

Arteriosclerosis, Thrombosis and Vascular Biology 2013 Scientific Sessions

May 1-3, 2013

ATVB 2013

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GENERAL INFORMATION

ATVB 2013 Scientific Sessions

April 30-May 2, 2013

ATVB 2013

Exhibitor Registration Hours:

Tuesday, April 30th 3 p.m.– 7 p.m.

Installation:

Tuesday, April 30th Noon– 2 p.m.

Dismantle:

Thursday, May 2nd 4 p.m.– 8 p.m.

Exhibit Dates & Hours

*Tuesday, April 30th 3 p.m. –7 p.m.**

Wednesday, May 1st 7:00 a.m. –3:30 p.m.

Thursday, May 2nd 7:00 a.m. –3:30 p.m.

**Booth staffing is optional during this period however booths must be set before 3pm.*

CONTACTS

American Heart Association

7272 Greenville Avenue
Dallas, Texas 75231
(888) 242-2453 (inside the U.S.)
(214) 570-5935 (outside the U.S.)

Marketing Opportunities

April Smith
Corporate Relations
(214) 706-1235
(214) 706-5230
April.smith@heart.org

Exhibitor Services

Julie Davis
Associate Manager of Exhibits
(214) 706-1943
(214) 706-1517 fax
Julie.davis@heart.org

Location

The Dolphin Hotel
1500 Epcot Resorts Blvd.
Lake Buena Vista, FL 32830
Ph: 407-934-4884



ATVB
2013

Association Required Forms

Please make sure you have the following forms completed by April 19, 2013. You will receive an active link via email or visit www.exhibitatsessions.org

[Association Services/Booth Activity Form](#)

Information contained on this form will be used in the exhibitor guide distributed onsite within registration and needs to be received by April 19, 2013.

[Exhibitor Appointed Contractor Form](#)

Submission of this form is ONLY necessary IF you are using the services of an independent contractor for any service such as booth installation and/or dismantle. Please make sure you indicate the information for each independent contract that you are using. Submission of this form must be completed by April 19, 2013.



ATVB
2013

SHIPPING AND RECEIVING

Please ship your materials no more than three (3) days prior to the event.
The correct shipping address should read as follows:

ATTN: *Guest Name*/AHA ATVB Conference /*Arrival Date*
WDW Dolphin Hotel
1500 Epcot Resort Blvd.
Lake Buena Vista, Florida 32830
Ph: 407-934-4259
REF: AHA's ATVB 2013 Conference

Label boxes with:

ATTN: Guest Name- Hold for Guest Arrival
Arrival Date:
Exhibitor at American Heart Association ATVB Conference
Box # of (# of boxes)

Upon arrival please visit Guest Services to arrange for your exhibit freight to be delivered to your booth.

***Exhibitors are responsible for paying all associated shipping fees.**

If you are planning to ship a large quantity, heavy or large crates to the hotel there may be a labor fee in addition to the storage and handling fee. Please contact the hotel for quote.



ATVB 2013

EXHIBITOR HOUSING

ATVB 2013 will be held in the [Dolphin Hotel](#), which is located in the heart of the Walt Disney World® Resort, between Epcot® and Disney's Hollywood Studios™ and close to Disney's Animal Kingdom® Theme Park and Magic Kingdom® Park. The Dolphin Hotel offers a variety of options to fill your leisure time, including 17 themed restaurants and lounges, five pools, a white sand beach, two health clubs, tennis, and nearby golf. The most convenient airport is Orlando International Airport (MCO), which is about 23 away (30 minutes).

Rooms for conference participants are available at special reduced rates **beginning at \$199 per night single or double**, and will be available on a first come, first served basis until all are filled or until **Wednesday, April 10, 2013**.

The accommodation rate includes:

- Unlimited in-room high speed Internet access
- Up to 60 minutes of free local, toll free and credit card access calls (10 cents a minute thereafter)
- 20 minutes of domestic long distance calls per day
- 2 bottles of water daily
- Unlimited access to the hotel's health club facilities.

The rate does not include sales taxes (the current tax percentage is 12.5%).

Dolphin Hotel
1500 Epcot Resorts Boulevard
Lake Buena Vista, Florida 32830

[Online](#) reservations are available. If you wish to make your reservations by phone, please use the following numbers and reference the AHA ATVB 2013 meeting.

- Reservations Toll Free: 888-828-8850
- Reservations Local Phone: 407-934-4000

EXHIBITOR REGISTRATION

On-Site Exhibitor Registration Hours:

Tuesday, April 30th 12 p.m.– 2 p.m.

Exhibitors are entitled to two (2) complimentary full registrations. Complimentary badge requests may be submitted via the American Heart Association [website](#). Please enter the promo code **EXHB** on the first page of the online registration form.

Additional registration fees will apply per badge over your allotted amount. Additional registration badges may also be purchased on site.

Badges and Final Programs books will be available at the American Heart Association Registration Desk on site. Please advise all staff when picking up badges on site that they will be required to present a photo I.D. and business card at Registration. Photo I.D. and business cards are required even when the exhibitor has registered in advance.

EXHIBITOR STAFFING

Although exhibitors are encouraged to staff the booth for the duration of the exhibit hall hours it is only required during the unopposed breaks listed below. Please note food and beverage service will be within the exhibit hall.

Wednesday, May 1, 2013

7:00 a.m.- 8:00 a.m.
9:45 a.m.- 10:15 a.m.
3 p.m. -3:30 p.m.

Thursday, May 2, 2013

7:00 a.m.- 8:00 a.m.
10:00 a.m.- 10:30 a.m.
3 p.m. -3:30 p.m.



EPI|NPAM
2013

March 19–22, 2013



ATVB
2013

May 1–3, 2013



QCOR
2013

May 15–17, 2013



BCVS
2013

July 22–25, 2013



HBPR
2013

Sept. 11–14, 2013

Specialty Conferences advertising



◀ Final Program

The Final Program book is the official source for detailed information on the conference. Receive great visibility with a 4-color ad on the premium back cover position. Programs will be distributed onsite to all professional attendees.

\$5,000 for inside and outside of back cover

Advertising specifications

Bleed: 8-3/4" x 11-1/4"
Trim size: 8-1/2" x 11"
Live Area: 7-1/2" x 10"

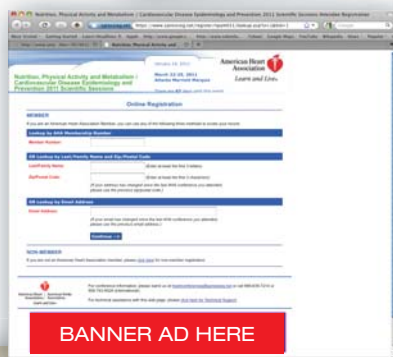
Conference

EPI/NPAM Approximately 850
ATVB Approximately 1,200
QCOR Approximately 500
BCVS Approximately 600
HBPR Approximately 850

Quantity

Deadlines

Materials due: Jan. 21, 2013
Materials due: March 15, 2013
Materials due: April 3, 2013
Materials due: June 24, 2013
Materials due: July 30, 2013



BANNER AD HERE

◀ Registration Package

Gain attention from attendees as they register for the meeting. Receive a high level of exposure on a product banner ad visible throughout the duration of the online attendee registration process. The Footer Banner Ad will be placed on each registration step, including a clickable banner ad on the confirmation page.

