



## JOINT ANNUAL MEETING

November 4-6, 2019  
New Orleans, Louisiana



### TO: DMI PARTNERS AND NMPF ASSOCIATE MEMBERS

The Joint Annual Meeting of the National Dairy Promotion and Research Board (NDB), National Milk Producers Federation (NMPF) and the United Dairy Industry Association (UDIA) is right around the corner, and will be held **November 4-6, 2019**, at the **Hyatt Regency New Orleans in Louisiana**. We invite you to partner with us and participate in the meeting by exhibiting at our ever-popular Dairy Bar. The Dairy Bar and Exhibits give you one and a half days to market your products and services to dairy industry leaders and stakeholders. The exhibitor booth registration **deadline is Friday, September 13, 2019**.

### EXHIBITOR INFORMATION

**Upon receipt of your registration, payment and company logo, you will receive a listing on the:**

- National Milk Producers Federation website <https://www.nmpf.org/events/2019-joint-annual-meeting/>
- 2019 Annual Meeting mobile app
- Onsite signage
- Final meeting program

### AUDIENCE AND MARKET

**The exhibit booths are on display in the Dairy Bar, which is a unique venue located next to General Session that provides milk, ice cream, yogurt and string/snack cheese to all meeting attendees throughout the day. Attendees can take a dairy break and receive their daily dairy servings, network with colleagues and view all the exhibits.**

**Annual Meeting presents a unique marketing opportunity for DMI partners and NMPF associate members over the conference dates to:**

- **Engage** with 800 ++ meeting attendees in the dairy industry and increase your company's exposure
- **Network** with dairy producers, co-op executives and other top industry contacts across the country
- **Generate** new business leads before, during and after the exhibits
- **Educate** the dairy industry consumer and learn who your audience is and what they want
- **Showcase** and test new products and services
- **Celebrate** marketing successes and
- **BUILD, ESTABLISH and STRENGTHEN** existing customer relationships.

**Please register to exhibit as soon as possible, but no later than Friday, September 13, 2019. Exhibit booth space is limited.**

## EXHIBITOR SCHEDULE

| Event                         | Date                  | Time   |
|-------------------------------|-----------------------|--|
| <b>GES Set-up</b>             | Monday, November 4    | 8:00 am – 12:00 pm   |
| <b>Exhibitor Set-up</b>       |                       | 10:00 am – 5:00 pm (special installs)<br>1:00 pm – 5:00 pm |
| <b>Exhibit Display Hours</b>  | Tuesday, November 5   | 7:00 am – 5:00 pm  |
|                               | Wednesday, November 6 | 7:00 am – 11:30 a.m.                                       |
| <b>Dismantle – Exhibitors</b> | Wednesday, November 6 | 12:00 pm – 3:00 pm   |
| <b>GES Tear-down</b>          |                       | 1:00 pm – 4:30 pm  |

## GLOBAL EXPERIENCE SPECIALISTS, INC. (GES) SERVICE CONTRACTOR – CUSTOMER SERVICE NATIONAL CALL CENTER

Global Experience Specialists, Inc. (GES) has been contracted as the 2019 Joint Annual Meeting service provider and will ensure the orderly and efficient installation and removal of the overall exhibition hall. They will provide and assure the coordination of facility regulations and requirements with the Hyatt Regency New Orleans, Louisiana. GES will staff and maintain an on-site service desk before, during and after the exhibition to serve as a focal point for exhibitor needs.

The official GES exhibitor service kit is available online and a link will be emailed to you after receiving your registration form and payment. The kit will include information on:

- Freight shipping and handling to the GES Warehouse
- Labor regulations and rates
- Furniture, display and other decorating rentals

**To receive the GES discount pricing, orders must be placed and paid to GES by Monday, October 14.**

GES National Service Center – 1-800-475-2098

Email: [Nationalservicenter@ges.com](mailto:Nationalservicenter@ges.com)

Account Representative: Dabra Watters

Direct: 770-372-5262

Email: [DWatters@ges.com](mailto:DWatters@ges.com)

## EXHIBIT BOOTH PACKAGE AND CONFERENCE REGISTRATION FEE DEADLINES

Booth space is very limited. Exhibit space confirmations and assignments will be on a first-come-first-serve basis beginning upon receipt of your registration and payment. Each booth package fee is \$550.

