



IABC

2022

**WORLD
CONFERENCE**

**EXHIBITOR
SERVICE KIT**



International Association
of Business Communicators



IABC World Conference 2022 Exhibitors Service Manual Table of Contents

- Show Management General Information
 - Welcome Letter
 - General Information & Instructions
 - Exhibitor Deadline Date Checklist
- Rules & Regulations
 - Rules and Regulations to Review
- Housing/Registration
 - Hotel, Travel & Registration Information
- Additional Services Forms
 - Lead Retrieval Order Form
 - Shipping Instructions
 - Electrical
 - Internet
 - Telecommunication
 - Cleaning
 - Audio Visual



Dear World Conference Exhibitor/Sponsor-

Thank you for choosing to support IABC's World Conference 2022 on June 26-29, 2022. The conference will take place in New York City at the Marriott Marquis Hotel. We're excited that you are exhibiting with us! Our goal is to offer a valuable conference with dynamic learning sessions, community networking, and one-on-one conversations with solution providers such as your organization.

We would like the World Conference attendees to be fully immersed in the products and services your organization offers and have created an online services manual designed to provide you with all the information necessary for a successful exhibition. In this manual you will find order forms for services offered by the official IABC contractors, an important deadline dates checklist, links to exhibitor registration, and more.

We have found it most efficient if this services manual is provided to the person directly responsible for your company's participation at World Conference 2022. If you will not be onsite in NYC, please send us the contact information of the person who will be, so that we can ensure your company has all the important information for a successful show.

On behalf of IABC, thank you for your support. If there is anything that we can do to assist you, please contact Kelsey Kwasniak (312.673.5387 or kkwasniak@IABC.com).

We look forward to seeing you in New York City!

Sincerely,

Kelsey Kwasniak
Exhibits & Sponsorship Senior Coordinator

Michael Sanders
Sales Manager



GENERAL INFORMATION & INSTRUCTIONS

A. TIMETABLE OF IMPORTANT DATES AND TIMES

LOCATION: Westside Ballroom, Marriott Marquis

MOVE-IN:

Sunday, June 26, 2022

1:00 PM – 6:00 PM

ALL EXHIBITS MUST BE COMPLETE BY 6:00 PM, Sunday, June 26th

Anything shipped directly to the hotel will be dropped in the Westside Ballroom for your team to pick up and begin setup.

EXPO HOURS:

Sunday, June 26, 2022

6:00 PM – 7:30 PM (Welcome Reception)

Monday, June 27, 2022

8:00 AM – 9:00 AM

10:15 AM-10:45 AM

12:00 PM – 1:00 PM

2:00 PM – 2:30 PM

Tuesday, June 28, 2022

8:00 AM – 9:00 AM

10:15 AM-10:45 AM

12:00 PM – 1:00 PM

2:00 PM – 2:45 PM

5:15 PM – 6:45 PM (Gold Quill Reception)

All exhibits must be opened and staffed during the show hours. Exhibitors will be required to exit the Expo as soon as the show closes each day.

MOVE-OUT

Tuesday, June 28, 2022

6:45 PM – 11:00 PM

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Tuesday, June 28 at 6:45 PM and must be completely out of the hall after the IABC Gold Quill ceremony ends at 6:45 PM.

B. SHIPPING

Refer to the Shipping Form included from the FedEx in house at the Marriott Marquis NYC hotel. Shipments can arrive to the Marriott Marquis as early as June 21, 2022. Please note that if shipments arrive earlier than this there is no guarantee the hotel can hold your package.

C. MEETING SPACE

If you would like to host meetings while onsite at World Conference 2022, please complete the form here:

<https://docs.google.com/forms/d/e/1FAIpQLSf6MPobRQbbw4wPNzzIFmcASfBPkhai19sASauAfSwSm-Mqmw/viewform>.

D. LEAD RETRIEVAL

Lead Retrieval can be ordered through our registration provider, Maritz via the form provided further down in this Exhibitor Service Kit.

E. ELECTRICAL/WIFI/AUDIO VISUAL

These forms are also included further below within the Exhibitor Service Kit. Please note that IABC will have a general conference WiFi this year so most companies will not need to order additional services.

F. RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the Exposition during the event. Exhibitors must comply with all of the policies, rules, terms and regulations contained in the Exhibitor Briefing and in this Exhibitor Service Manual. Our rules & regulations can be reviewed here (pages 13-16) per your signed agreement with IABC: https://wc.iabc.com/Portals/0/IABC_783950-21_WC_SalesProspectus2022_FINAL_1.pdf.

