

Exhibitor Information & Registration Form



Courier*Magazine*'s
Courier Weekend
Is Going to
Kansas City!

Sept. 9-11, 2005
Hyatt Regency
Crown Center
Kansas City, MO

Visit www.couriermagazine.com
for more information and
online registration

Courier Magazine presents the premier event for professionals in the messenger, courier and expedited delivery industry.

Courier Weekend wants to feature your company at this year's meeting. As an exhibitor you will have the opportunity to showcase your products and services to the people that use them ...the decision makers! Courier Weekend gives exhibitors many opportunities to highlight their company, don't miss this chance to put your company ahead of the competition by reserving your spot today!

If you have questions, please contact Shelby Diltz, Courier Magazine, Inc. at 800.414.8016 or shelby@couriermagazine.com.

General Information

Hotel Accommodations

Hyatt Regency Crown Center

2345 McGee Street

Kansas City, Missouri 64108

We have negotiated a special room rate of \$119 per night for single/double occupancy. Please contact the hotel to make your reservations, and be sure to mention you are with **Courier Weekend** to receive the special rate. Contact the Hyatt directly at **(816) 421-1234**.

Ground Transportation

Rental Car

Courier Magazine has arranged special pricing for you with AVIS Rent-a-Car. Be sure to reference **J906730** to receive your special discount. **Avis Rent-a-Car - 800.331.1212**

Directions From Kansas City International Airport (20 miles):

Take I-29 South to U.S. 169 South (169 turns into Broadway). Proceed on Broadway to 20th Street. Turn left (east) and proceed to McGee. Turn right onto McGee street. Hotel is 3 blocks uphill on left.

Shuttle Service

Shuttle service can be provided by KCI Shuttle. You may pick up this shuttle near baggage claim for \$15 one-way (\$25 round trip). The shuttle runs every hour.

Taxi

The average taxi service is \$30 each way and takes approximately 30 minutes.

Sponsorship Opportunities

Get noticed by potential customers! These sponsorship opportunities at 2005 Courier Weekend will put your company in the spotlight. As a meeting sponsor, you demonstrate your commitment to the courier industry and position your company as a leader in the industry. *Courier Magazine* offers a wide variety of sponsorships suitable for any budget. Supporting sponsors receive the following special recognition:

- **Your company logo prominently displayed at the sponsored event**
- **Company logo on/at sponsored item**
- **Special recognition in the official meeting program**
- **Recognition and thank yous during the event**
- **Special recognition in Courier Weekend Eblasts**
- **Recognition on the Courier Magazine Website**

Friday, Sept. 9, 2005

Opening Reception with Exhibitors	\$1,500.00
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Saturday, Sept. 10, 2005

Continental Breakfast	\$ 250.00
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Coffee Break	\$ 250.00
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Luncheon	\$1,500.00
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Afternoon Ice Cream Break	\$ 350.00
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Sunday, Sept. 11, 2005

Continental Breakfast	\$ 250.00
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Other Sponsorships:

Lanyards (<i>\$150 + cost of lanyards</i>)	\$ 150.00
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Notepads (<i>\$150 + cost of production</i>)	\$ 150.00
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Pens (<i>\$150 + cost of pens</i>)	\$ 150.00
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Portfolios	\$1,500.00
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Inserts (<i>Inserts provided by sponsor</i>)	\$ 100.00
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Schedule- at- a- Glance

Friday, Sept. 9

Showcase Sites

1:00 p.m.

Tour at Shauna's Delivery Service, LLC

3:00 p.m.

Open House at 1st Choice Courier & Distribution

2:00 – 5:00 p.m.

Exhibitor Setup

4:30 – 6:30 p.m.

Registration and Meeting Information

6:30 – 8:00 p.m.

Opening Reception with Exhibitors

Saturday, Sept. 10

8:00 – 9:00 a.m.

Continental Breakfast with Exhibitors

9:00 a.m.

Welcome and Presentation of *Courier Magazine's* 2005 Mercury Award

9:15 – 9:30 a.m.

Meet the Exhibitors

9:30 – 10:15 a.m.

Keynote Address: Leading the Industry with New Solutions for Customers

Avery Henderson, Ph.D., M.P.H.

10:15 – 10:45 a.m.

Coffee Break with Exhibitors

10:45 – 11:30 a.m.

Managing Growth and Uncertainty: The Entrepreneurial Dilemma

Tony Rock, Mid America Capital
Kansas City, MO

11:30 – 12:15 p.m.

10-Yard Penalty for Bad Business Practices -

Jon Gilchrist, Payne & Jones Chrtd.
Kansas City, MO

12:15 – 1:15 p.m.