You will need to register and pay for both an **Exhibitor Booth Package** and an **Annual Meeting Exhibitor Full or Partial Conference Registration**.

If more than one individual from your company will attend the booth, all will need to register to obtain an exhibitor name badge. Your exhibit booth does not need to be tended to all day, but we recommend that someone be present during breaks, before and after the General Session to greet attendees and answer questions. Since many exhibitors do not attend the General Session programming, we offer a special NMPF Associate Member Exhibitor partial exhibitor conference registration fee of **\$575**. If attending all Annual Meeting conference events, the NMPF associate member exhibitor full conference registration fee is **\$995 and for non-members \$1495**.

## ANNUAL MEETING CONFERENCE REGISTRATION – EXHIBITOR ATTENDEE

|   |   |
|---|---|
| <b>NMPF Associate Member Exhibitor PARTIAL Conference Registration – Attend limited Annual Meeting events</b>   | <b>Partial Registration Fee</b>                 |
| <b>Includes Exhibitor Badge and entrance ticket to:</b>   | <b>\$575 NMPF member</b>                        |
| <ul style="list-style-type: none"> <li>• Dairy Bar</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• Tuesday – Lunch and Cheese Reception</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• Wednesday – Box Lunch</li> </ul>   |   |
| <b>NMPF Associate Member Exhibitor FULL Conference Registration or non-member Exhibitor – Attend all Annual Meeting events</b>  | <b>Full Registration Fee</b>                    |
| <b>Includes Exhibitor Badge and entrance ticket to:</b>   | <b>\$995 NMPF member/<br/>\$1495 non-member</b> |
| <ul style="list-style-type: none"> <li>• Dairy Bar</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• Tuesday – General Session AM and PM programming, Lunch and Cheese Reception</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• Wednesday – AM General Session Programming and Box Lunch</li> </ul>  |   |
| <b>Exhibitor Booth Package Registration</b>   | <b>Booth Package Registration Fee</b>           |
| <b>Exhibitors must pay a \$550 Exhibitor Booth Package Registration Fee for each 10' x 10' exhibit space booked. If you need two or more 10' x 10' exhibit spaces for your booth, please indicate on the registration form and pay accordingly.</b> | <b>\$550</b>                                    |
| <b>Booth Registration Fee Includes:</b>   |   |
| <ul style="list-style-type: none"> <li>• Pipe and drape (8' high back wall and 3' high side drape)</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• One 5-amp electrical outlet (500 watts). Additional electrical power is available for an extra cost through FREEMAN</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• One company ID sign (17" x 11")</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• One 6-foot draped table (3 sides draped)</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• Two contour chairs</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• One small wastebasket</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• Overnight security in exhibit hall</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• Listed on general signage for the Dairy Bar/Exhibits</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>• One ID sign (17" x 11")</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>• Labor for installation/removal of drape, show material handling from warehouse to hotel and general cleaning services (removal of trash, vacuuming)</li> </ul>   |   |
| <b>All Exhibitors will receive a standard 5-amps of electricity included in the exhibit package. If you pay for 2 exhibit booths, you will have 5-amps for each booth, etc...</b>   |   |

In order for your company to exhibit and be included in the Annual Meeting final program, meeting app and onsite signage, the Exhibit Booth registration and Exhibitor Conference full or partial registration and payment **deadline is Friday, September 13, 2019**. Payment can be made by check or credit card. Please register for your Exhibitor Booth Package and Exhibitor partial or full-program Conference Registration by filling out the enclosed application and submitting to National Milk Producers Federation. If you are paying by check, United Dairy Industry Association will email you an invoice. Please indicate on your registration form your payment choice.