G. CATERING/FOOD & BEVERAGE

If you would like to place a separate catering order outside of what IABC is providing in terms of Food & Beverage, please contact Kelsey Kwasniak at kkwasniak@iabc.com.



EXHIBITOR DEADLINE DATE CHECKLIST

ORDER FORM	DEADLINE	DATE SUBMITTED
Housing Deadline	May 27	
Lead Retrieval Deadline	May 31	
Electrical Services	June 10	
Internet Service	June 17	
Telecommunications Services	June 17	
Catering (outside of what IABC provides)	June 20	
Audio Visual (Carlson AV)	June 10	
Shipping (to Marriott Marquis Hotel)-Can receive shipments starting on	June 21	
Shipments Final Deadline to Arrive by Show Time	June 25	

RULES AND REGULATIONS



This Application and Contract to participate in the International Association of Business Communicator's World Conference 2022 scheduled to occur in-person 26-29 June 2022 shall become effective when it has been submitted by the exhibiting company and accepted by the IABC. The individual signing this Application and Contract represents and warrants that he/she is duly authorized to execute this binding Application and Contract on behalf of the exhibiting company. By signing below, the exhibiting company agrees to be bound by the terms and conditions below. The exhibiting company agrees that upon acceptance of this Application and Contract by IABC, with or without appropriate payment of the exhibition fee and further action by the exhibiting company, this Application and Contract, together with the terms and conditions below, (collectively "this Contract") shall become a legally binding contract between IABC and exhibiting company ("Exhibitor").

1. ASSIGNMENT OF SPACE

For all Applications and Contracts received space will be assigned on a first-come, first-served basis based on approved online floorplan within chosen event platform.

IABC reserves the right to change Event hours or dates, to rearrange the virtual floor plan, and/or to relocate any Exhibitor as it deems necessary at any time.

2. PAYMENTS, CANCELLATIONS & REFUNDS

Exhibitor and/or Sponsor must remit a 50% percent deposit of the total Exhibit Booth Fee and/or Sponsorship amount with the submission of this Contract. The remaining balance of the invoice must be paid on or before Friday, 6 May 2022. Notwithstanding the foregoing, a Contract submitted on or after Friday, 6 May 2022 must be accompanied by full payment of the full invoice amount at the time of submission.

A Contract will not be processed, nor space assigned, without the required Exhibit Booth Fee and/or Sponsorship payments. Credit card payments can be made online using American Express, Discover,

MasterCard or Visa. Checks must be payable to IABC and can be remitted to the following address via the U.S. Postal Service provided on your invoice.

3. CANCELLATION OF FULL OR PARTIAL SPACE BY EXHIBITOR

Cancellation of exhibit space must be directed via email to Kelsey Kwasniak, Tradeshow Coordinator at kkwasniak@IABC.com, provided that the cancelling Exhibitor obtains confirmation of IABC's receipt of the email on or before the cancellation deadline.

For cancellations of space received between the initial signed contract receipt and 1 April 2022, Exhibitor is responsible for, and IABC shall be entitled to retain, 50% percent of the total Exhibit Booth Fee as a cancellation fee. Should an Exhibitor cancel a portion of its space between initial contract receipt and 6 May 2022, Exhibitor is responsible for, and IABC shall be entitled to retain, 100% percent of the total Exhibit Booth Fee as a cancellation fee.

Full payment is required and no refunds whatsoever will be made on cancellations or reductions of space on or after Friday, 7 May 2021. Should an Exhibitor cancel

even partial space on or after 7 May 2021, the Exhibitor is responsible for the full Exhibit Booth Fee for the originally contracted exhibit space.

Notwithstanding the foregoing, Exhibitor will have no right to cancel subsequent to IABC cancellation pursuant to Section 7.

4. CANCELLATION OR CHANGES TO WORLD CONFERENCE 2022 BY IABC

If for any reason beyond IABC's control IABC determines that the World Conference 2022 must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed, Exhibitor understands and agrees that IABC shall not refund any amounts Exhibitor paid towards the Exhibit Booth Fee and that all losses and damages that it may suffer as a consequence thereof are its responsibility and not that of IABC or its directors, officers, employees, agents or subcontractors. Exhibitor understands that it may lose all monies it has paid to IABC for space at the Event, as well as other costs and expenses it has incurred, including travel to the Event, setup, lodging, decorator freight, employee wages, etc.