Luncheon

1:15 – 2:15 p.m.

Educational Breakouts: (Sessions run concurrently)

1. Sales & Marketing Secrets –

Bruce Ross, ExpressAir Delivery Systems
Costa Mesa, CA

2. Warehousing for Dollars –

Larry Schwartz, Baron Messenger Service
Miami, FL

Carrie Ehlers, Bonded Messenger Service
Milwaukee, WI

Dave Reichbaum, Primetime Delivery & Warehouse
Cleveland, OH

Becky Olbrych, A+ Del Services
Durham, NC

2:15 – 2:45 p.m.

Ice Cream Break with Exhibitors

2:45 – 3:45 p.m.

Educational Breakouts: (Sessions run concurrently)

1. How to Grow Your Business –

Claudia Post, Diamond Transportation Group
Philadelphia, PA

2. Success through Ethics –

Andy Johnson, Integrated SCS Corp.
Scottsdale, AZ

3:45 – 4:45 p.m.

Industry Clearinghouse –

Denise Buchman, Maryland Messenger
Service Inc.

Baltimore, MD

Cheryle Williamson, Interstate Courier Express, Inc.
Allentown, PA

Barry Greer, Continental Messenger
& Delivery Service

Glendale, CA

5:00 – 6:00 p.m.

Reception with Exhibitors

Sunday, Sept. 11

8:45 – 9:30 a.m.

Networking Continental Breakfast

9:30 – 10:30 a.m.

Standards of Quality –

Greg Kidd
Verne Kirby, Datapack Couriers
Houston, TX

10:30 – 10:45 a.m.

Coffee Break

10:45 – 11:45 a.m.

Marketing Worldwide but Profiting

Locally...Effective Internet Marketing

Janice Thompson, siteEDGE, Kansas City, MO

12:00 p.m.

Courier Weekend concludes

Exhibitor Terms and Conditions

Courier Weekend

Sept. 9-11, 2005

Hyatt Regency Crown Center
Kansas City, MO

Industry Showcase Hours

Friday, Sept. 9, 2005

2:00 – 5:00 p.m.	Exhibitor set up
6:30 – 8:00 p.m.	Welcome Reception with Exhibitors

Saturday, Sept. 10, 2005

8:00 a.m. - 6:00 p.m.	Exhibit Hall Open
8:00 – 9:00am	Continental Breakfast with Exhibitors
9:15am	Meet the Exhibitors <i>One minute for each exhibitor to introduce themselves to attendees.</i>
10:15-10:45 am	Coffee Break with Exhibitors
2:15 - 2:45pm	Coffee Break with Exhibitors
5:00 – 6:00pm	Reception with Exhibitors

Exhibitor Terms and Conditions

1. Booths: A standard size booth will be 8' x 10' having an 8' high back draping and 3' high sidewall draping. (1) 6' draped table, (2) side chairs, (1) wastebasket and (1) 7"x44" booth sign bearing your company's name and booth number will be provided. No part of a booth can obstruct an adjacent booth nor can any booth be taller than the 8' backing wall without the express permission of Courier Magazine, Inc.

2. Exhibit Fees: The fee to exhibit is \$850 for a single booth (8' x 10') for exhibitors who register prior to August 9, 2005. After this date exhibit prices will be \$1000 for a single booth (8' x 10') (*Note: If electricity or any other services/equipment are needed, additional charges will apply. And, these services must be ordered through our official expo decorating company.*)

3. Booth Personnel: The registration fee for a single booth includes 1 full meeting and exhibit hall pass. Additional booth personnel must pay \$349 if registering prior to August 9, 2005. After August 9, 2005 the price for additional booth personnel is \$449. Booth personnel registration forms will be sent upon receipt of signed contract and payment.

4. Assignment of Space: Because space will be limited, it will be assigned on a "first-come-first served" basis, when payment and signed contract are received.

5. Registration: Registration for the 2005 Courier Weekend must be made on the official 2005 Courier Weekend registration form. The exhibitor fully understands that it becomes a binding contract and the exhibitor is subject to the terms and regulations set forth by Courier Magazine, Inc. In addition, Courier Magazine, Inc. reserves the right to reject a registration, which in its judgment is not appropriate for the 2005 Courier Weekend.

6. Cancellation and Refund Policy: A full refund will be made if written notice of cancellation is received by Courier Magazine, Inc. 60 days prior to the meeting date. A 50% refund of registration fee will be made if written notice of cancellation is received 59-30 days prior to the meeting date. No refund will be made if notice of cancellation is received less than 30 days prior to the start of the meeting. No transfer of fees will be made to other Courier Magazine, Inc. meetings.