Company will also receive visibility on the confirmation email. Attendees receive an email confirmation to bring on-site. This email will contain sponsor branding to include your logo, brief company description and booth number.

*For maximum visibility submit materials before registration opens.

\$5,000

Advertising specifications

JPEG and GIF formats only
Maximum file size: 50K
File dimensions (w x h): 700 pixels x 110 pixels
Destination link for banner click-throughs
(all links must follow the AHA's Linking Policy)

Conference

EPI/NPAM
ATVB
QCOR
BCVS
HBPR

Registration opens

Nov. 14, 2012
Dec. 19, 2012
Jan. 16, 2013
March 13, 2013
May 1, 2013

◀ On-site Advertising Signage

Capture attendees' attention as they head towards the meeting rooms with large floor supported graphics. These double-sided signs will be positioned in high-traffic areas of the hotel.

\$7,500 each

Advertising specifications

Panel size (w x h): 38-1/8" x 96"
Graphic (viewable) area (w x h): 38-1/8" x 87"
Substrate: 1/2" black Gatorboard,
inserts into base 9"

Conference

EPI/NPAM
ATVB
QCOR
BCVS
HBPR

Deadlines

Materials due Feb. 25, 2013
Materials due April 1, 2013
Materials due April 17, 2013
Materials due July 1, 2013
Materials due Aug. 12, 2013

◀ Key Cards

This opportunity will entitle the supporter to the right to place a promotional ad on the hotel key cards given to attendees at check-in. Contributor may place corporate/product ad on hotel key cards in the official hotel during the duration of the conference. All logistics will be handled between the contributor and the hotel.

\$2,500

Conference

EPI/NPAM
ATVB
QCOR
BCVS
HBPR

Deadline

Reserve by March 4, 2013
Reserve by April 8, 2013
Reserve by April 24, 2013
Reserve by July 8, 2013
Reserve by Aug. 23, 2013





ELECTRICAL SERVICES DEPARTMENT
 7050 Lindell Road • Las Vegas, NV 89118
 (407) 934-4229 • Fax: (866) 329-1437
 csrOrlando@ges.com

FOR ELECTRICAL SERVICE ONLY

E-1

SHOW NAME: _____
 SHOW DATES: _____
 DISCOUNT DEADLINE: 21 Days Before Move-In

Company Name: _____
 Booth Number: _____

- ☞ 100 % payment must accompany each order and be received 21 days prior to show move-in date to qualify for advance discount price.
- ☞ No orders can be processed without payment.
- ☞ Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing.
- ☞ Cancellation fee after installation is 100% of original cost.

ELECTRICAL LABOR:
 STRAIGHT TIME: 8:00 AM - 3:30 PM
 MONDAY - FRIDAY
 Discount \$ 66.15/HR
 Regular \$ 99.25/HR
 Show-Site \$132.30/HR
 OVERTIME: BEFORE 8:00 AM,
 AFTER 3:30PM AND SATURDAY, SUNDAY & HOLIDAYS
 Discount \$ 132.30/HR
 Regular \$ 198.45/HR
 Show-Site \$ 264.60/HR
ONE HOUR MINIMUM INSTALLATION 1/2 HOUR MINIMUM DISMANTLE

POLICY STATEMENT: 100 % payment must accompany each order. The prices quoted are for RENTAL equipment and include delivery and pick-up at the booth. All orders without 100% payment and orders received at the Service desk will be charged floor price which the customer agrees to pay in full upon receipt of equipment or service unless credit has been previously established with us. All orders placed on behalf of customers by display builders or others must have a written authorization from the customer and the customer agrees to be responsible for such orders. **Customers who prepay 21 days before show move-in date qualify for the advance discount price.** All additional charges incurred will be added to the credit card listed below. If customer fails to pay in accordance with this policy, customer agrees to pay a 1.5% per month late charge fee, and all costs of collection including attorney's fees. No credit will be given for outlets installed or services provided and not used. Requests for refunds must be submitted in writing to the above GES address. Customer agrees that GES shall not be liable for, and shall hold GES harmless from any damages caused by negligence of non-GES employees and/or from events outside of GES control such as strikes, accidents, fires, acts of God, delays, etc. Customer agrees to submit any claims for damages to GES Service Desk before show closing or customer waives any right to make a claim.

NON-USA EXHIBITORS agree to pay only by international money order, credit card, traveler's checks, or cash.

ELECTRICAL RENTAL ORDER FORM				
Quantity	ELECTRICAL OUTLETS	Discount Price	Standard Price	TOTAL PRICE
	120 Volt 60 Cycle Alternating Current			
	Outlet 500 Watts (5 Amps)	\$ 90.85	\$ 136.00	
	Outlet 1,000 Watts (10 Amps)	\$ 152.25	\$ 229.45	
	Outlet 1,500 Watts (15 Amps)	\$ 182.70	\$ 274.60	
	Outlet 2,000 Watts (20 Amps)	\$ 207.90	\$ 312.40	
			SUB TOTAL	

Quantity	POWER SERVICE & MOTOR OUTLETS - All 208V connections require labor	Discount Price	Standard Price	TOTAL PRICE
	20 Amp 208V Single Phase	\$ 261.45	\$ 468.30	
	20 Amp 208V Three Phase	\$ 415.80	\$ 623.70	
	30 Amp 208V Single Phase	\$ 368.55	\$ 592.75	
	30 Amp 208V Three Phase	\$ 490.90	\$ 790.15	
	Quotes for greater amperage or voltage available upon request		SUB TOTAL	

Quantity	RENTAL EQUIPMENT	Discount Price	Standard Price	TOTAL PRICE
	15' Extension Cord		\$ 15.75	
	25' Extension Cord		\$ 26.25	
	50' Extension Cord		\$ 36.75	
	Power Strip		\$ 26.25	
			SUB TOTAL	

Provide 24 Hour Power Service - Double The Published Rate

Transformer(s) To Boost From 208V: \$ 125.00 (Discount) \$ 150.00 (Standard Price)

AUTHORIZATION FOR TIME & MATERIAL: PLEASE INITIAL _____

(Office Use Only) LABOR: _____

(Office Use Only) MATERIAL: _____

6.5% TAX: _____

GRAND TOTAL: _____

By signing and delivering this form, customer agrees to all terms, conditions, and limits of liability on both pages of this form.

Company Name: _____ Phone Number: _____
 Address: _____ Fax Number: _____
 City: _____ Authorized Signature: **X** _____
 State: _____ Zip Code: _____ Print Authorized Signature: _____
 Date of Order: _____ Check #: _____

Credit Card: VISA MasterCard American Express Corporate Personal

Credit Card #: _____ Expiration Date: _____

Signature of Cardholder: **X** _____ Name Printed on Credit Card: _____

1. *GES Electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a GES Electrical electrician. GES Electrical will not be responsible for any damage or lost equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a GES Electrical electrician.*
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Power to island booths will be dropped per the exhibitor's floorplan, chargeable on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis. For further information, please refer call 407-934-4229.
6. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. Installation is subject to Local Union Contract and jurisdiction.
12. All equipment should be property tagged and wired with full information as to current, voltage, Phase, cycle, horse power, etc. and ready for connection.
13. All outlets over 20 amps and with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
14. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All motor and equipment hookups requiring hard wire connections.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited.