RULES AND REGULATIONS



Exhibitor, as a condition of being permitted by IABC to be an Exhibitor in the Show, agrees to indemnify, defend and hold harmless IABC, its directors, officers employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Show cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside IABC's control. The terms of this provision shall survive the termination or expiration of this Contract.

5. ELIGIBILITY TO EXHIBIT

IABC reserves the right to determine the eligibility of any exhibitor for inclusion in the Event and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of IABC, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. Exhibitor's eligibility to exhibit in the Event must remain in effect from the time of submission of the Contract to the time of the Event and should IABC determine that Exhibitors no longer eligible to exhibit at the Event (though previously deemed eligible), IABC may notify the Exhibitor and may terminate this Contract without liability upon written notice to Exhibitor.

6. SUBLETTING OF EXHIBIT SPACE PROHIBITED

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them nor shall they exhibit or permit to be exhibited in their space any products or advertising materials which are not a part of their own regular products, or which are not compatible with the purpose and/or character of IABC as determined by IABC in its sole discretion.

7. PROMOTIONAL ACTIVITIES

Further, Exhibitors shall not engage in any promotional activities which IABC determines to be outside the purpose and/or character of The IABC Show as determined by IABC in its sole discretion.

8. INTELLECTUAL PROPERTY MATTERS

The Exhibitor represents and warrants to IABC that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by Exhibitor) or other intellectual property rights of any third party. The Exhibitor agrees to immediately notify IABC of any information of which the Exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights or other intellectual property rights. The Exhibitor agrees to indemnify, defend and hold IABC, its officers, directors, employees, agents, successors and assigns harmless from and against all losses, damages and costs (including attorney's fees) arising out of or related to claims of infringement by Exhibitor, its employees, agents, or contractors of the trademarks, copyrights and other intellectual property rights of any third party.

Notwithstanding the foregoing, IABC, its officers, directors, employees, agents, and each of them, shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any Exhibitors. The terms of this provision shall survive the termination or expiration of this Contract.

9. USE OF IABC NAME

IABC, The Show and The Show logo are registered trademarks owned by the IABC. Participation by an Exhibitor in the Show does not entitle the Exhibitor to use such names or logos, except that the Exhibitor may reference The Show and use The Show logo with reference to the Exhibitor's participation as an Exhibitor at the IABC. Participation in the Show does not imply endorsement or approval by IABC of any product, service or participant and none shall be claimed by any participant.

10. INDEMNIFICATION

Exhibitor agrees that it will indemnify, defend and hold Show Management, IABC, their respective officers, directors, employees, agents and each of them, harmless from and against a) the performance or breach of this Contract by Exhibitor, its employees, agents or contractors; b) the failure by Exhibitor, its employees, agents or contractors to comply with applicable laws, regulations and ordinances; and c) the act, omission, negligence, gross negligence, or willful misconduct of Exhibitor, its employees, agents, contractors, licensees, guests, or invitees. This indemnification of Show Management by Exhibitor is effective unless such injury was caused by the sole gross negligence or willful misconduct of Show Management. Exhibitor agrees that if Show Management or IABC is made a party to any litigation commenced by or against Exhibitor, or relating to this Contract or the premises leased hereunder, then EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, including attorneys' fees, INCURRED BY OR IMPOSED UPON SHOW MANAGEMENT OR IABC BY 30 JUNE 2021 REASON OF SUCH LITIGATION. THE TERMS OF THIS PROVISION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS CONTRACT.

RULES AND REGULATIONS



11. USE OF EXHIBIT SPACE — GENERAL

- (a) Exhibitors are prohibited from possessing, displaying or depicting any products or components or company names in their booth that could be interpreted as being a promotion or comparison (features, benefits, and price) of another company.
- (b) Any special promotions music must be cleared with IABC. IABC reserves the right to designate specific days and hours during which special promotions may be conducted, if they are permitted at all.
- (c) IABC allows drawings, games of chance and raffles at the Show, subject to the prior written approval of IABC. Exhibitors must abide by all New York, NYC and NY County statutes and regulations regarding drawings, games of chance and raffles.
- (d) All booth personnel visible on the virtual platform must be properly and modestly clothed.
- (e) The Exhibitor acknowledges and agrees that the IABC, its employees and contractors may take photographs/video recordings of the Show which could include images of the Exhibitor, its name and logo, its representatives and its exhibits while attending the Exhibition. The Exhibitor hereby consents to and grants to the IABC and its affiliates, the unrestricted, perpetual, worldwide, royalty-free and transferable right and license to use (and grant others the right to use) the images worldwide without any compensation.

