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## 2025 SUMMIT

June 15 - 17, 2025 | Hyatt Regency Hotel | Salt Lake City, UT

SHOW HOURS: Monday, June 16 – 9:00 am – 5:00 pm | Tuesday, June 17 – 9:00 am – 5:00 pm

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## GENERAL INFORMATION

**SHOW DATES & HOURS:** Monday, June 16 – 9:00 am – 5:00 pm Tuesday, June 17 – 9:00 am – 5:00 pm

### MOVE IN/MOVE OUT:

Exhibitor move in begins at 1:00 pm on Sunday, June 15 and must be completed and ready for inspection by 8:00 am on Monday, June 16. **ABSOLUTELY NO BREAKDOWN OF BOOTHS BEFORE 5:00 PM ON TUESDAY, JUNE 17.** The exhibit hall must be completely clear of exhibit materials by 7:00 PM on TUESDAY, JUNE 17. The booth rental charge includes rental of the space, an 8' high draped backdrop, 3' high draped side rails, one 6' Table, 4 chairs, a Booth Sign (indicating company name and booth number), and one Trash Can. **Additional Tables and chairs are not included in the exhibit space rental fee.** You can rent them or bring your own. We will be using the drayage and material handling services of Premier Exhibit & Event Services. Other services available include forklifts, labor, set-up assistance, etc. Please read their information carefully and take special note of the requirements for advance ordering of certain services. Vehicles are not allowed into the exhibit hall. Helium-filled balloons are prohibited. **Electricity is NOT included** with the booth rental fee – see Electrical Service Order Form.

**DRAYAGE SERVICE/MATERIAL HANDLING/LABOR:** Premier Exhibit is the official show drayage and material handling contractor. See forms in this Exhibitor Kit regarding advance and direct shipping. To avoid additional storage and handling charges, be sure all freight has the appropriate completed bills of lading. ABF is the official Show Carrier for all freight services. Please contact ABF for competitive pricing and excellent service. For outbound FedEx / UPS – Bring or arrange to have pre-printed labels to place on each package.

**ELECTRICITY:** The Hyatt Regency has an official electrician. Only the official electrician is authorized to provide electrical service. If you pre-paid for electrical service, it will be distributed to your exhibit during set-up. On-site orders must be done through Event Now Encore. Click EVENT NOW LINK ON PAGE 6. On-site orders will incur a surcharge to cover extra costs. On-site orders will be honored only after all pre-ordered electrical service has been distributed. Exhibitors agree to pay the cost of material specially purchased by the official electrician to provide service (cable, etc.).

**FURNITURE RENTAL:** The official show decorator/furniture rental supplier is Premier Exhibit. All pre-ordered booth furnishings will be delivered to your exhibit space during set-up. For on-site order availability, changes, or questions visit the Premier Exhibit Services Booth in the Exhibit Hall.

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## 2025 SUMMIT

June 15 - 17, 2025 | Hyatt Regency Hotel | Salt Lake City, UT

SHOW HOURS: Monday, June 16 – 9:00 am – 5:00 pm | Tuesday, June 17 – 9:00 am – 5:00 pm

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**SAFETY:** Show Management reserves the right to prohibit, restrict, or require the alteration or removal of any exhibit which is deemed unsafe, dangerous, or detracts from the general character of the Show. Take the necessary precautions to demonstrate equipment safely. All exhibits must conform to local fire codes and other restrictions.

**SECURITY:** There will be security personnel in the Exhibit Hall from 5:00 pm Sunday, June 15 until 12:00pm Tuesday, June 17. However, exhibitors are reminded to take proper precaution to secure valuable materials. Show Management shall not be liable for any loss or damage.

**WIRELESS INTERNET/TELEPHONE SERVICE:** Encore will provide wireless internet service and/or telephone communication capability to exhibitors' booths in the Exhibition Hall. Please place your order in advance of the show.