All checks should be **made payable in U.S. funds from a U.S. bank and paid to United Dairy Industry Association. Send registration form and copy of invoice with check payment to make sure your registration is properly credited. Registration and payment must be received no later than Friday, September 13.** Additional exhibit packets can be obtained by downloading the Annual Meeting information and exhibitor packet at <http://www.nmpf.org/2019-joint-annual-meeting> or by contacting **Louise Kamali**.

#### Invoice and Payment Information

##### Debra Migliorisi

Accounting Manager  
United Dairy Industry Association  
10255 W. Higgins Rd #900  
Rosemont, IL 60018  
(847) 627- 3329  
[Debra.Migliorisi@Dairy.org](mailto:Debra.Migliorisi@Dairy.org)

#### Registration Information

##### Louise Kamali

Exhibits Coordinator  
National Milk Producers Federation  
2107 Wilson Blvd., Suite 600,  
Arlington, VA 22201  
(703) 294-4349  
[Lkamali@nmpf.org](mailto:Lkamali@nmpf.org)

#### Refunds

Exhibit/Exhibitor refund requests must be made in writing and sent to **Louise Kamali via email at [Lkamali@nmpf.org](mailto:Lkamali@nmpf.org) or fax (703) 841-9328**. A full refund will be given for a cancellation emailed or faxed by Friday, October 18. **(There will be no refunds for exhibitor booth fees or exhibitor registrations received after Friday, October 18, 2019.)**

#### Company Logos Needed by September 13, for Inclusion in Annual Meeting Materials

In order for your company logo to be included on signage, in the meeting app, final program, and on the NMPF website, please send your logo ASAP, but no later than **September 13**, in EPS format for best resolution to Louise Kamali at [Lkamali@nmpf.org](mailto:Lkamali@nmpf.org). **If you have a company website, Facebook or Twitter account, please include the information so that we can make it available to attendees.**

#### Security

The exhibit area will have a security guard at night. Please do not leave anything of value in the Dairy Bar/Exhibit Hall at all times. Even though we have contracted for security, DMI, NMPF and the Hyatt Regency New Orleans will not be held responsible for any lost, left, missing, damaged or stolen items.

#### Liability

All companies or individuals registering to exhibit at the Joint Annual Meeting agree to the following upon completion of exhibitor registration:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hyatt Regency New Orleans, Louisiana; or Dairy Management, Inc.; National Milk Producers Federation, or their owners or manager, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hyatt Regency New Orleans, Louisiana, Dairy Management, Inc., National Milk Producers Federation, and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, Hotel or any part thereof. Hotel may require you to sign a special waiver.

**Please review Hyatt Regency New Orleans Exhibitor Do's and Don't's**

## PSAV Audio Visual, Internet, and Phone Service Requests

PSAV is the Hyatt Regency's AV, internet, wifi and phone equipment rental service provider. Please refer to the PSAV exhibit order form which will be sent to you after we have confirmed your Exhibitor and Meeting Registration and given you a booth number. After filing out your Exhibitor Order Form, please forward to Kathy Riley at DMI [kathy.riley@dairy.org](mailto:kathy.riley@dairy.org) along with sending to Hyatt Regency New Orleans with payment. For questions about audio visual services, **please contact Chet Jaynes with PSAV at [cjaynes@psav.com](mailto:cjaynes@psav.com) or phone (504) 613-3719.**

## Electrical Service Requests

All electrical power service requests for the hotel are handled through FREEMAN at Hyatt Regency New Orleans. Five 5-amps (500 watts) is already included in the standard booth exhibitor package that is ordered upon registration. Additional electrical outlets can be provided, but it is imperative we know in advance of your requirements so that we can arrange for installation and labor. Any additional electrical and/or installation and labor charges will be charged to your credit card. Please provide your own extension cords or extra fees will be added. **Per the hotel, extension cords used in the Hotel's meeting space must be 12/3 gauge, per the City of New Orleans Fire Marshall regulations. NO EXCEPTIONS. Additionally, all cords or wires laying in the proximity of foot traffic must be taped down and covered safely (12/3 gauge cord can be rented through the hotel's Electrical Department).**

Please send your electrical service exhibitor order form back to Kathy Riley at DMI [kathy.riley@dairy.org](mailto:kathy.riley@dairy.org) to place the order with FREEMAN.