The Exhibitor acknowledges that IABC is the sole and exclusive owner of all rights in the images and hereby waives (a) any and all rights in and to such images, and (b) any and all claims the Exhibitor and its representatives may have relating to or arising from the images or their use.

- (f) Music used in the booth or at any of Exhibitor's function held in conjunction with The IABC WORLD CONFERENCE 2022 is subject to applicable copyright and licensing fees charged by ASCAP AND BMI. It is the sole responsibility of the Exhibitor to pay applicable fees.
- (g) In order to ensure the success of the Show and avoid dilution of benefits extended to all partners, Exhibitor may not extend invitations, call meetings or otherwise encourage absence of other exhibitors/sponsors attendees from any program or other component of the Show during the official hours of the Show or any function sponsored in connect with the show by IABC without prior notice to and approval by IABC.

12. ATTENDEE LISTS

Attendee lists from the Show are distributed only to exhibiting companies, other official partners and attendees. Please note that no other individual or organization are authorized to market or to sell attendee lists of IABC.

Such lists shall only be used for mailings of promotional material relating to Exhibitor's booth at the Show and shall not be reproduced, transferred or used in any other manner. In using such lists for mailings, Exhibitors must ensure compliance with all country, state and local laws and regulations including, but not limited to, the European Union's General Data Protection Regulations (GDPR and the California Consumer Privacy Act (CCPA)). The Exhibitor shall indemnify, hold IABC, its directors, officers, employees, agents or subcontractors harmless from the performance or right to interpret this Contract. All interpretations are final and are not subject to review or to appeal. Exhibitors which, in the sole interpretation of IABC shall be subject to disciplinary action up to

and including ejection from the Show and refusal to participate in any future events or shows of IABC.

13. ENFORCEMENT / MISCELLANEOUS

This Contract is governed by Illinois law and the Exhibitor consents to the exclusive jurisdiction of the State and Federal courts seated in Cook County, Illinois, with respect to any action arising out of this Contract or IABC. The parties explicitly acknowledge and agree that the provisions of this Contract are both reasonable and enforceable. However, the provisions of this Contract are severable and, as such, the invalidity of any one or more provisions shall not affect or limit the enforceability of the remaining provisions. Should any provision be held unenforceable for any reason, then such provision shall be enforced to the maximum extent permitted by law.

ANY WAY WITH USE OF OR INABILITY TO USE THE SERVICES OUTLINED IN THIS APPLICATION AND CONTRACT OR FOR ANY CLAIM BY EXHIBITOR, EVEN IF ANY OF THE IABC PARTIES HAVE BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR AGREES THAT IABC PARTIES' SOLE AND MAXIMUM LIABILITY TO EXHIBITOR, REGARDLESS OF THE CIRCUMSTANCES, SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. EXHIBITOR AGREES TO INDEMNIFY AND DEFEND THE IABC PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED BY, OR ENGAGED BY THE EXHIBITOR FOR ANY AMOUNT BEYOND THE EXHIBIT BOOTH FEE. FURTHER, EXHIBITOR AGREES TO PAY ALL ATTORNEY'S FEES AND COSTS INCURRED BY IABC PARTIES ARISING OUT OF, OR IN ANY WAY RELATED TO, THIS CONTRACT. EXHIBITOR SHALL BE SOLELY RESPONSIBLE FOR ITS ATTORNEY'S FEES AND COSTS.

RULES AND REGULATIONS



By signature of the digital 2022 contract, Exhibitor submits this Application and Contract and agrees to be bound to its terms: breach of this provision by Exhibitor, its employees, agents or contractors. The terms of this provision shall survive the termination or expiration of this Contract. This Contract will be binding on the Exhibitor's heirs, successors and assigns.

14. WARRANTIES

IABC makes no warranties, either express or implied, as to the availability or suitability of the technology platforms used for the Show and virtual exhibit floor.