Swan/Dolphin Telephone Order Form
 Attention: Communications Coordinator
 Phone 407.934.4141
 Email systems@swandolphin.com
 1500 Epcot Resorts Boulevard, Lake Buena Vista, FL 32830

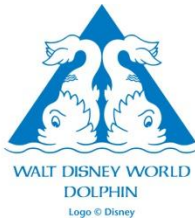
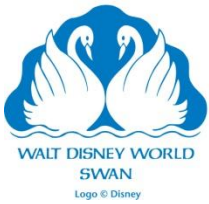
Event Name and Dates:		Company Name:	
Contact Name:	Phone:	Fax (required for invoicing):	
Email (required):			
Charge to Dolphin or Swan Rm #:	Credit card:	eCredit Card Authorization Invitation will be sent to email above, please complete prior to install request	(office use only) Z Folio #:
Authorized Signature:			

Service Information (required)			
Install Date:		Install Time:	AM/PM
Removal Date:		Removal Time:	AM/PM
Room Location:		Booth #:	

**INCENTIVE PRICE APPLIES TO ORDERS RECEIVED WITH PAYMENT
 21 DAYS PRIOR TO THE 1ST DAY OF EVENT**

Telephone Access:	Restricted (Local & Toll-Free Calls)	Unrestricted (Long Distance)		
Analog <i>(Telephone Access = Restricted unless specified above)</i>	Quantity	Incentive	Base	Total
House Phone (connectivity ONLY within the Swan & Dolphin)		\$150.00	\$200.00	
Telephone w/handset		\$200.00	\$250.00	
Fax or Credit Card line		\$200.00	\$250.00	
Desk style speakerphone (ideal for 1-4 users)		\$230.00	\$280.00	
Conference style phone/Polycom (ideal for 8-10 users)		\$350.00	\$425.00	
Analog line programming (line transfer, voice-mail or roll-up)		\$40.00	\$50.00	
Digital	Quantity	Incentive	Base	Total
Price includes transfer, conference and roll-up (Multi-line Phones)		\$350.00	\$400.00	
Special Services	Quantity	Incentive	Base	Total
T1 extend and terminate point-to-point data circuit (via local phone co)		\$3,000.00	\$3,500.00	
Satellite Truck / COW Fee, 3rd party vehicle parked on property		\$750.00	\$1,000.00	
Fiber strand point-to-point link		\$500.00	\$750.00	
ISDN LINES (includes 2 SPIDs per pair)		\$500.00	\$750.00	
After Hours or Dedicated Tech (orders before 7:00 am or after 6:00 pm)		\$125.00	\$150.00	

■ Prices effective through December 2012 and subject to change without notice.
 ■ All pricing is a one time/duration of show charge and does not include 6.5% sales tax or Long Distance charges



Walt Disney World Swan & Dolphin Resorts INTERNET Order Form

Services provided by our Internet Partner, XpoNet
 Attention: Britney Danneker, XpoNet Event Coordinator
 Phone 407.934.5108 - Fax 407.934.4273 - dolphin@xponet.net
 ONSITE Technical Support Phone - 407.934.5118
 1500 Epcot Resorts Boulevard, Lake Buena Vista, FL 32830

Event Name:					Company Name:					
Contact Name:					Phone:					
Email:					Name on CC:					
Credit Card #									Exp Date:	
Signature:					Billing Zip:			CSC Code:		

Please call before mailing check and/ or order form – 407.934.5108

Service Information – REQUIRED (additional spec space on page 2 if needed)			
Install Date		Install Time	AM or PM
Removal Date		Removal Time	AM or PM
Room Location(s):		Booth # (exhibitors):	

Internet and Networking Services

Basic Wireless Internet Services (**Shared Access)	QTY	*Incentive	Base	Total
Single Day Roaming (1 access code, 1 day)		\$99.00	\$120.00	
Event Roaming (1 access code, up to 5 days)		\$249.00	\$299.00	
Event Roaming Package A (10 access codes, up to 5 days)		\$1,295.00	\$1,495.00	
Event Roaming Package B (25 access codes, up to 5 days)		\$2,895.00	\$3,495.00	
Event Meeting Room (up to 20 users, 1 location, up to 5 days)		\$1,295.00	\$1,495.00	

ROAMING ALLOWS FOR ACCESS WITHIN THE CONVENTION SPACE – DOES NOT INCLUDE GUEST ROOMS

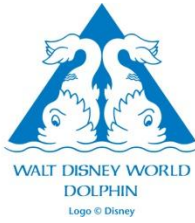
Basic Wired Internet Services (**Shared Access – per device / IP)	QTY	*Incentive	Base	Total
Single Day Wired Initial Connection (1 user, 1 day)		\$249.00	\$299.00	
Event Wired Initial Connection (1 User, up to 5 days)		\$850.00	\$995.00	
- Additional Wired Connection (per user)		\$175.00	\$200.00	

**INCENTIVE PRICE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO THE 1ST DAY OF EVENT*

***SHARED ACCESS - each wired or wireless connection will receive a MAXIMUM speed of up to 1 Mbps - speed is NOT guaranteed*

ADVANCED Dedicated Bandwidth Services (call for custom pricing)	QTY	*Incentive	Base	Total
Dedicated 1 Mbps – Single Day (120 IP Addresses, DHCP)		\$1,750.00	\$2,100.00	
Dedicated 1 Mbps – (up to 5 days, 120 IP Addresses, DHCP)		\$4,995.00	\$5,995.00	
Wireless Access Point (does not include internet access)		\$395.00	\$495.00	
LAN room connection (does not include access to internet)		\$200.00	\$295.00	
Private VLAN		\$500.00	\$695.00	

- **Single Day and Event Shared Services cannot be combined.** ALL Event services are valid for a maximum of 5 calendar days.
- **Prices effective through June 2013** and are subject to change without notice. Please call to verify rates.
- **After-hours service** (before 7 a.m. and after 6 p.m.) will incur a \$200.00 per service-hour charge.
- **POP-UP orders** will incur a \$100.00 fee.
- **Orders cancelled** with less than forty-eight (48) hours notice will incur a 50% cancellation fee.