## Hotel Reservation Information

**Hyatt Regency New Orleans**  
**601 Loyola Avenue**  
**New Orleans, LA 70113**  
**Phone: (504) 561-1234**

Please make your hotel reservations as soon as possible. **The hotel cut-off deadline is Monday, September 30, 2019.** The guest room rate at the Hyatt Regency New Orleans is \$259++/night. All reservation requests will require a credit card and first night's deposit.

Online hotel room reservations can be made through the hotel link by clicking <https://book.passkey.com/event/49590818/owner/2787/home> or attendees can call to make a reservation at 1-800-421-1442 or (504) 561-1234 and indicating they are with the "2019 Joint Dairy" Annual Meeting. Hotel room registration confirmations will be sent to each individual by the hotel. You are responsible for all hotel room deposits, payments, charges, changes and cancellations. After September 30, hotel reservations will be honored on a "space and rate available" basis. Please be sure to obtain a confirmation # from the hotel.

**Cancellation policy:** Deposits will be refunded for rooms cancelled more than 72 hours (3 days) prior to arrival date. Name changes to room reservations may be made up to 3 days prior to arrival at no charge if the same arrival/departure dates are in effect. If cancellations is under 72 hours, one night's hotel room will be charged to your credit card as a penalty by the Hyatt Regency New Orleans.

Check in time is 3:00 pm and check out time is 12:00 pm.

## Permission for Food Samples

Please contact Kathy Riley at DMI (847) 627-3733 or [Kathy.riley@dairy.org](mailto:Kathy.riley@dairy.org) if you will have any food samples in your booth. Hotel must know in writing **by September 13 of any exhibitor dispensing food and beverage from their booth.** We need to know the quantity of food samples you will be shipping, where you plan on storing the samples, and if it needs refrigeration. Kathy will be coordinating all food and beverage requirements through the Hotel's Event/Catering Department. Any cooking must have written permission from the City of New Orleans Fire Marshall. Your company must obtain special permission and complete a waiver from the Hyatt Regency New Orleans to be approved the Fire Prevention Specialist. As always, additional charges for handling fees, equipment, all catering and portage needs must be contracted and paid for by the exhibitor directly with the Hyatt Regency New Orleans. Kitchen space or use of the Hotel equipment is not permitted. Exhibitors requiring items to be prepared by the Hotel Culinary Staff or delivered by the Event Staff can be arranged with the Hyatt Regency New Orleans on a case-by-case basis. Additional charges will be applied for these services and a liability waiver may be required. All requests for kitchen preparation or use of Hotel personnel must be made in writing by September 13. These are only requests and will be honored with the approval of the Executive Chef. **All Exhibitors must fill out an exhibitor Primary Form for the hotel and an Exhibitor Equipment Order Form if you have specific items. Both need to be received by**

**Kathy Riley at DMI – [Kathy.riley@dairy.org](mailto:Kathy.riley@dairy.org) and the Hyatt Regency Hotel no later than September 13, 2019, or a 35% increase in price will be added to your order.**

Other additional requirements, such as help setting up your booth, must go through GES and there will be extra labor charge involved. Additional information can be found in the GES service kit under the Fire Regulations section.