THANK YOU FOR YOUR COOPERATION. OUR BEST WISHES FOR A SUCCESSFUL AFFLINK SUMMIT 2025

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## 2025 SUMMIT

June 15 - 17, 2025 | Hyatt Regency Hotel | Salt Lake City, UT

SHOW HOURS: Monday, June 16 – 9:00 am – 5:00 pm | Tuesday, June 17 – 9:00 am – 5:00 pm

## EXHIBITOR CHECK LIST

The forms in this packet enable you to order various services that will be helpful and important to the success of your exhibit. For your convenience, the following check list is provided to help ensure you return all the proper forms to the proper location to order the supplies and services you require.

For your convenience we also offer online ordering: <https://premiereeservices.boomerecommerce.com>

The following information sheets/order forms in this packet are listed in alphabetical order for easy reference.

[illegible]

# PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO PREMIER EXHIBIT



**PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!**  
★★ **NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE** ★★



**AFFLINK BUSINESS SUMMIT**  
**HYATT REGENCY HOTEL**  
**Salt Lake City, UT**  
**JUNE 15 - 17, 2025**

THE FOLLOWING TERMS APPLY TO ANY AND ALL SERVICES RENDERED BY PREMIER EXHIBIT & EVENT FOR THE EVENT LISTED ABOVE

## TERMS

DISCOUNT PRICES only apply to advance orders with payment IN FULL that are received by Deadline Date, after which Standard Rates will be charged.

ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS.

*We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.*

EXHIBITOR SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_ CHECK TOTAL: \$ \_\_\_\_\_

## PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) ☐ MasterCard ☐ Visa ☐ American Express

ACCOUNT NUMBER:

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CVC 3 (or) 4 DIGIT CODE

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EXPIRATION DATE

MONTH / YEAR

SIGNATURE: \_\_\_\_\_

PLEASE PRINT CLEARLY:

Cardholders Name: \_\_\_\_\_

Cardholders Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Email: \_\_\_\_\_



## RENTAL ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!**

Orders must be received by **JUNE 2, 2025**  
in order to receive the advance price.

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

### SEATING

Qty.		Advance Price	Show Price	Amount
	Upholstered Chair	\$86.00	\$103.00	
	Molded Plastic Folding Chair	\$35.00	\$49.00	
	Bar Stool	\$25.00	\$39.00	
	Upholstered High Back Stool	\$111.00	\$128.00	
	Office Chair	\$349.00	\$399.00	

### ACCESSORIES

	Waste Basket with Liner	\$29.00	\$39.00	
	Floor Easel	\$49.50	\$65.00	
	Bag Rack	\$105.25	\$115.75	
	Literature Rack	\$103.00	\$146.00	
	22"x 28" Chrome Sign Holder	\$119.00	\$139.00	

### TABLE TOP RISERS & DRAPING

	6'x 1'x 12" Riser / Draped	\$103.00	\$124.00	
	8'x 1'x 12" Riser / Draped	\$124.00	\$144.00	

### TABLE WITH SKIRT

Qty.		Advance Price	Show Price	Amount
	4'x 2' Standard 30" High	\$146.00	\$179.00	
	6'x 2' Standard 30" High	\$173.00	\$211.00	
	8'x 2' Standard 30" High	\$200.00	\$238.00	
	4'x 2' Raised 42" High	\$162.00	\$190.00	
	6'x 2' Raised 42" High	\$189.00	\$222.00	
	8'x 2' Raised 42" High	\$216.00	\$243.00	

Skirted tables include vinyl top & pleated skirt on three sides.

### Drape Colors

☐ White ☐ Blue ☐ Black ☐ Red

### FOURTH SIDE TABLE SKIRT

	30" High Table	\$45.00	\$45.00	
	42" High Table	\$45.00	\$45.00	

### ROUND TABLES & LINENS

	3' Round Table (30" High)	\$211.00	\$254.00	
	5' Round Table	\$225.00	\$249.00	
	36"R Pedestal Table (42" H)	\$211.00	\$254.00	

**PLEASE RETURN ONE COPY TO PREMIER EXHIBIT & EVENT SERVICES AND RETAIN A COPY FOR YOUR FILES.**

### CANCELLATION POLICY:

Items cancelled after move-in begins  
will be charged at 50% of original price.

