



“Organized for the Advancement of the Mainland Cane Sugar Industry”

Phone: 225-642-0224
Fax: 225-642-5339

LSU AgCenter Sugar Research Station
5755 LSU Ag Road
St. Gabriel, LA 70776

E-mail: cgraham@agcenter.lsu.edu
Website: www.assct.org

November 10, 2017

Dear Exhibitor (Sponsor):

The American Society of Sugarcane Technologists (Louisiana Division) invites you to be a participant Exhibitor at its annual meeting to be held at the The Crowne Plaza Baton Rouge, 4728 Constitution Ave., Baton Rouge, LA, on February 5-7, 2018. We encourage your participation, as we expect it to be well attended by people from all sectors of the Louisiana sugar industry.

Your exhibit will consist of table top only. We are planning for approximately (50) 6-foot long tables. Your table(s) will be assigned in the order in which your official reservation and payment are received (first come - first served) based on date of postmark. We will only provide exhibit space in the exhibit area and will not accept reservations after tables have been allocated, which could be before closing date. We have received many emails and calls from exhibitors wanting to register, so please get your registration forms in soon to reserve your space! Please complete the attached form and return as soon as possible, but no later than January 5, 2018. *Please Note: This letter is sent to the person in your company who was listed first on your 2017 Registration form. We will make name tags for additional individuals from your company. Reservations will be acknowledged upon receipt of your official form and check.

Attached you will find a diagram of the exhibit hall, with numbered tables. I am asking you to pick your first, second and third choices for your exhibit. Tables will be assigned in the order of registrations received. You can also indicate on that form if you would like to be next to another exhibitor, or request to not be put next to a specific competitor.

For maximum exposure, we suggest you set up your display between 5:00 p.m. and 8:00 p.m. on Monday, February 5, 2018 or before 8:00 a.m. on Tuesday, February 6. Displays can be removed after the coffee break on Wednesday morning. Door prizes will be given during the breaks. Please indicate your prizes on your Registration Form.

Please Note: Once again we will meet in conjunction with the American Sugarcane League. We are scheduling activities as follows:

The ASSCT General Session will begin at 9:30 a.m. on Tuesday, February 6. In addition to the usual business activities such as appropriate reports, election of officers for 2017-2018, there will be a session covering an important topic with a guest speaker.

Lunch will follow the General Session.

The American Sugar Cane League will hold its Annual Meeting at 1:00 p.m.

ASSCT will meet in joint session (Agricultural and Manufacturing) at the conclusion of the American Sugar Cane League Annual Meeting. At 4:30 pm, an Attitude Adjustment Hour will take place in the Exhibit Area. Following the Attitude Adjustment Hour, the American Sugar Cane League and others will be sponsoring a social function off-site. Details will be provided at a later date.

On Wednesday, February 7, the Agricultural Section of ASSCT will convene at 8:05 a.m. to be followed by the Manufacturing Section later that morning.

November 10, 2017
Page 2

Please use the following information to make your hotel reservations, as this will help us meet our room quota:

Group Code: **SUG**

The phone number for the Crowne Plaza Baton Rouge is 800-678-4065. The discounted rate is offered until January 15, 2018, or until the block is full. The following website can be used to register. The web address can also be accessed at the ASSCT.ORG webpage. If you are viewing this letter on the file sent by email, you can just click on the link below:

[Am. Society of Sugar Cane Technology 2018](#)

Conference rates are as follows:

Room	Single Rate
Two Double Beds	\$ 98.00
One King Bed	\$ 98.00
One Bedroom Standard Suite	No group rate

Luncheon tickets can be purchased on the attached form when you register for your table.

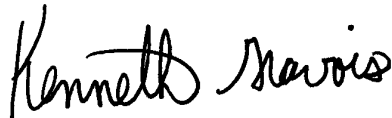
Information concerning electric outlets, shipping arrangements and other services provided by the Hotel will be sent to you with your confirmation.

We are also soliciting your additional contributions to support any of the events as noted on the attached contract form. If you are not participating with an Exhibit, why not be a "Sponsor"? Sponsors may contribute to the cost of the Lunch and Reception.

