



Exhibitor Guidelines

Conference Registration

All exhibit staff must be registered for the conference. [To register](#) for the conference, please use the complimentary code provided via email. Any additional registrants can attend at the regular conference rates. If you need your company's code resent, please email kkirsch@amrms.com.

Venue Information

San Francisco Marriott Marquis
780 Mission St.
San Francisco, CA 94103
415-896-1600

The hotel for this conference is the San Francisco Marriott Marquis. Join our room block to be at the conference hotel. Booking in our exclusive room block means you'll receive the negotiated discount rate of \$169.00/day plus tax. Discounted room rates are available until December 16, 2026. [Book your hotel room](#).

Exhibitor Schedule

Exhibits are currently scheduled for the below times and subject to change.

- Wednesday, January 6: **SETUP** 8am-5pm
- Wednesday, January 6: 6:45-8:15pm during Student Reception in the same room (optional)
- Thursday, January 7: 10:30am-5:00pm
- Friday, January 8: 10:30am-5:00pm
- Friday, January 8: 8:00-9:00pm during Presidential Reception in the same room (optional)
- Saturday, January 9: 7:30am-11:30am
- Saturday, January 9: **TEARDOWN**: 11:30am-1:00pm

Tabletop Display Details

*All spaces include:

- One 6-foot table with a full-length tablecloth
- Two chairs
- Small wastebasket

NOT Included in Your Exhibit Space:

- Electric 110v power drop at \$253.75, Powerstrip \$42.50. If you wish to order, please email kkirsch@amrms.com. We will send you an online form to secure your order.
- Hardline internet at (per day charges): \$2,932 for 5mbps, \$5,069 for 10mbps, \$6,777 for 15mbps, \$8,199 for 20 mbps. Service charges and sales tax will be added to these daily charges. If you wish to order, please email kkirsch@amrms.com. We will send you a form to secure your order.
- Extra 6' table can be ordered at \$100 each. No more than 2 extra tables can be ordered. If you wish to order, please email kkirsch@amrms.com.

Shipping and Receiving Instructions

There is a FedEx Office in the hotel that handles all Parcel Management. All packages will need to be picked up at the FedEx Parcel Center located inside the hotel on Level B2. A handling fee will need to be paid to FedEx to receive your packages.

FedEx Office Operating Hours:
Monday-Friday: 8:00am-7:00pm
Saturday: 8:00am-7:00pm
Sunday: 9:00am-5:00pm

Please use the address template below for all packages. Schedule your shipment(s) to arrive (4) four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for package(s). If no contact information is provided, the package(s) will be returned to the sender, who will be responsible for all additional shipping fees.

On-site Guest Name/Cell Phone Number
c/o Fed Ex Office
San Francisco Marriott Marquis
55 Fourth St., Level B2
San Francisco, CA 94103
LSA Meeting Jan. 6-9
Box 1 of 10

Departure: You are responsible for moving any boxes for outbound shipment to the FedEx Office. **Do not leave any outbound shipments at your Exhibit Table.** FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are available for purchase. All outbound packages must have a completed carrier air bill affixed to each package. FedEx Express shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pick up. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1 lb.	\$4	\$7
0.0-1.0 lb.	\$4	\$7
1.1-10.0 lbs.	\$10	\$15
10.1-20.0 lbs.	\$15	\$20
20.1-30.0 lbs.	\$25	\$30
30.1-40.0 lbs.	\$30	\$36
40.1-50 lbs.	\$35	\$42
50.1-60 lbs.	\$40	\$50
60.1-150 lbs.	\$55	\$66
Pallets & Crates*	-	\$250 or .80/lb. > 312 lbs.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250 or .80/lb. >312 lbs., which is applied to each pallet/crate handled.

Storage Fees:

Package Weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0-10.0 lbs.	\$5
10.1-30.0 lbs.	\$10
30.1-60.0 lbs.	\$15
60.1-150.0 lbs.	\$25
Pallets & Crates	\$50
Over 6.5' in size	\$25

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than (5) days.

Additional Services:

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70 per hour with minimum of \$35 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which include pallet jacks, dollies, and flatbed carts.

For more information, please contact the FedEx Office directly at 415-490-0465 or pm5515@fedex.com.

Security

Note that neither San Francisco Marriott Marquis nor LSA are responsible for any items that are lost, stolen or damaged in the Exhibitor room. Please do NOT leave valuables at your table while you are not there or overnight.