Walt Disney World Swan & Dolphin Resorts INTERNET Order Form
Services provided by our Internet Partner, XpoNet
Attention: Britney Danneker, XpoNet Event Coordinator
Phone 407.934.5108 - Fax 407.934.4273 - dolphin@xponet.net
ONSITE Technical Support Phone - 407.934.5118
1500 Epcot Resorts Boulevard, Lake Buena Vista, FL 32830

TERMS AND CONDITIONS

PLEASE NOTE: WIRELESS ACCESS POINTS MAY NOT BE INSTALLED ON PROPERTY WITHOUT THE WRITTEN CONSENT OF XPONET

- 1. Payment** and order must be received no later than 21 days prior to the first day of the show to obtain the **Incentive/Discount Rate. Base Rate** applies to all orders received with payment from (1) One to (20) Twenty days before the show has started.
- 2. Use of Network Connection.** The network attachment to be provided by XpoNet may be used only by the directors, officers and employees of company, and its agents and consultants while performing services for company and cannot be resold or distributed to other companies. The services being provided by XpoNet will facilitate communications between the company's authorized users and the entities reachable through the national Internet. Users of XpoNet services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. Users of XpoNet services shall not disrupt any of the XpoNet networks or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, or in connection with, any of the XpoNet networks or other associated networks. XpoNet networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- 3. No Warranties; Limitation of Liabilities.** XPONET DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND. SPECIFICALLY, THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocols used on the XpoNet network (TCP/IP) call for end to end verification of the accuracy of any message and such verification is the sole responsibility of Company. Similarly, these protocols provide for end to end verification of the receipt of all of the data that is transmitted. XpoNet will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of XpoNet, or other losses or damages. Use of information obtained via the services provided hereunder is at Company's own risk. Company is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the XpoNet network and (b) assuring that each message Company sends or receives has been received. XpoNet does not guarantee the performance, routing, or throughput, either express or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.

SPECIAL INSTRUCTIONS:

How do you recognize your **new #1 client?**

With **complete prospect profiles** captured with **X•Press Leads**.

A simple scan gives you the contact and demographic information to identify your ideal prospects. Make your exhibiting efforts pay off with the small investment that yields huge returns.

X•Press Lead Family Solutions for every exhibitor

X•Press Connect

- Scan or type badge ID on your mobile device
- Real-time leads list
- Review, add notes and qualifiers
- Set Appointments
- Fast email followup

**Updated
for
2013**



System Requirements:

Android – compatible with phones and tablets (2.x or higher)
Apple iOS – compatible with phones and iPads (3.x or higher)
3 megapixel or higher camera is recommended

X•Press Connect Plus

- Portable and handheld
- Scans anywhere
- Full color display
- Real-time leads list
- Optional Bluetooth printer

**NEW
for
2013**



*Leads are available 1 business day post-event at www.xpressleadpro.com/leads, for no additional charge.
All orders include onsite and post show tech support.*

X•Press Extras Tools that save time and increase sales

X•Press DITP

Save time onsite with DITP– Delivery, Installation, Training and Pick-up, at your booth.

- Saves time
- Guarantees proper setup
- Staff training

Custom Qualifiers

X•Press Custom Qualifiers target ideal prospects for your organization.

- Customize qualifying questions
- Identify customer interests
- Simplify your follow-up

Email Blasts

Use X•Press Email Blasts for effective follow-up while your company is fresh in your prospect's minds.

- Personal greetings
- Highlights your unique message and brand
- Fully formatted HTML

Mailing Labels

Preprinted crack-n-peel labels make post-show mailing a breeze.

- Easiest way to mail materials
- Expedite your mailing
- Works for any type of mailing



Not everyone will have a business card, Everyone will have a name badge to scan Don't miss a single prospect!

Terms & Conditions

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received. **ALL EARLY & ADVANCE ORDER CANCELLATIONS WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.**
- 4) Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDER CANCELLATIONS PRIOR TO 30 DAYS OF THE SHOW OPENING DATES.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X Press LeadKey orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) The X Press LeadPro requires electricity. No partial refunds will be allowed onsite should exhibitor fail to order electricity for X Press LeadPro orders. If you do not have electricity, and need an alternative unit, an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 7) The customer agrees to return any equipment to CONTRACTOR in the same condition. The customer agrees to the immediate payment, upon request by CONTRACTOR for all damages or loss of equipment, except such as may result from normal operation thereof; and the customer acknowledges and understands that the applicable replacement cost is as follows: X Press LeadPro Unit: \$2,000.00; X Press LeadKey: \$500.00; X Press LeadMobile (Symbol MC50): \$2,000.00; X Press LeadMobile+ BlueTooth Adapter: \$500, X Press LeadMobile+: Remote Printer (Fujitsu) \$1,000.00; X Press LeadMobile+: AC Adapter for Blue Tooth Printer \$250; X Press RealTimer: \$2,000.00; X Press Connect Plus (Android): \$1,000.00; X Press Connect Plus BlueTooth Adapter: \$500, X Press Connect Plus: Remote Printer (Fujitsu) \$1,000.00; X Press Connect Plus: AC Adapter for Blue Tooth Printer \$250; Barcode Scanner: \$1,000.00; Unit Power Adapter: \$25.00; Carrying Case: \$50. The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.
- 8) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 11) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 12) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 13) CONTRACTOR disclaims any responsibility for misuse, loss or power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.

F R E E M A N

PROUD TO SERVE AS YOUR
OFFICIAL AUDIO VISUAL PROVIDER:



**Arteriosclerosis, Thrombosis
and Vascular Biology
2013 Scientific Sessions**
May 1-3 | The Dolphin Hotel | Lake Buena Vista, Fla.

Exhibiting Company Name _____ Booth Number _____

Third Party if Applicable _____

Company Address _____

City _____ State _____ Zip Code _____

Print Name _____ Signature _____

Phone _____ Fax _____

E-mail _____

On-site Contact _____ On-site Contact Cell _____

Method of Payment:

- MasterCard
- Visa
- American Express
- Check (Must be in U.S. funds)
- Bank Transfer (Call for information)
- Key Account

Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.

Credit Card # _____ Exp. Date _____

Card Holder Name (Print) _____ Signature _____

*For your convenience, we will use this authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges.

Cancellation Policy: Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

- Quick Tips:**
- All payments must be made in advance in U.S. funds.
 - Electrical Services are not included in equipment pricing.
 - A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.



POPULAR AUDIO VISUAL PACKAGES

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Def.), Single Post Stand		\$525.00	\$682.50	
32" Flat Screen with Speakers (16:9, High Def), Dual Post Stand		\$900.00	\$1170.00	
42" Flat Screen with Speakers (16:9, High Def.), Dual Post Stand		\$1020.00	\$1326.00	
46" Flat Screen with Speakers (16:9) High Def), Dual Post Stand		\$1215.00	\$1579.50	

A LA CARTE EQUIPMENT

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI, HDMI input)		\$375.00	\$487.50	
32" Flat Screen with Speakers (720P, 16:9, High Definition, DVI input)		\$675.00	\$877.50	
42" Flat Screen with Speakers (16:9, High Definition)		\$795.00	\$1033.50	
46" Flat Screen with Speakers (1080P, 16:9, High Definition, HDMI input)		\$990.00	\$1287.00	
52" Flat Screen with Speakers (16:9, High Definition, DVI input)		\$1185.00	\$1540.50	
60" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI input)		\$1680.00	\$2184.00	
Single Post Stand with Shelf (Accommodates Flat Screens 24" and Smaller)		\$150.00	\$195.00	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		\$225.00	\$292.50	
Universal Mounting Bracket (For Exhibitor owned monitors 32"- 65")		\$150.00	\$195.00	
DVD Player with auto repeat (Consumer Grade)		\$120.00	\$156.00	
Blu-ray DVD Player with auto repeat		\$150.00	\$195.00	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone Select one: <input type="checkbox"/> <u>HANDHELD</u> -or- <input type="checkbox"/> <u>HEADSET</u>		\$240.00	\$312.00	
Desktop Computer with Monitor (3.2GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core 2 Duo/2GHz/512MB RAM/DVD/Win XP)		\$325.00	\$422.50	
HP Laser Printer (40 PPM)		\$195.00	\$253.50	
Quoted Additional Equipment				

Additional equipment/accessories available upon request. Contact us at: 407-816-1005 for a quote or additional labor

**CONTACT YOUR FREEMAN REPRESENTATIVE:
TIFFANY KARABAICH**

2616 Commerce Park Dr, Ste. 600
Orlando, FL 32839
Phone: 407-816-1005
Fax: 469-621-5605
Visit us at: www.freemanco.com
E-mail: tiffany.karabaich@freemanco.com



Show rate is a 30% increase when ordering after April 12, 2013 rates listed above.