7. Liability Policy: The exhibitor indemnifies and agrees to hold harmless Courier Magazine, Inc., the Hyatt Regency Crown Center, the official general services contractor and all of their officers, directors, employees and agents from and against any actions, losses, costs, damages, claims and expenses (including reasonable attorney fees) arising from damage to property or bodily injury to exhibitor, agents, representatives, employees by reason of the exhibitors occupancy or use of the exhibitor facilities.

8. Distribution of Printed Matter/Solicitation: Distribution of advertising materials, samples, souvenirs, publications, printed material of any sort shall be restricted to the exhibitor's rented exhibit booth. Distribution of materials outside of the expo area must be approved by Courier Magazine, Inc.

9. Installation and Dismantling: All displays must be set up one hour prior to the official opening of the show. Space not occupied or set up by show opening may be reassigned for other purposes. Exhibitors may not change the assigned space. Courier Magazine, Inc. reserves the right to substitute comparable exhibit space due to unforeseen circumstances.

10. Insurance: Exhibitor shall carry its own insurance at its own expense. Courier Magazine, Inc., the official expo decorating company and the Hyatt Regency Crown Center assume no responsibility for the safety of the property of the exhibitors. Courier Magazine, Inc. will exercise reasonable care in safeguarding exhibitor's property, however, exhibitors should insure their own exhibit materials, especially during the period while materials remain in the exhibition hall, covering all risks (liability, fire, theft, damage, etc.)

11. Subletting of Space: Courier Magazine, Inc. will not allow any exhibitor to assign or sublet space or any part thereof allotted to them and not to display products or services other than those normally sold by them unless prior written approval is obtained from Courier Magazine, Inc..

12. Protection of the Exhibit Facility: Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the exhibition area without permission from Courier Magazine, Inc. Packing, unpacking and assembly of exhibits shall be done only in designated areas and at times designated by Courier Magazine, Inc., the Hyatt Regency Crown Center and the official expo decorating company.

13. Shipping Information: Courier Magazine, Inc. will be utilizing a decorating company to assist us with the trade show. Once registration has been received by Courier Magazine, Inc., the decorator will send a complete exhibitor package to the primary contact outlining details, including shipping information, additional services and costs.

Courier Weekend is Going to Kansas City!

SEPT. 9-11, 2005 • HYATT REGENCY CROWN CENTER • KANSAS CITY, MO

Exhibitor Contract/Sponsorships

Company Name

Contact Name

Title

Address

City/State/Zip

Phone Number

Fax Number

Email

Company Web site

Products/Services

Please give a brief description of products and services:

Payment Method

Sending check via regular mail
 Please charge my credit card:
 Visa MasterCard
 AMEX

Card Number

Exp. Date

Cardholder Signature

Cardholder Name

Amount

Exhibitor Refund Policy

Courier Magazine reserves the right to cancel any reservation not paid in full by August 9, 2005. A full refund will be made if written notice of cancellations is received by Courier Magazine 60 days prior to the meeting date. A 50% refund of registration fee will be made if written notice of cancellation is received 59-30 days prior to the meeting date. No refund will be made if notice of cancellation is received less than 30 days prior to the start of the meeting. All cancellations must be made in writing and can be mailed, faxed or emailed to Courier Magazine, Inc. at 14 W. Third St., Suite 200, Kansas City, MO 64105; Fax: 816.472.7765 or email: chalise@couriermagazine.com

Agreement

We hereby apply for exhibit space at the 2005 Courier Weekend and fully understand that this form shall serve as a binding contract is subject to the terms and conditions established by Courier Weekend as listed on the back of this contract. Contracts will not be accepted without signature and payment.

Signature

Date

Name (please print)

Exhibitor Space Request/Sponsorships

Exhibitor registration includes on 8' X 10" booth with back and side draping, one 6' draped table, two chairs, a wastebasket and one (1) complete conference registration for one person. Each additional representative from one company is \$349.

	<u>On or before 8/9/05</u>	<u>After 8/9/05</u>	
<input type="checkbox"/> One 8' X 10' booth**	\$850	\$1,000	_____
<input type="checkbox"/> Additional representative from same company	\$349	\$ 449 # _____ @ \$ _____ =	_____
<input type="checkbox"/> Sponsorship	Event: _____		= _____

** Call 800.414.8016 for discounted rates on multiple booth space reservation and multiple sponsorship and booth space reservation.

Total Amount Due

Fax or mail completed contract with payment to:
Courier Weekend

14 W. Third St., Suite 200 • Kansas City, MO 64105 • 800.414.8016 • 816.472.7765 fax
Or register online at www.couriermagazine.com