### Shipping Information for Materials to GES Warehouse

Please note that the Hyatt Regency New Orleans **WILL NOT ACCEPT EXHIBITOR FREIGHT. Exhibitor freight MUST be sent directly to the GES Warehouse** in advance starting **no earlier than Thursday, October 3**, and **arriving no later than Wednesday, October 30, 2019**. Due to tight security and lack of adequate storage space at the hotel, no direct shipments are permitted at this facility and will be refused and/or forwarded to the official decorator at the exhibitor's expense (BOTH the hotel and the drayage contractor fees).

There are no storage facilities available for empty crates, skids, containers, cartons or vehicles, so those items will go back to GES Warehouse for storage and brought back at the tear down on Wednesday, November 6.

Receiving hours at the GES warehouse are Monday - Friday, 8:00 a.m. – 3:30 p.m. Closed 12:00 pm – 1:00 pm and holidays. Certified weight tickets are required for all shipments. Drivers must check in by 2:00 pm to be guaranteed same-day unloading. Everything shipped to GES will be transported to the Hyatt Regency New Orleans on Monday, November 4. Place a white warehouse address label on each box (see attached). Labels are available to download and print with the online GES Service Kit or GES link. You can make extra copies of the label if needed. Please keep a copy of your tracking information in case you need to track any missing boxes.

GES will be onsite throughout the setup, exhibits and tear down to assist you in coordinating any last-minute services, ordering additional products and answering questions.

**GES Account Representative:** Dabra Watters Direct: 770-372-5262 Email: [DWatters@ges.com](mailto:DWatters@ges.com)

GES National Service Center – 1-800-475-2098 Email: [Nationalservicenter@ges.com](mailto:Nationalservicenter@ges.com)

### Shipping Personal Inbound Guest Packages to FED EX Business Center at Hyatt Regency New Orleans

**PLEASE DO NOT SEND EXHIBIT ITEMS TO THE HOTEL. THEY WILL BE REFUSED AND REDIRECTED AT EXHIBITOR EXPENSE (both hotel as well as the drayage contractor fees) TO THE GES WAREHOUSE.**

The Hyatt Regency New Orleans has a Fed Ex Business center to handle shipping and receiving. The hotel has very limited space for guest box storage. Please do not send anything earlier than three (3) days prior to the meeting start date (October 30) to avoid additional handling fees. Storage fees will be assessed if you require extensive storage space or if packages arrive more than three (3) days prior to arrival or remain for more than three (3) days following departure (November 9). All boxes shipped to the Hyatt Regency New Orleans will require a signature release and payment from authorized guest before being released from the shipping office's custody to the intended recipient. Please communicate total number of boxes being shipped and any special delivery time/instructions.

To expedite handling of your package, any personal boxes sent to the hotel must be addressed as follows:

**Hold For Guest: (Guest Name) (guest cell phone number)**  
**c/o Fed Ex Office at New Orleans Hyatt Regency**  
**601 Loyola Avenue**  
**New Orleans, LA 70113**  
**(Convention Group Event Name) Box \_\_\_\_ of \_\_\_\_**

Please number the boxes 1 of 6, 2 of 6, 3 of 6, etc..... Please bring appropriate tracking numbers so the Fed Ex Business Center can immediately find your package. Package Handling Fees are applied per package in addition to delivery, as well as normal shipping costs ranging from \$5.00 and up for incoming and \$10.00 and up for outgoing packages.

**Fed Ex Office Business Center - New Orleans Hyatt Regency, 601 Loyola Avenue, New Orleans, LA 70113**

Phone: 504-524-6048

FAX: 504-524-6548

Email: [usa5008@fedex.com](mailto:usa5008@fedex.com)

Operating Hours:

Sat & Sun –10:00 am – 5:00 pm

Mon-Fri – 7:00 am – 7:00 pm

## Labor Information

Show management and exhibitors are expected to comply with the fire and safety requirements in effect.

In the interest of safety, continuity, security and control, the following are understood as exclusive services if provided by GES; material handling, receipt/unloading of inbound Federal Express and UPS shipments, audio visual, rigging, electrical, plumbing and custom cleaning. Should the facility provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning of certain areas and phones, their work rules and union jurisdictional issues would apply for these services.