Equipment Subtotal: _____

Handling Charge Includes: Delivery, set-up, dismantle and on-site tech. support.

25% of equipment subtotal for orders **under \$3,000.** (\$125.00 Min.).....

Additional labor required for wall/truss mounted flat screen monitors. **(\$75)** _____

State Sales Tax (6.5%).....

TOTAL CHARGES: _____

F R E E M A N

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.



WALT DISNEY WORLD SWAN AND DOLPHIN



EXHIBIT REGULATIONS

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INTRODUCTION

Thank you for choosing the WALT DISNEY WORLD SWAN AND DOLPHIN as the site for your upcoming trade show/exhibits. Below you will find information to help you plan and understand the rules and regulations that pertain to all exhibits displayed at the Swan and Dolphin. As you review these guidelines you are encouraged to contact your assigned Convention/Conference Service Manager with questions and/or any clarification of issues you may have.

Our preferred exposition services contractor, GES Exposition Services, is capable of providing every possible exhibitor or show management service from sophisticated signage and entrance treatments, to furniture and equipment rentals. GES representatives will work closely with you to develop your show's load in/out schedule and floor plan in compliance with the fire and safety requirements of the Reedy Creek Improvement District.

A complete range of electrical services are provided by our exclusive electrical contractor, GES Electrical Services.

The WALT DISNEY WORLD SWAN AND DOLPHIN offers exceptional exhibit facilities that are easily accessible and well lit, making your exhibits one of the highlights of your convention or meeting. As you perform your exhibit planning, remember the following points:

- Know the exhibit hall, ballroom and foyer specifications.
- Understand all points of access.
- Obtain floor plans – see www.swandolphininfo.com to view floor plans
- Know what utilities you may need, and what is available in the hall.
- Understand your contracted space rates.
- Ask about any additional charges.
- Be aware of your move in/out schedules.

There are five distinct venues capable of housing exhibits and trade shows at the WALT DISNEY WORLD SWAN AND DOLPHIN:

1. Pacific Hall:

- a. 48,755 square feet
- b. Ceiling is exposed I-beam truss structure with 33' of clearance
- c. Floor covering consists of high quality wool carpet squares
- d. Floor is concrete construction with a load limit of 300 PSF

2. Atlantic Hall:
 - a. 61,064 square feet
 - b. Ceiling height is 14' in Section A and 28' in Sections B and C with a 14' portion along part of the perimeter
 - c. Floor covering consists of high quality wool carpet squares
 - d. Floor is concrete construction with a load limit of 300 PSF

Both Atlantic and Pacific Halls are full service exhibit halls with all utilities – water, electricity, telephone, data, compressed air. Both halls have loading docks and drive up access and are located on ground level away from street traffic and in close proximity to guest parking.

3. Northern Hemisphere Ballroom:
 - a. 33,556 square feet
 - b. Ceiling height is 22' - 26'
 - c. Floor covering consists of high quality wool carpet
 - d. Floor load limit is 150 PSF

4. Southern Hemisphere Ballroom:
 - a. 18,881 square feet
 - b. Ceiling height is 22' 10"
 - c. Floor covering consists of high quality wool carpet
 - d. Floor load limit is 150 PSF

The Northern and Southern Hemisphere Ballrooms can be combined to form one ballroom (Hemispheres Ballroom) that is 54,238 square feet. These ballrooms are located on the fifth level of the Dolphin Wing and access is via service elevators and a six ton capacity freight elevator, when load weight is distributed equally.

5. Swan Ballroom:
 - a. 22,582 square feet
 - b. Ceiling height is 22'
 - c. Floor covering consists of high quality wool carpet
 - d. Floor is concrete construction with a load limit of 300 PSF

The Swan Ballroom is accessible from ground level.

All docks are for exclusive use of group clients and not used for normal Hotel food/supplies delivery. The Hotel docks, service and freight elevator are under the control of Event Support within the Event Services Department. The Event Services Manager will interact directly with production companies, PSAV (rigging), GES (electrical services), audio visual and lighting companies, destination management companies and all vendors providing services and products to Hemisphere Ballrooms, Swan Ballroom, Pacific Hall and Atlantic Hall.

OUTSIDE CONTRACTOR MOVE IN / MOVE OUT STANDARDS:

Loading Dock and elevator access is to be scheduled in advance through your Convention Services Manager.

To ensure the integrity of the Hotel, as well as all outside material brought into the Hotel, Hotel arranged Security is to be employed during all move-in and move outs. A minimum of two Security Guards are to be employed and stationed to monitor the Loading Dock and the destination location. Additionally, a Security Guard is required to be employed to operate the freight elevator. The smaller "Service" elevators near the Hotel Receiving Dock and kitchens are not designed for powered pallet jacks, only for hand trucks.

The cost of these Security Guards will be shared by the Hotel and client / Outside Contractor / Exhibition or Production Company at a cost of \$30.00 per hour (\$15 per hour each) with a four-hour minimum. If the freight elevator is required an additional Security Guard will be required at the same shared rates.

The hotel requires a move-in inspection of all destination locations (and the move-in / out route) to be used by an Outside Contractor / Exhibition or Production Company. This inspection can be arranged by your Convention Services Manager and the inspection will be completed before move-in can begin.

Following move-out a teardown inspection to record the condition of all destination locations (and the move-in / out route) will be conducted with the Outside Contractor / Exhibition or Production Company. Any damage that occurred during the move-in / event / move-out will be the responsibility of the Outside Contractor / Exhibition or Production Company.

We do ask that the hotel areas be returned to their original condition after move out and if not returned to the original state, a clean up fee will result. Post event cleaning as necessary can be contracted through GES.

GENERAL INFORMATION

1. FLOOR PLAN

Once your floor plan has been designed, it must be approved by the Code Compliance Branch of the Reedy Creek Improvement District. The Fire Marshal may inspect your show prior to opening and at any time during the exhibition. Your exposition services company can assist with the floor plan approval process. Your floor plans should make specific mention of any exhibits that will require special attention by the Fire Marshal.

Bone yards will only be allowed if they are designated on the floor plan approved by the Fire Marshal. Otherwise, all crates, boxes, road boxes, etc., will be removed from the exhibit halls, as well as the dock area, once move in has been completed.

