

The Inn at St. Johns has provided a Vendor Display Requirements form to be filled out. This form is included in the back of this guidebook. Please take a moment to fill out the Vendor Display Requirements form.

****This form must be returned to the hotel prior to the May 13 to secure your display location. Please fax the form to 734.414.0606 or email kburda@stjohnsgc.com.**

Music Licensing:

Due to strict music licensing requirements, no copyrighted music may be played at the Vendor Program Reception. This restriction applies to background video music or audiotape presentations.

ALAW 2008 General Information

Location & Hotel Reservations:

Inn at St. Johns
44045 Five Mile Road
Plymouth, MI 48170 USA
(734) 414-0600

****Please Note: Hotel Reservations will need to be made by April 30 to receive the ALAW 2008 rate of \$129USD.**

After this date the rate is not guaranteed and subject to availability.
Book hotel reservations online

https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=42447&hotelID=6153

Alternative Hotel Information:

Hilton Garden Inn Plymouth

14600 N. Sheldon Road
Plymouth, MI 48170
Phone: (734) 354-0001

Book hotel reservations online

<http://hiltongardeninn.hilton.com/en/gi/groups/personalized/DETPH-GI-ALAW-20080512/index.jhtml>

****There will be a FREE shuttle bus to accomodate all ALAW attendees to and from the conference.****

Contact:

Beth Cohen

Laser Institute of America
13501 Ingenuity Drive, Suite 128
Orlando, FL 32826

Phone: 407.380.1553 or 800.34.LASER Fax: 407.380.5588

E-mail: bcohen@laserinstitute.org

On-Site Registration:

ALAW Registration Desk –
Inn at St. John's

Tuesday, May 13	12:00pm-4:00pm
Wednesday, May 14	7:00am-4:00pm
Thursday, May 15	7:00am-12:00pm

Conference Registration:

Please use form in back of this guidebook to receive complimentary registration. This form must be returned to LIA by April 30 to process the complimentary registration.

Exhibit Invitations / Passes:

Each Sponsor and Vendor receives 10 Invitations / Passes to attend the ALAW Reception & Exhibit on Wednesday Evening. Individuals that will be using the passes will need to be pre-registered. Please use the form labeled Sponsor / Vendor Invitation at the back of this guidebook. This form must be returned to LIA by April 30 to process the Exhibit registration.

ALAW Reception:

Wednesday, May 14 5:00pm-7:00pm

Shipping Information

Shipments to Hotel:

Multiple packages within a single shipment should be sequentially numbered, i.e., 1 of 3, 2 of 3, 3 of 3. Please make note of individual package contents to ensure that itemized records of all materials are available in the event of damage or non-receipt. All materials should be addressed as follows:

The Inn at St. John's
ATTN: Karen Burda
44045 Five Mile Road
Plymouth, MI 48170 USA

Please Indicate Company Name, Name of Conference, Conference Dates, and Number of packages being sent

***Please take extra care to label all shipments properly**

Outgoing Shipments:

All displays must be dismantled and removed at the close of the reception. Outgoing shipments are the responsibility of participant and arrangements should be made **prior** to ALAW In order to not be charged hotel shipping/handling fees, attendee must use company account.



Vendor Display Requirements

Name of Company & Date of Event: _____

Booth Information:

The Inn at St. John's will provide you with 1-6 foot table with cloth for your display

If your display requires more than 6 feet of space please list the dimensions of your display:

Electricity Details:

Do you require electricity for your booth?

Yes

No

Indicate electricity requirements for your display and include: voltage, amps, watts and plug configuration requirements:

What will you be using electricity for? _____

Do you require a DSL line or wireless connection for internet access?

Yes

No

Delivery Information

Will you be shipping materials to the conference center?

Yes

No

Please ship materials to:

The Inn at St. John's

ATTN: Karen Burda

44045 Five Mile Road Plymouth, MI 48170

Please also indicate *the Name of the Conference, Date and number of packages being sent.*

Important Notes to Keep in Mind:

If equipment requires the use of our high-low and is less than 1000lbs, a \$75 per hour charge will apply.

The usage of our high-low lift is available 7am - 3pm. If equipment is heavier than 1000lbs, additional charges will apply due to the rental of equipment.

All display items and materials must be removed upon completion of the event or be made ready to ship the following day.

Please list additional requirements: _____

This form must be returned prior to the event date to secure your display location

Fax: 734-414-0606 or by e-mail to kburda@stjohnsgc.com



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ALAW Sponsor & Vendor Complimentary Registration Form

Please Print or Type

Prof. Dr. Mr. Mrs. Ms. Miss

First Name/Initial/Last Name (Surname): _____

Business Affiliation: _____

Dept./Bldg./Mail Stop/etc.: _____

Street Address or PO Box: _____

City/State/Zip (Postal) Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

Check here if you have any special needs and LIA will contact you.

Registration:

Sponsor / Vendor Full Conference Registration - Complimentary
One (1) Complimentary Full Conference Registration included with Sponsor / Vendor Package

Additions:

Guests:

Includes Lunches and reception

\$75USD PP Name of Guest: _____

Golf Excursion:

Tuesday, May 13th

\$60USD x _____ (# of guests = \$_____)

I will attend the Open House for Fraunhofer, USA on Tuesday, May 13th

I will attend the Open House at TRUMPF Inc. on Thursday, May 15th

I will attend the Reception for IPG Photonics, Midwest on Thursday, May 15th

Payment Information:

Check or Money Order VISA MasterCard AMEX Amount Authorized: \$_____

Credit Card No.: _____ Security Code*:

Name on Credit Card: _____ Exp. Date: _____

Authorized Signature: _____ Date: _____

Please fax the completed registration form to (407) 380-5588.

*The Security Code is a 3- or 4- digit number (not part of the credit card number) that appears on the back of the credit card (Security Code appears on the front of American Express). Payment will not be processed without Security Code.



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ALAW Sponsor & Vendor Invitation for Exhibit Reception

Invited Guest Information:

Please Print or Type Prof. Dr. Mr. Mrs. Ms. Miss

First Name/Initial/Last Name (Surname): _____

Business Affiliation: _____

Dept./Bldg./Mail Stop/etc.: _____

Street Address or PO Box: _____

City/State/Zip (Postal) Code: _____ **Country:** _____

Telephone: _____ **Fax:** _____

Email: _____

Check here if you have any special needs and LIA will contact you.

ALAW Reception & Exhibit

Wednesday, May 14 • 5:00pm – 7:00pm

One (1) Complimentary Invitation for ALAW Reception & Exhibit

Not Valid for Technical Sessions

**Please Return Invitation Registration by April 30th