### Exhibit Labor

Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor or personnel from their own companies to install and dismantle displays.

Full-time employees of exhibiting companies may set their own exhibits. Any full-time company personnel involved should have visible identification of their company status when engaged in these activities.

### Freight Handling

All work involved in the loading and unloading of all trucks, trailers and common and contract carriers from the facility docks, including empty crates, and the operation of material handling equipment, is under the jurisdiction of Global Experience Specialists, Inc.

Full-time employees of exhibiting companies may 'hand carry' material provided they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas. Global Experience Specialists, Inc. will not be responsible for any material they do not handle.

**All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the exhibitor kit.**

### Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in case, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### Always Honest® Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest® hotline at (800) 443-4113 to report fraudulent or unethical behavior.

## Questions

Any Exhibitor questions, please contact Exhibit Coordinators:

**Kathy Riley**, Dairy Management Inc.

Office: (847) 627- 3733 and email: [kathy.riley@dairy.org](mailto:kathy.riley@dairy.org)

**Louise Kamali**, National Milk Producers Federation

Office: (703) 294-4349 or email: [Lkamali@nmpf.org](mailto:Lkamali@nmpf.org)

## 2019 ANNUAL MEETING EXHIBITOR DEADLINES AND CHECKLIST

| Due date for completion         | Action   |
|---------------------------------|--|
| <b>Fri, Sept 13</b>             | <ul style="list-style-type: none"> <li>✓ <b>DEADLINE for Exhibitor and Conference Registration and Payment (exhibitor booth package and exhibitor conference registration partial/full)</b></li> <li>✓ All exhibitor logos in EPS format due to NMPF to be included in final program, NMPF website, annual Meeting app, onsite signage, etc...</li> <li>✓ Completed Exhibitor Forms Due to Kathy Riley at DMI scan and send to <a href="mailto:kathy.riley@dairy.org">kathy.riley@dairy.org</a> <ul style="list-style-type: none"> <li>○ Hyatt Regency Exhibitor Primary Form</li> <li>○ Hyatt Regency Exhibitor Equipment Order Form</li> <li>○ FREEMAN Electrical Form</li> <li>○ PSAV Audio Visual Form</li> <li>○ Requests for food &amp; beverage requirements to be sent to Hotel in writing for approval</li> </ul> </li> </ul> |
| <b>Mon, Sept 30</b>             | <ul style="list-style-type: none"> <li>✓ <b>Hyatt Regency Hotel room reservations deadline</b> – Hotel room rate \$259/night++</li> </ul>  |
| <b>Mon, Oct 3</b>               | <ul style="list-style-type: none"> <li>✓ Start date for Exhibitor shipments to be received at GES warehouse</li> </ul>   |
| <b>Mon, Oct 14</b>              | <ul style="list-style-type: none"> <li>✓ <b>Discount deadline</b> for paid GES orders</li> </ul>   |
| <b>Fri, Oct 18</b>              | <ul style="list-style-type: none"> <li>✓ Exhibitor refund request due in writing to Louise Kamali at <a href="mailto:Lkamali@nmpf.org">Lkamali@nmpf.org</a> or fax (703) 528-3705 to be eligible for a refund.</li> </ul>  |
| <b>Wed, Oct 30</b>              | <ul style="list-style-type: none"> <li>✓ Deadline for exhibitor freight/boxes to arrive at GES warehouse by 3:30 pm. Materials arriving after October 30, 2019, will be received and additional handling charges will apply.</li> </ul>  |
| <b>Wed, Oct 30 - Fri, Nov 1</b> | <ul style="list-style-type: none"> <li>✓ Deadline for small personal boxes to arrive at Hyatt Regency New Orleans.</li> </ul>  |
| <b>Mon, Nov 4</b>               | <ul style="list-style-type: none"> <li>✓ Exhibit materials moved from GES warehouse to Hyatt Regency New Orleans, Louisiana</li> <li>✓ GES to set up hall with exhibit booths and move exhibit materials from 8:00 am – 5:00 pm</li> <li>✓ Exhibitors move into exhibit booths 1:00 pm – 5:00 pm</li> </ul>  |
| <b>Tues, Nov 5</b>              | <ul style="list-style-type: none"> <li>✓ Exhibits showing in the Dairy Bar from 7:00 am – 5:00 pm</li> </ul>   |
| <b>Wed, Nov 6</b>               | <ul style="list-style-type: none"> <li>✓ Exhibits showing in the Dairy bar from 7:00 am – 11:30 am</li> <li>✓ Exhibitor tear-down from 11:30 am – 3:00 pm</li> <li>✓ All exhibits to be shipped out via UPS, Fed Ex, or common carrier by Hyatt Regency New Orleans via Fed Ex or through GES freight services</li> <li>✓ 1:00 pm check-in time for all common carrier drivers</li> <li>✓ 1:00 pm – 5:00 pm GES finishes tear-down and removal of all items.</li> </ul>  |