Ballroom foyers are to remain clear for ballroom and guest access. Any exhibits and/or table top displays in the foyers are also subject to Fire Marshal approval.

Please forward all floor plans to the following address for approval:

Reedy Creek Improvement District
P.O. Box 10170
Lake Buena Vista, FL 32830-0170
407/560-7083 407/560-1959 Fax fireprevention@rcid.org
RCID Website: rcid.org

Once your floor plan is approved, please forward two copies to your Hotel Convention/Conference Service Manager.

For all stages 30" or more in height, a Reedy Creek Non-Structure building permit will be needed in addition to Fire Marshal approval. Please include a separate drawing of the stage elevation and detailed information on stage construction. Please note that the local fire code requires safety rails with stages of 30" or more in height. The cost for the building permit is currently \$35.00 (subject to change) and (1) copy of the floor plan with a separate drawing of the stage elevation and detailed information on stage construction should be additionally sent to:

Lisa LaNasa
Permit Technician Building and Safety
407/828-2034 llanasa@rcid.dst.fl.us

2. MOVE IN/OUT

The show sponsor is responsible for ensuring that the exposition services company makes appropriate arrangements, and provides adequate labor so that move in and move out schedules can be followed in accordance with the sales contract. Your Convention/Conference Service Manager should be advised of all requirements so arrangements can be made to block adequate loading dock/ freight elevator time and adequate support staff. Only electric and propane powered fork lifts may be used in the exhibit hall. **Internal combustion engines are strictly prohibited. Propane lifts may only be used if special gas leak detectors are available.**

Prior to move in, you or your exhibit/trade show representative will be required to sign for a copy of these regulations. Prior to move out, there will be a joint inspection of the premises to identify any damage.

Any front of the house load-in/out must be approved in advance by the Convention/Conference Service Manager.

On the final move out day, all pallets, skids and crates will be removed from the property by the Exhibit Decorator.

3. STORAGE

Please ensure that your exhibitor kits contain information advising exhibitors not to ship directly to the Hotel due to our lack of storage space. If exhibits are shipped directly to the Hotel it will be necessary to impose handling and storage charges, at the prevailing rates, if we are able to accept the freight.

4. SECURITY

The Walt Disney World Swan & Dolphin Security Department is the exclusive provider of security services for all events at the resort. Rates are available through your Convention/Conference Service Manager.

- a. The WALT DISNEY WORLD SWAN AND DOLPHIN Security Department monitors the premises with uniformed officers on a 24-hour basis.
- b. Armed security is not permitted.
- c. Private security companies will not be allowed on the premises without first having been cleared through the Director of Security sufficiently in advance to permit confirmation of licenses and insurance coverage.

5. MAINTENANCE OF THE EXHIBIT AREA

GES is the exclusive provider of trade show cleaning services to include pre-show, nightly, post-show, and exhibitor cleaning services. In addition, GES is responsible for maintaining the cleanliness of the loading docks at the expense of the decorator or show management.

The WALT DISNEY WORLD SWAN AND DOLPHIN provides in-house lighting, heating, and air-conditioning throughout the exhibit area. Remember that the exhibit area is made available to you as a "clean" hall and, therefore, must be returned as a "clean" hall. Your exposition services company must be advised of the need to *remove from the premises* all props, trash, booths, and other materials that constituted the show. The Hotel's Event Support Manager will make arrangements for the delivery of dumpster(s) for the decorator's removal of exhibit trash. Hotel dumpsters may not be utilized. The cost for dumpster removal will be posted to the master account. It is also important that your decorator, at all times, respects the requirement to keep hallways, stair wells, fire exits, and emergency equipment free from materials that could impede traffic in event of an emergency.

6. TECHNICAL INFORMATION

Additional technical information can be made available from the Convention/Conference Service Department upon request.

7. PERSONNEL/STAGE HANDS

- a. All personnel/stage hands are required to wear any type of visible photo identification at all times. There are absolutely no exceptions to this requirement.
- b. The exposition service company is responsible to hire competent personnel to setup, operate and remove their equipment, and is also responsible for the actions of any personnel attached to or associated with their staff.
- c. All labor employed by a exposition service company, regardless of their craft, must wear a uniform shirt (excluding open body style) identifying the company for which they work. T-shirts are acceptable. Service contractor employee's clothing will be neat, reflecting an overall tidy appearance.
- d. Smoking, eating or drinking is prohibited within all exhibit areas during load in/out. Room Service or catered meals are allowed, per the client's request, at a cost. Beverages will be restricted to non-alcoholic during setup and teardown. Food and beverages staged or stored in Hotel service corridors is Swan and Dolphin property and not to be touched by exposition service companies.

7. PERSONNEL/STAGE HANDS - (CONTINUED)

- e. The possession or use of intoxicants on Swan and Dolphin property is prohibited. Possession or use of drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises.
- f. The possession of firearms, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or the use of abusive language is a violation of Hotel policy and will result in immediate removal of the individual from the premises.
- g. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.

8. ELECTRICAL POWER DISTRIBUTION

All electrical distribution must meet National Electrical Code and Reedy Creek safety requirements. GES Electrical Services can assist you to ensure compliance. All power hookups will be the responsibility of the WALT DISNEY WORLD SWAN AND DOLPHIN through GES Electrical Services. Cabling across exits and walkways must be covered with rubber mats and taped down to ensure safe egress. Frequently the Fire Marshal representative will visit the hotel to ensure these requirements are met.

9. DOLPHIN GRILL & SWAN REFLECTIONS CAFETERIAS AND PRE-FUNCTION AREAS

- Show staffs are not to enter the employee cafeterias between the hours of 11am and 1 pm.
- Pre-function areas on Ballroom and Exhibit Hall are not designated break areas.

10. MARSHALING FACILITIES

Tractor trailer off-site parking requires a 45 day notice in advance to first day of move-in.

Due to a limited access roadway, parking and in the interest of safety, drivers do not report to the convention loading area until the contracted decorator contacts them.

11. PARKING

There are to be no personal vehicles parking in the loading dock area at any time. All workers need to park in the cast parking lot located at the beginning of the service entrance drive of the Dolphin. If workers choose to park in guest parking areas, they will be on their own for any charges affiliated with parking in these areas.

GENERAL RULES AND REGULATIONS

1. FLAMMABLES/GASES

- a. Flammable liquids or substances, and caustic chemicals are not allowed in exhibit halls. Propane tanks may not be exhibited unless they are empty and certified as never having held propane gas. Neon tubing and devices may only be utilized if strict protection criteria is followed. If you plan on using neon, you must obtain Fire Marshal approval.
- b. A Certificate of Fire Retardant Treatment shall be available within an exhibit as proof of flame retardant treatment.

2. SMOKING

Smoking is not permitted in the exhibit hall, ballrooms, loading docks, upstairs landings, restrooms, stairwells or back of the house areas. The only smoking permitted area on property is located by the security cast entrance, near the purchasing loading docks.