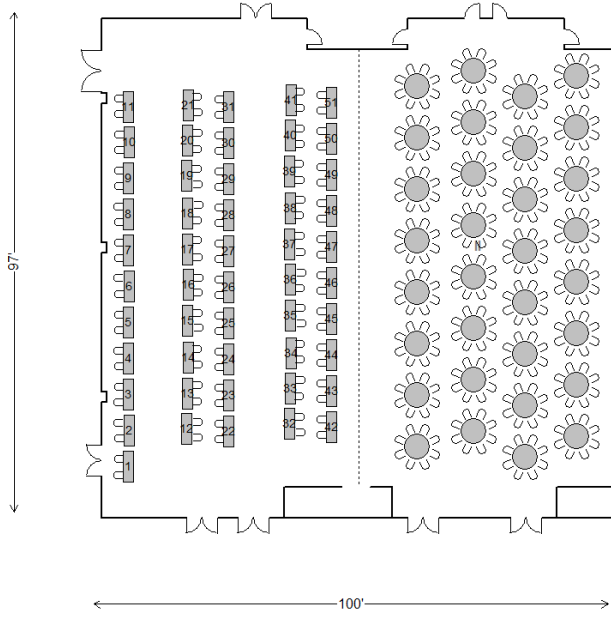
We encourage and appreciate your participation. Please return your Registration Form by January 5, 2018. **Please check and make sure you are submitting your forms to the address listed at the bottom of the form (Sugar Research Station in St. Gabriel, LA).**

All information referencing the February 5-7, 2018 meeting can be found on the ASSCT website; www.assct.org. Please contact Connie Graham at 225-642-0224 or email cgraham@agcenter.lsu.edu if you have any questions. Your help is greatly appreciated.

Sincerely,



Kenneth A. Gravois
Secretary/Treasurer
ASSCT/LA Division



PREMIER II, III

**Am. Society of Sugar Cane Technology Conference
Exhibitor Order Form for Additional Booth Amenities & Electrical Services**

Crowne Plaza, 4728 Constitution Ave., Baton Rouge, LA 70808
Phone: 225-925-2244 Fax: 225-930-0156
Exhibit Coordinator: Ashley Himel
Direct: 225-930-0150 Email: sales@executivecenterbr.com

Company Name: _____

Contact Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____

Will you be shipping boxes to the Crowne Plaza for this tradeshow? Yes _____ No _____
If yes, please read, sign, and return the attached shipping/storage form and payment along with this amenity form.

Your tabletop booth includes (1) six-foot clothed & skirted table, (2) chairs, (1) trashcan. If you will need additional items, complete this form and return to the Crowne Plaza no later than February 1, 2018.

Exhibit Amenities

Qty		Advanced	Day of	Amount
_____	Chairs	\$ 5.00	\$10.00	_____
_____	A-Frame Easel	\$20.00	\$30.00	_____
_____	High Speed Internet (Wired)	\$175.00	\$200.00	_____
_____	32" Television	\$100.00	\$125.00	_____
_____	DVD/VCR	\$75.00	\$85.00	_____

Electrical Service

Qty		Advanced	Day of	Amount
_____	110v Outlet	\$25.00	\$35.00	_____
_____	220v Outlet	\$75.00	\$85.00	_____

**All prices and taxes are subject to change. All orders must include Louisiana state sales tax of 10% and service charge of 20%. Please compute this and include with your payment. If your organization is tax-exempt, a copy of your tax-exempt letter must accompany this order.

Subtotal: _____
20% Service Charge : _____
10% LA State Tax: _____
TOTAL: _____

Am. Society of Sugar Cane Technology Conference
Method of Payment Form
For Exhibit Amenities, Electrical, and Shipping Services
Crowne Plaza, 4728 Constitution Ave., Baton Rouge, LA 70808
Phone: 225-925-2244 Fax: 225-930-0156
Exhibit Coordinator: Ashley Himel
Direct: 225-930-0150 Email: sales@executivecenterbr.com

Please complete the following information and return with your order form for charges incurred for amenities, electrical service and shipping/storage/handling of materials for booth (if applicable):

Company Name: _____

Contact Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____

Method of Payment (Select One):

_____ If paying by check please make payable to: **Crowne Plaza**

_____ If paying by credit card, please complete the following:

Type of Card to be charged: _____ Credit Card _____ Debit Card

Please note that if you are paying with a debit card: The Hotel is not liable for overdraft charges incurred should you choose to use your debit card. Be advised that by using any type of card, you will not only have the funds taken from your account, you will have a hold placed on funds equal to the amount of the charge for 5-10 business days. Once processed, the hold cannot be reversed.

Please note: All credit or debit cards will be charged upon receipt of order forms for items ordered.

As the authorized cardholder, I agree to the following use of this card:

Use Credit/Debit Card to pay for charges ordered for my exhibit including amenities, electrical fees,
And shipping/storage fees for materials shipped to the Hotel.

Card Number: _____ Exp. Date: _____

Name on Card: _____

Authorized Signature: _____

Note: No credit or refund will be issued on items ordered but not used.