## 2019 NDB/NMPF/UDIA JOINT ANNUAL MEETING

### Exhibitor Registration Form and Payment Information

Exhibit space assignments will begin upon receipt of the fully completed Exhibitor Registration Form and payment. Registration and payment deadline is **Friday, September 13, 2019**. Payment for the NDB/NMPF/UDIA Annual Meeting exhibitor conference registration and for the exhibitor booth package can be made via credit card or by check.

- Exhibitor Booth registration form send or email to: **Louise Kamali, National Milk Producers Federation, 2107 Wilson Blvd, Suite 600, Arlington, VA 22201. Email: [Lkamali@nmpf.org](mailto:Lkamali@nmpf.org)**
- Company logo in EPS format email to [Lkamali@nmpf.org](mailto:Lkamali@nmpf.org) **by Friday, September 13, 2019**

If you will be paying by check, **United Dairy Industry Association** will issue and email an invoice for you to make your payment. Payment or invoice questions contact Debra Migliorisi at (847) 627-3329 or email [Debra.Migliorisi@Dairy.org](mailto:Debra.Migliorisi@Dairy.org). **Payment Deadline: Friday, September 13**. Checks please have in U.S. funds drawn from a U.S. bank:

- Invoice and check payment send to United Dairy Industry Association c/o Accounting Manager, United Dairy Industry Association, 10255 W. Higgins Rd #900, Rosemont, IL 60018

**Refunds** will be given for cancellation of Annual Meeting exhibitor fees and exhibit booth registration **received in writing by Friday, October 18, 2019**, to Louise Kamali at [Lkamali@nmpf.org](mailto:Lkamali@nmpf.org) (703) 294-4349. **No refunds will be given after October 18, 2019.**

**Please print clearly all information as you wish it to appear on your name badge. Additional staff register on next page.**

|                          |               |              |         |
|--------------------------|---------------|--------------|---------|
| First Name               |               | Last Name    |         |
| Company/Coop/Association |               |              |         |
| Address                  |               |              |         |
| City                     | State         | Zip          | Country |
| Work Phone               | Cell Phone    | Fax          | Email   |
| Company Web link         | Facebook Link | Twitter Link |         |

| Exhibitor Booth Package Registration<br><small>(Exhibitors must pay a \$550 Exhibitor Booth Package Fee for each 10' x 10' exhibit booth space booked. If you need two or more 10' x 10' exhibit spaces for your booth, please indicate and pay accordingly.)</small>   | Registration Fee each booth | Number of Exhibit Booths | Amount Due |
|---|-----------------------------|--------------------------|------------|
| Standard 10' x 10' exhibitor booth package fee includes:<br>Pipe and drape, 5-amp electrical outlet, one 7" x 44" booth sign, one 6-foot draped table, two side chairs, one wastebasket, security, general signage inside and outside the Dairy Bar, Exhibit Hall, labor for set up/tear down of drape, show material handling from warehouse to hotel, and general cleaning services (removal of trash, vacuuming) | <b>\$550</b>                |                          | \$         |