3. COOKING

- a. Any use of cooking equipment is allowed in trade shows only through Fire Marshal approval. Contact your Convention/Conference Service Manager if you wish to understand this prohibition.
- b. There shall be no grease producing equipment (electrical or gas) in any convention area. A ventless hood cooker with a factory installed fire protection system may be acceptable with prior approval of the Fire Official (e.g., self contained extinguishing units that are FM [Factory Mutual] or UL [Underwriters Laboratory] approved. Systems will require hoods and extinguishing pull starter, at a minimum).
- c. Any open flame device (fire knives, torches, etc.) shall require a permit and fire watch.

4. WALLS

Nothing may be placed, leaned against or affixed to any wall in the exhibit area. This includes writing, tacking, taping, crates, exhibit panels, and pallets, etc.

Ballroom walls are decorated with hand painted canvas. These are genuine works of art, and production companies are requested to take extraordinary measures to guard against damaging these canvasses. Special care must be taken when operating work platforms/scissor lifts in the vicinity of the canvasses.

5. EXIT ACCESS

Displays and exhibits shall be installed in such a manner as to not interfere in any way with access to required exits or exit signs, nor shall any display block fire equipment. Storage in all foyer areas is prohibited.

6. EXHIBITS

- a. Exhibit booths must be constructed in such a manner that fire extinguishing chemicals and sprinkler system water are not impeded should there be a fire emergency. If a booth is to have a covering, it must be of a water permeable material, or clearly have alternate open strips of no less than three feet in width throughout the entire top covering.
- b. Minimal aisle width allowable is eight feet. Ten foot aisles are preferred and encouraged.
- c. All materials used in booth decoration must be flame retardant.
- d. Exhibit booths shall be constructed of non-combustible materials.
- e. All packing containers, wrapping materials, and display materials must be removed from behind booths and placed in storage.
- f. All items on display may be in operation provided they comply with safety regulations, local ordinances, and noise restrictions. Noisy equipment used in demonstrations should be operated intermittently.
- g. Loud speaking or shouting, mechanical sound, or any unnecessary noises to attract attention will not be permitted.
- h. Flood lighting or other lights may not be installed in such a way that the glare is annoying to visitors or neighboring exhibitors.
- i. For a two-level booth the requirements must include a building permit using an engineer stamped floor plan (60 days out); dual railing on the stairs; walls on the second floor and fire extinguishers on the first floor.

7. CARPETED AREAS

- a. All carpeted areas must be protected during move in/out with visqueen. Polytak is no longer allowed in the exhibit area. All visqueen must be secured with gaffers tape or double-sided tape only. No duct tape, or similar products will be allowed to be placed on any carpeted area.
- b. Plywood sections, over ballroom carpet or thresholds leading to exhibit room, must be used to protect these areas when heavy equipment or materials are moved from point to point
- c. All public area's must use polytak.

8. ELECTRICAL SERVICES

- a. Rates quoted for electrical services cover the bringing of outlets to the back of the booth in the most convenient manner.
- b. Payment must accompany all orders 21 days prior to show move-in date.
- c. Exhibitors requiring an electrician for other than normal installation to the electrical outlets in the back of the booth will be charged an additional labor and/or material charge.
- d. Voltage available: 110V, A.C. Single Phase, 60 cycle
208V, A.C. Single Phase, 60 cycle
208V, A.C. 3 Phase, 60 cycle

Other voltages are available, when notified in advance, at an additional charge.
- e. Use of open clip sockets, latex or lamp cord wire, in exhibits is prohibited.
- f. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- g. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- h. All exhibitor's 120 volt cords must be of the 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- i. The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical supervisors.
- j. Electrical wires may not be taped to floors in front of doors or hallways, but must be strung and fastened overhead.
- k. All wires on floors must be taped or covered to prevent a safety hazard.
- l. In Pacific Hall, Hemispheres Ballroom and Swan Ballroom, the electrical covers cannot have heavy items placed on them. These floor plates must also be returned to their original position upon conclusion of the show.

9. MOTORIZED VEHICLES

Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine using Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, mowing equipment and watercraft.

- a. All motorized vehicles which are displayed shall have at least one battery cable removed from each battery.
- b. Fuel tanks should not be more than 1/8 full.
- c. All fuel tank openings shall be taped in a manner that prevents the escape of vapors.
- d. Propane bottles on recreational or other types of vehicles are to be removed from vehicles prior to moving into the exhibit area/building. Whether full or empty, such bottles are prohibited inside the exhibit hall/hotel.
- e. Drip pans, plastic drop cloths, or other acceptable devices will be placed under motorized vehicles to protect floors from oil and lubricant leakage.
- f. If motorized vehicles are to be displayed on Hotel carpeting, additional protection in the form of visqueen, plywood or plastic runners, and decorator carpet, is required.
- g. Motorized vehicles will be displayed with a minimum of six feet free space around all four sides outlined with decorator's stanchions.
- h. Fueling and de-fueling of vehicles is prohibited.
- i. Vehicles shall be man-handled into and out of position, and not moved during show hours.
- j. A fire extinguisher must be placed within 3' of the vehicle.

10. MATERIAL HANDLING EQUIPMENT

- a. Motorized material handling equipment is not available for use/rental from the Hotel.
- b. Material handling equipment driven by internal combustion engines may not be utilized within enclosed ballrooms or exhibit halls.
- c. Pallet jacks and electric or hydraulically operated material handling equipment may be utilized provided carpeted areas are adequately protected from staining and tearing through the use of plywood, visqueen, or other similar products. Use of forklifts require plywood or masonite in the pathways, only electric forklifts are allowed in the ballrooms / enclosed spaces as propane if forbidden.

11. RIGGING GUIDELINES

- a. The WALT DISNEY WORLD SWAN and DOLPHIN hotels are both equipped with rigging systems in order to assist our clients with shows requiring overhead rigging. These systems were designed and installed in order to expedite the move-in and move-out process. In order to help assist our clients in utilizing these systems to their full capacity we have selected PSAV as our exclusive rigging contractor. PSAV is responsible for all rigging and related overhead safety on property. The following document contains the standards set forth for rigging practices and equipment. PSAV staff will provide all necessary rigging labor for productions at the Swan and Dolphin. All rigging activities defined as follows must meet the following minimum standards.
- (1) Rigging encompasses attaching hardware to ceilings, usually, rigging motors, trussing, lighting, and audio. Riggers are responsible for inspecting all equipment flown and assisting with load factors insuring that weight limits are strictly enforced and that no damage is imposed to the ceilings.
 - (2) PSAV riggers are responsible for overhead as well as all truss, speaker and other attachments on the ground.
- b. PSAV must receive all proposed rigging drawings **no later than thirty (30) calendar days prior to scheduled load-in. Failure of appropriate notification will result in overtime rates.** Included with the drawing should be an agenda or on-site schedule so that we may properly schedule all necessary personnel. Lighting and sound equipment rigging plots are strongly recommended. The Hotel and PSAV will not be responsible for lost time or additional costs resulting from rigging modifications, adjustments, or changes required on site.

c. Rigging Signage:

- (1) Absolutely nothing is to be hung from conduit, sprinkler pipes or lighting fixtures.
- (2) Only vinyl or cloth signs without metal or wood frames can be hung from the form tabs. (The tabs are from the construction process and were not designed to be loading bearing) in Atlantic Hall.
- (3) Gator foam or similar products can also be hung from the form tabs.
- (4) Any signage in excess of 25 lbs. must be hung from the rigging track no matter what type of construction.
- (5) Should there be a need for PSAV to hang signage, they will only provide the attachment to the track. PSAV can provide all necessary rigging equipment at cost to the client (i.e. pipe, rope, wire rope, and rigging accessories) with advanced notification.
- (6) Scissors lifts may be rented from PSAV at prevailing rates.
- (7) Only vinyl or cloth signs without frames can be hung in the low 14' ceiling in Atlantic Hall. There is no rigging track to hang anything heavier than 25 lbs. in this area.
- (8) All attachments will be made with approved domestic source products. Signs hung by PSAV will require wire rope.
- (9) All signs must be 8' off the ground per regulations. PSAV will not hang any signage which they consider a safety hazard.