### TOTAL YOUR ORDER HERE

Sub-Total	\$	
	\$	
<b>TOTAL DUE</b>	\$	

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_

Authorized By (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event **AFFLINK BUSINESS SUMMIT**

**HYATT REGENCY HOTEL, SALT LAKE CITY, UT**

**JUNE 15 - 17, 2025**

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_

## Easy Ordering

As the exclusive Technology Provider of the JW Marriott Desert Springs, Encore is committed to making your experience as easy and stress-free as possible.



**Self-service option available through our online store – EventNow**

### Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

\* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

## EventNow<sup>SM</sup>

**offers a range of solutions for any exhibitor:**

As the exclusive Technology Provider of JW Marriott Desert Springs, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

## NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

**Encore representative will be in touch with you.**

## We make it easy



**Easy ordering options**



**Confirmation email is sent with your order details**



**We regularly maintain and service all equipment**



**Encore delivers, installs, and tests equipment**



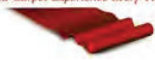
**After the show, Encore picks up your rental equipment**



**Need assistance or products/solutions not offered in EventNow?**

**Call your Encore on-site contact directly:**

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P.O. Box 9986  
Richmond, Virginia 23228  
Phone (804) 519-3309  
Fax (804) 237-0458  
[info@premierEEvents.com](mailto:info@premierEEvents.com)



# DRAYAGE SERVICE ORDER FORM



If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

## SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

### SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)**

**RATES: \$145.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)**  
**Small Box Rate \$70.00 per box (Must be less than 30 lbs)**

**Advance Shipments will be received**  
**between May 26 - June 11, 2025**

Advance Warehouse Receiving Hours: Monday - Friday, 8:00am - 4:00pm

### SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Shipments will be received at show site during SCHEDULED installation period ONLY! Bills of Lading stipulating weight or a certified weight certificate must accompany all shipments!  
Unload from exhibitor or common carrier vehicles at show site. Delivered to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)**

**RATES: \$135.00 PER CWT (100 lbs.) per shipment.**  
**Small Box Rate \$70.00 per box (Must be less than 30 lbs)**

**Direct Shipments will ONLY be received**  
**during the following dates & times**



Saturday June 14 8am - 4pm  
Sunday June 15 8am - 4pm

**NOTE:** Billed weight is based on incoming weight only. The weight is taken from the INBOUND "bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Premier Exhibit. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

## EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:

### ADVANCE SHIPMENTS

Exhibit Name & Booth Number  
AFFLINK SUMMIT 2025  
c/o Premier /ABF FREIGHT  
6070 W 150 S  
SALT LAKE CITY, UT 84104

### DIRECT SHIPMENTS

PREMIER EXHIBIT  
c/o HYATT REGENCY HOTEL  
170 South West TEMPLE STREET  
SALT LAKE CITY, UT 84101

### SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

- Return to warehouse for storage, shipment by designated carrier, customer pickup, or Pilot outbound  
Rate \$50.00 per CWT - Minimum charge \$125.00 —→ Please list carrier that will be picking up: \_\_\_\_\_
- Truck and driver rates for special pickup and deliver/late warehouse deliveries  
Parcel Van \$65.00 per hour S.T., \$80.00 per hour O.T. plus .90 per mile.  
22' straight truck with lift gate \$85.00 per hour S.T., \$102.00 per hour O.T. plus \$1.35 per mile.  
Tractor & Trailer \$110.00 per hour S.T., \$120.00 per hour O.T. plus \$1.75 per mile.  
(\*PLEASE NOTE: Standard Time rates apply - M-F(8:30a.m.-4:30p.m.); Overtime rates apply - M-F(before 8:30a.m. or after 4:30p.m. and Holidays)
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- Shrinkwrap is \$55.00 per pallet.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By (Print name) \_\_\_\_\_ Signature \_\_\_\_\_