| Annual Meeting Exhibitor Registration   | Registration Fee each | Number of Registrants | Amount Due |
|---|-----------------------|-----------------------|------------|
| <b>Current NMPF Associate Member - Exhibitor</b><br><b><u>Partial</u> Conference Registration</b><br>Includes exhibitor badge and entrance ticket to: <ul style="list-style-type: none"> <li>• Dairy Bar;</li> <li>• Tuesday Buffet Lunch, Welcome Cheese Reception; and</li> <li>• Wednesday Box Lunch</li> </ul>              | \$575                 |                       | \$         |
| <b>Current NMPF Associate Member Exhibitor</b><br><b><u>Full</u> Conference Registration</b><br>Includes exhibitor badge and entrance ticket to: <ul style="list-style-type: none"> <li>• General Sessions, Dairy Bar;</li> <li>• Tuesday Buffet Lunch, Welcome Cheese Reception; and</li> <li>• Wednesday Box Lunch</li> </ul> | \$995                 |                       | \$         |
| <b>Non-member Exhibitor <u>Full</u> Conference Registration</b><br>Includes exhibitor badge and entrance ticket to: <ul style="list-style-type: none"> <li>• General Sessions, Dairy Bar;</li> <li>• Tuesday Buffet Lunch, Welcome Cheese Reception; and</li> <li>• Wednesday Box Lunch</li> </ul>                              | \$1490                |                       | \$         |

Additional exhibiting staff from your company attending/working the exhibit booth must pay NMPF member partial (\$575) ; NMPF member full (\$995) or non-member (\$1495) Annual Meeting Exhibitor Conference registration fees in order to obtain a badge.

| Name(s) include total registrants in number above | Registration Fee Paid (include in total above) |
|---|--|
| 1.  | \$   |
| 2.  | \$   |
| 3   | \$   |
| 4.  | \$   |
| 5.  | \$   |
| 6.  | \$   |
| <b>Total Amount Due</b>                           | \$   |

| Electricity  | Included | Additional | Total AMPS |
|--|----------|------------|------------|
| Yes, please sign me up for 5-amps of <u>electricity</u> that is included in the standard exhibit package. (If you pay for 2 exhibit booths, you will have 5-amps for each exhibit booth.) Please indicate <u>in the 2<sup>nd</sup> column</u> if you are contracting for additional electricity in 5-amp increments. Additional fee involved to GES. Please fill out Electrical form and send back asap to Kathy Riley or include with registration. | 5-amps   |            |            |

**Yes, we agree to abide by all the Rules & Regulations which are set forth by the NDB/NMPF/UDIA Annual Meeting, as well as its official show contractors GES and the Hyatt Regency New Orleans, Louisiana.**

|  |                 |                   |    |
|--|-----------------|-------------------|----|
| Check Payment ( )<br>Name / Company on Check                         | Check #         | TOTAL AMOUNT PAID | \$ |
| Credit Card Payment<br>( ) Visa ( ) Master Card ( ) American Express |                 | TOTAL AMOUNT PAID | \$ |
| Cardholders Name   |                 |                   |    |
| Account #  | Expiration Date |                   |    |
| Security code (on back of card for Visa, Master Card, Discover)      |                 |                   |    |
| Security code (on front of card for American Express)                |                 |                   |    |
| Cardholder's Signature   |                 |                   |    |

DO NOT WRITE IN THIS BOX – FOR OFFICE USE ONLY  
 Check # \_\_\_\_\_ Date Received \_\_\_\_\_ Booth # \_\_\_\_\_  
 Check Amount \$ \_\_\_\_\_ Member Code \_\_\_\_\_