12. CUSTODIAL SERVICES AND WASTE REMOVAL

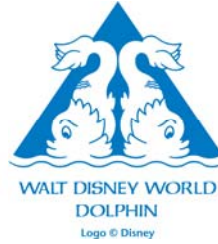
GES is the exclusive provider of trade show cleaning services to include pre-show, nightly, post-show and exhibitor cleaning services. In keeping with our cleaning standards, we have prepared this Clean Hall Policy. The following areas are the responsibility of GES at the expense of the decorator or Show Organizer. The following areas should be cleaned throughout the event, including move-in and move-out, and should be left free of debris, including tape and tape residue, at the end of the event:

- Loading docks & truck bays
- Exhibition floor (including aisle trash, booths, and carpet)
- Registration Area(s)
- Any areas used by the Show Organizer (including outside overhangs, lobbies, and contractor offices)
- Show Organizer MUST have labor on site from GES for cleaning of the Exhibit Halls and Loading Docks during ALL contracted move-in, show and move-out days. Partial cleaning schedules and schedules providing post-event cleaning will not be accepted.
- Exhibitors who have ordered catering or are preparing and serving food in their booths MUST be required to order booth cleaning services as well.
- All loading dock areas utilized by the contracted decorator must be cleaned every night prior to end of the decorator workday.

The hotel provides at no charge, custodial services for all public areas, restrooms and meeting rooms. The group is responsible for all show related waste, this includes but is not limited to bulk trash, production and stage related waste to include Polytak and Visqueen, exhibitor waste and adhesive products. Dumpsters accumulated throughout the trade show will be charged to the group master account. It is the responsibility of the group to return the assigned hotel space to 'move-in condition'. Bulk Trash (crates, carpet, pallets, etc.) are the responsibility of the decorator. Bulk materials not removed by the group / decorator / production companies will be removed by GES staff and billed at the prevailing rate.



STARWOOD
HOTELS & RESORTS WORLDWIDE, INC.



OUTSIDE COMPANY CHECKLIST For Move-in/Out

Today's Date: _____

Group Name: _____

Outside Company Name: _____

Contact/Phone: _____ Contact/Fax: _____

Date/Time of Move-in: _____

Date/Time of Move-out: _____

Location/Room: _____

Convention Services Manager: _____

To be completed at walk-through:

Outside Company Representative: _____
(Print Name & signature)

Hotel Representative: _____

General Condition of (note cleanliness and existing damage):

	IN		OUT	
	Clean	Damage	Clean	Damage
Loading Dock:	_____	_____	_____	_____
Freight Elevators (Self & Freight):	_____	_____	_____	_____
Service Hall Floor:	_____	_____	_____	_____
Room Entry Doors (Service):	_____	_____	_____	_____
Carpet at Entry (Service):	_____	_____	_____	_____

Notes:

Reviewed Procedure of Carpet Protection? Yes No
Review Procedure of 2' Clearance to walls? Yes No

Please walk room and note any existing damage on Floor Plan on Reverse.

To be completed at move-out:

Outside Company Representative: _____
(Print Name & signature)

Hotel Representative: _____

WALT DISNEY WORLD SWAN AND DOLPHIN EXHIBIT REGULATIONS

I have read and will adhere to the policies as outlined. I understand that failure to observe these policies may result in financial penalties.

Signature: _____

Company: _____

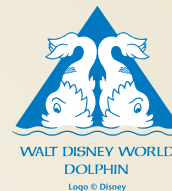
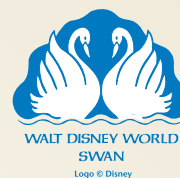
Group Name: _____

Group Dates: _____

CS Manager: _____

Date: _____

PACKAGE INFORMATION



CONVENTION SHIPPING & RECEIVING:

The 11th Hour Business Center is available for the receipt, holding, and delivery of packages to guests in rooms, meeting spaces, and the exhibit halls. Convention and meeting materials should be identified with the name of the guest, convention/group name, and arrival date. All packages will be weighed upon arrival and handling charges will be assessed when they are delivered to the guest.

Packages shipped to the Dolphin Hotel should be addressed as:

Attn. "<Guest Name/Meeting/Arrival Date>"

WDW DOLPHIN HOTEL

1500 Epcot Resort Blvd.

Lake Buena Vista, Florida 32830

Ph. # 407-934-4259

Packages shipped to the Swan Hotel should be addressed as:

Attn. "<Guest Name/Meeting/Arrival Date>"

WDW SWAN HOTEL

1200 Epcot Resort Blvd.

Lake Buena Vista, Florida 32830

Ph. # 407-934-1370

Complimentary routing labels are available for your convenience; please contact the Business Center to request these labels.

PACKAGE RETRIEVAL:

Packages can be picked up in the Business Center during staffed operating hours as follows:

Dolphin Business Center: Monday – Sunday 7:00 am – 7:00 pm

Swan Business Center: Monday – Friday 8:00 am – 5:00 pm

To arrange for delivery of your packages, please call the Business Center at extension 4259. Packages can be delivered to either the Dolphin or Swan hotels Monday – Sunday 7:00 am – 7:00 pm.

GUEST PACKAGE SERVICES:

Any and all outbound shipping can be done through the Business Center. If you need assistance in bringing your packages to the Business Center, please call extension 4259 to arrange for pick up. Guests can use their own shipping accounts or they can apply all fees to their room, master account, credit card, or cash. The Business Center also has materials available for purchase to assist you in packing your items. The 11th Hour Business Center is not responsible for packages damaged during the shipment process. All claims will be filed directly with the individual couriers. (FedEx, UPS, DHL, etc.).

HANDLING FEES:

Handling charges are in addition to the cost of shipping, and are charged on a per package basis. Charges apply to inbound and outbound shipments. The charges can be applied to your room, master account, credit card or cash.

Letter Packs	\$ 3.00
1 – 10 lbs.	\$ 6.00
11 – 50 lbs.	\$ 10.00
51 – 99 lbs.	\$ 15.00
100 lbs. & up	\$ 25.00
Exhibit Cases under 100 lbs.	\$ 35.00
Exhibit Cases over 100 lbs.	\$ 75.00
Pallets	\$ 0.70 per pound

SECONDARY MOVES:

\$ 3.00 per box

\$100.00 per pallet