Weight \_\_\_\_\_ No. of pieces \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

\_\_\_\_\_ (# of CWT's) x \$ \_\_\_\_\_ (Rate) TOTAL AMOUNT DUE FOR DRAYAGE: \$ \_\_\_\_\_

ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER TOTAL AMOUNT SPECIAL SERVICES: \$ \_\_\_\_\_

GRAND TOTAL DUE THIS ORDER: \$ \_\_\_\_\_

Name of Event AFFLINK BUSINESS SUMMIT  
HYATT REGENCY HOTEL  
SALT LAKE CITY, UT  
JUNE 15 - 17, 2025

## **LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY**

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Convention Center to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.



## **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

Common carrier shipment consigned to advance warehouse should arrive between May 26 and June 11. Shipments will be charged an additional delivery fee if after June 11. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

**NOTE:** Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!!  
UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

***THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES  
FOR RECEIVING OR STORING MATERIALS.***

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **SERVICE B - EXHIBIT SITE MATERIAL HANDLING**

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (*Please see Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

### **WHEN USING SERVICE A and/or SERVICE B:**

Any shipment returned to the Premier warehouse at the close of the show for re-shipping, storage or for designated carrier pick-up will be at an additional charge. See Drayage Service and Material Handling Order Form for return to warehouse rates.

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED  
WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

### **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

### **AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.**

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

The consignment or delivery of a shipment to PREMIER by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

**AIR FREIGHT SHIPMENT** arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

**PREMIER RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE.** If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

**EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH** location will be moved as far as practical thereafter becoming the exhibitors responsibility.

**AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE** for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

**THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS** will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**  
All rates as quoted are based upon prevailing rates and are subject to change without notice.

**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW** will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**  
If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

**PREMIER RESERVES THE RIGHT TO WITHHOLD THE  
PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER  
SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT  
MADE PRIOR TO SHOW OPENING.**

# ADVANCE WAREHOUSE

SHIP TO:

ABF FREIGHT  
c/o PREMIER Exhibit & Event  
6070 W 150 S  
SALT LAKE CITY, UT 84104

## 2025 AFFLINK BUSINESS SUMMIT

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:  
**MONDAY, MAY 26, 2025 - WEDNESDAY, JUNE 11, 2025**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

SHIP TO:

ABF FREIGHT  
c/o PREMIER Exhibit & Event  
6070 W 150 S  
SALT LAKE CITY, UT 84104

## 2025 AFFLINK BUSINESS SUMMIT

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:  
**MONDAY, MAY 26, 2025 - WEDNESDAY, JUNE 11, 2025**

# DIRECT TO SHOW SITE

SHIP TO:

PREMIER EXHIBIT  
c/o HYATT REGENCY HOTEL  
170 S W TEMPLE STREET  
SALT LAKE CITY, UT 84101

## 2025 AFFLINK BUSINESS SUMMIT

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

WILL **ONLY** BE RECEIVED ON THE FOLLOWING DAYS:  
**SATURDAY 6/14/25 & SUNDAY 6/15/25**

-----  
Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# DIRECT TO SHOW SITE

SHIP TO:

PREMIER EXHIBIT  
c/o HYATT REGENCY HOTEL  
170 S W TEMPLE STREET  
SALT LAKE CITY, UT 84101

## 2025 AFFLINK BUSINESS SUMMIT

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

WILL **ONLY** BE RECEIVED ON THE FOLLOWING DAYS:  
**SATURDAY 6/14/25 & SUNDAY 6/15/25**

# STORAGE ORDER FORM



P.O. Box 9986  
Richmond, Virginia 23228  
Phone (804) 519-3309  
Fax (804) 237-0458



ALL ORDERS MUST BE PAID FOR IN  
ADVANCE PLEASE COMPLETE THE  
ENCLOSED PAYMENT POLICY FORM AND  
RETURN WITH YOUR ORDER.