**Am. Society of Sugar Cane Technology Conference
Shipping Policy and Materials Handling/Storage Form**

Please sign this form and return to the Crowne Plaza via fax (225) 930-0156 or email to
sales@executivecenterbr.com

STORAGE FEES:

The Crowne Plaza will receive and store shipments up to 36 hours (3 business days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, a storage fee of \$50 per day will be assessed.

** Packages with storage fees will not be delivered to the exhibit until payment of the storage fee is received.

** The Crowne Plaza WILL NOT be held responsible for materials in storage or damage to materials.

HANDLING FEES:

The heaviest piece that the hotel can accept complimentary is 50 lbs in one piece or any package that is on wheels. The Crowne Plaza does not have a loading dock, so large deliveries should be arranged with a lift gate truck. Arrangements for shipping packages that are on pallets or will require a fork lift must be set up prior to delivery and the following fees will apply:

Use of pallet jack to deliver to meeting room- \$75.00+ per delivery

Use of forklift to deliver to meeting room- \$125.00+ per delivery

Use of pallet jack or forklift to unload a delivery truck and deliver to meeting room - \$250.00+ per delivery

SHIPPING ARRANGEMENTS:

It is the responsibility of the Exhibitor/Exhibiting Company to make arrangements for exhibit materials to be shipped out of the Crowne Plaza upon completion of the show.

This includes:

1. Packing the materials
2. Provide and Complete Paperwork/Bill of Lading
3. Affix labels to containers
4. Call shipping company to arrange the pickup

**All shipping is the responsibility of the shipper and MUST be prepaid. The Crowne Plaza WILL NOT assume any responsibility for shipping items left in an exhibit after a show.

**Materials that have not been collected within 48 hours (2 business days) of the show will be discarded.

**Shipments should be scheduled for delivery 8:00am-4:00pm Monday thru Friday.

SHIPPING LABEL:

Please fill out accordingly:

"Name of the Conference" Hold for arrival on _____

Name of Exhibitor, Company, and Name of On-site contact

Crowne Plaza

4728 Constitution Ave.

Baton Rouge, LA 70808

Please sign and return with contract or amenity order form. ** Contracts and Order forms cannot be honored without the signature of this letter, as well as valid credit card information and signature.

I have read and understand the rules and regulations of the Crowne Plaza and I am aware of the charges that will be incurred for storage and/or handling of boxes and materials.

Company Name

Date

Print Name

Authorizing Signature

Crowne Plaza Baton Rouge – RULES AND REGULATIONS

The management of the Crowne Plaza requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Exhibitors. Charges for infractions of these rules resulting in damage will be assessed to the Exhibitor.

EXHIBITOR LOAD-IN: All Exhibitors will load-in equipment through the loading dock door located on the back corner of the building. Use of the doors will not be permitted unless approved in advance by management.

HEIGHT AND ARRANGEMENT OF EXHIBITS: The maximum height of displays shall not exceed eight feet unless otherwise approved by the Crowne Plaza. All Exhibits must be free standing. NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.

CROWNE PLAZA FACILITIES AND EQUIPMENT: Exhibitors and their employees will not be permitted to use or otherwise handle any Crowne Plaza equipment in a manner that will in any way injure, mar, or deface any part of the building.

TABLES, CHAIRS, BOOTH PARTITIONS: These items are not to be moved or otherwise handled except by authorization of the show management. No tacks, nails, or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Crowne Plaza.

LIGHTING FIXTURES: Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Crowne Plaza instructions and charged accordingly.

ELECTRICAL AND MECHANICAL SERVICES: All shall be connected by authorized and qualified personnel and at the instructions of the Crowne Plaza and charged accordingly.

DISPLAY EQUIPMENT ASSEMBLY: Crowne Plaza personnel are not permitted to assemble or otherwise handle exhibitor equipment except to move to and from booth space where specified in contract with show management.

AISLES AND EXITS: They will be designated by show layouts and in no way shall be obstructed.

FLOOR AND FLOOR COVERINGS: Cartons, crates, and equipment are not permitted to be moved over floor area except with the use of wheeled equipment. Floor coverings for individual booth spaces are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor. DAMAGE TO THE FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE EXHIBITOR. ALL CARPET TAPE MUST BE APPROVED BY THE CROWNE PLAZA.

PARKING: All Exhibitors and Visitors to the Crowne Plaza must abide by posted regulation signs.

TRUCKS OR VEHICLES: They will not be allowed inside the exhibit hall at any time unless approved by Crowne Plaza.

MISCELLANEOUS RULES: No exhibitor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Exhibitors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Baton Rouge, Louisiana. The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Exhibitor or used by him for any other purpose than for ingress and egress. The Management reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.