Exhibitors who will require on-site EMPTY storage must complete this form & return to Premier along with the Payment Policy Form enclosed.

Once you complete unpacking with in your booth space, empty containers that possess an empty label will be removed and placed with in our storage area and then returned at the close of the show. Empty labels can be found at the Premier Exhibit service desk. Please place a label on each container that needs to be stored and place these items with in the aisle for pick-up. Empty containers **WILL NOT** be available during the duration of the show!

Premier is not responsible for any contents with in the empty containers.

*If you are utilizing our Drayage & Material Handling Service, please do not complete this form!  
Storage is already inclusive of these charges. Your empty stickers are also available at the Premier service desk.*

PLEASE COMPLETE THE FOLLOWING:

## LARGE CRATE/TUB STORAGE

NUMBER OF PIECES

\_\_\_\_\_ X \$57.50 EA. = \$ \_\_\_\_\_

## SMALL CRATE/TUB STORAGE

NUMBER OF PIECES

\_\_\_\_\_ X \$46.00 EA. = \$ \_\_\_\_\_

## CASE/SKID/BOX STORAGE

NUMBER OF PIECES

\_\_\_\_\_ X \$40.00 EA. = \$ \_\_\_\_\_

*Please return one copy to Premier and retain a copy for your files*

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized By (Print Name ) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event AFFLINK BUSINESS SUMMIT Booth Number \_\_\_\_\_

HYATT REGENCY HOTEL  
SALT LAKE CITY, UT  
JUNE 15 - 17, 2025



P.O. Box 9986  
Richmond, Virginia 23228  
Phone (804) 519-3309  
Fax (804) 237-0458

# Outbound Shipping Details



**PLEASE READ ALL INFORMATION BELOW**

## **VERY IMPORTANT REGARDING YOUR OUTBOUND FREIGHT SHIPMENTS**

ABF Freight is the Official On-Site LTL Carrier for the show. If you have an account with ABF and would like to take advantage of using their services, please see the Premier Service desk to complete a ABF Freight bill of lading or turn in a completed bill of lading. Packages shipping out FedEx or UPS must have a pre-printed label attached to each item.

**PLEASE NOTE: If you do not have an account with ABF Freight, but would like the convenience of using the on-site Carrier,** Premier can provide you with a shipping quote based on their ABF account. Premier has discounted rates with ABF, which allows for very competitive & cost efficient shipping opportunities. Please see the Premier service desk to complete an outbound shipping rate quote request.

ALL ABF FREIGHT SHIPMENTS WILL NOT LEAVE THE HYATT REGENCY UNTIL WEDNESDAY, JUNE 18, 2025 IF YOU NEED EXPEDITED SERVICES, PLEASE NOTIFY THE PREMIER SERVICE DESK **IMMEDIATELY!**

### **OUTBOUND SHIPPING VIA A CARRIER OTHER THAN ABF FREIGHT - Please note the following:**

1. All outbound shipments **MUST** be accompanied by a completed bill of lading or shipping labels that pertain to your carrier's specifications. All bills of lading must be turned in to the Premier Service Desk prior to your departure. "Generic" bills of lading, ABF, UPS & Fed Ex labels are available at the Service Desk for your convenience.

### ***DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!!***

Failure to complete and submit a completed bill of lading to the Premier Service Desk will result in additional fees for completing paperwork. Should your freight be held for any reason, additional handling and storage fees will be added to your charges/cost.

2. All materials **MUST** contain a shipping address for your next destination to prevent shipment separation.
3. When shipping to different destinations, a separate bill of lading is required for each destination.
4. All outbound shipments should be addressed/labeled as follows:

<b>FROM:</b>	SHIPPER NAME:	Your Company Name
	SHOW NAME:	Afflink Business Summit 2025
	FACILITY:	HYATT REGENCY HOTEL
	ADDRESS:	170 S W TEMPLE STREET
	CITY, STATE, ZIP:	SALT LAKE CITY, UT 84101

<b>TO:</b>	CONSIGNEE NAME:	Receiving Company Name
	CONTACT NAME:	Name of Person Receiving Freight
	DESTINATION ADDRESS:	Street Address Where Shipment is Going
	CITY, STATE, ZIP:	Where Shipment is Going
	PHONE #:	Contact Person's Phone Number at Destination

5. If you are using a carrier other than ABF Freight, **YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN PICK-UP!!**

**IT IS YOUR RESPONSIBILITY TO HAVE ALL FREIGHT & EQUIPMENT CLEARED  
FROM JW MARRIOTT HOTEL EXHIBIT HALL BY...  
BY 7:00pm ON TUESDAY, JUNE 17, 2025**

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY THE ABOVE TIMES, WILL BE FORCED ON THE SHOW CARRIER (ABF FREIGHT) AND WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.



P.O. Box 9986  
Richmond, Virginia 23228  
Phone (804) 519-3309  
Fax (804) 237-0458

## EXHIBIT & TEMPORARY LABOR ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!**



All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. If exhibit labor is requested, the provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost for exhibit and/or temporary labor requests.

**Straight time rate of \$125.00 per hour prevails from 8:00 AM to Midnight, Monday through Friday. After 8 hours the time and a half rate will apply**

**Overtime rate of \$187.50 per hour is in effect all other times including Saturdays, Sundays and holidays.**

**A service charge of 25% (\$40.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.**

**THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HOUR.**

**NOTE: Supervision is required for all exhibit installation and dismantling and temporary labor. Please indicate on the form below if exhibitor will furnish supervision or if Premier is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Premier cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.**

**Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.**

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE(s)	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
SUB-TOTAL							
SUPERVISION CHARGE							
GRAND TOTAL							

Exhibitor will furnish supervision for ☐ Installation ☐ Dismantling  
Premier Exhibit to furnish supervision for ☐ Installation ☐ Dismantling

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.**

**PLEASE RETURN ONE COPY TO PREMIER AND RETAIN A COPY FOR YOUR FILES.**

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Booth No. \_\_\_\_\_

AFFLINK BUSINESS SUMMIT

HYATT REGENCY HOTEL

SALT LAKE CITY, UT

JUNE 15 - 17 2025



## BOOTH CLEANING ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER



**CLEANING OF YOUR BOOTH SPACE IS NOT INCLUDED, IF YOU REQUIRE CLEANING, THIS FORM MUST BE COMPLETED !!**

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets (Only those furnished by Premier Exhibit) before the initial opening of the event and/or daily there after.

☐ **DAILY - Before initial opening of event and daily there after**

☐ **ONCE - Before initial opening of event ONLY**

Please compute cost below:

**ADVANCE PRICE \$ .65 PER SQUARE FOOT**

**SHOW PRICE \$ .75 PER SQUARE FOOT**

**NOTE: MINIMUM 80 SQUARE FEET PER DAY**

\_\_\_\_\_ SQ.FT. x \$ \_\_\_\_\_ PER SQ.FT. DAILY = \_\_\_\_\_ /COST PER DAY x \_\_\_\_\_ # OF DAYS = \$ \_\_\_\_\_  
**TOTAL  
AMOUNT  
DUE**

*Please return one copy to Premier Exhibit & Event Services and retain a copy for your files*

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized By (Print Name ) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event **AFFLINK BUSINESS SUMMIT 2025**

**HYATT REGENCY HOTEL  
SALT LAKE CITY, UT  
JUNE 15 - 17, 2025**