15. AMENDMENTS / INTERPRETATION

IABC reserves the right to amend and enforce this Contract. Written notice of any amendments shall be given to each affected Exhibitor. Each Exhibitor, for itself, its agents and employees, agrees to abide by this Contract set forth therein, or by any subsequent amendments. IABC reserves the sole

16. LIMITATION OF LIABILITY

IN NO EVENT SHALL THE FACILITY, THE IABC WORLD CONFERENCE 2022, IABC, THEIR OWNERS, MANAGERS, OFFICERS OR DIRECTORS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY "IABC PARTIES") BE LIABLE TO THE EXHIBITOR OR ANY THIRD PARTY HIRED BY OR OTHERWISE ENGAGED BY THE EXHIBITOR FOR ANY LOST PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEY'S FEES AND COSTS, ARISING OUT





HOTEL, TRAVEL & REGISTRATION INFORMATION

Hotel Accommodations & Rates

IABC has secured a discounted rate of \$299 per night (plus taxes) at the Marriott Marquis hotel in New York City. Please click [HERE](#) to make your lodging reservations today! Rooms are available on a first come first serve basis and must be reserved by **May 27, 2022** in order to be eligible for the discounted rates.

New York Marriott Marquis
1435 Broadway
New York, NY 10036

None of the contracted IABC hotel properties will be taking reservations over the phone. Hotel reservations can only be made via the housing link provided to you above.

IABC has been notified that there are some “Fraudulent Housing Reservation Companies” reaching out to World Conference 2022 attendees and exhibitors. IABC has reserved room blocks **directly** with the Marriott Marquis. IABC **does not** endorse or have a relationship with **any** housing company. Please note that fraudulent hotel reservation companies may solicit IABC attendees and exhibitors/sponsors posing as IABC’s official housing company offering special discounted hotel rates. IABC is not responsible for and cannot guarantee any reservations made through any outside housing company.

Getting to the Hotel

New York City has three airports within 20 miles of the Marriott Marquis. Please see airports below along with the distance from the hotel.

- LaGuardia Airport (9.5 miles away)
- John F. Kennedy International Airport (18.5 miles away)
- Newark Liberty International Airport (16.5 miles away)

Once you arrive in New York, you can use the following transportation methods to get to the hotel.
Alternate Airport Transportation: AIRLINK 1-877-599-8200

- Bus Station: Port Authority

- Subway Station: MTA Times Square
- Train Stations: Penn Station or Grand Central

Registration

Please register via the email sent directly to our primary contact on file from our official registration provider, Maritz. If you need your email re-sent to you, please email IABCEXH@maritz.com.

IABC World Conference 2022

June 26 - 29, 2022 | New York City, NY, Marriott Marquis

Instantly capture contact & demographic data

WORLD CONFERENCE 2022



Lead Retrieval Order Confirmation will be emailed to you.

TERMS AND CONDITIONS:
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Risk-Free COVID-19 [Refund Policy](#).

Click [here](#) for additional Terms and Conditions.

* Processing fee waived when order is placed using company's online lead portal.

LEAD RETRIEVAL OPTIONS	on or before 4/19/22	from 4/20/22 to 5/31/22	after 5/31/22	number of units	TOTAL
SWAP® Mobile App (up to 3 users)	\$ 549	\$ 579	\$ 599		\$
Additional Mobile App Users	\$ 149 each				\$
ADDITIONAL SERVICES					
Developer's Kit (Real Time Data Services) Click here for more information	\$ 950				\$
Subtotal					\$
Processing Fee*					\$ 9.99
Total with 4% sales tax					\$
TOTAL					\$

NEW Features!



SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Business card scanning

Order Online Now: <https://exhibitor.swap.mge360.com/>

Exhibiting Company: _____ Booth #: _____

Check if information is for: Exhibiting Company Third Party

3rd Party Company (if applicable): _____ Contact Name: _____

Address: _____ City: _____

State/Country: _____ Zip: _____ Email: _____

Phone: _____ Fax: _____

Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

Order Online Now: <https://exhibitor.swap.mge360.com/>

For Assistance Contact:

ExhibitorServices@maritz.com
877-623-3487

It is against Maritz Global Events' security policy to accept credit card information via email.





New York Marriott Marquis Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 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 the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at **212.575.5047**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at **the hotel location**
(Hotel Address)
(City, State, Zip Code)
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Marriott Marquis
1535 Broadway
New York, NY 10036
Phone: 212.575.5047
Fax: 929.259.0051
Email: usa5667@fedex.com

Operating Hours

Mon.–Fri.: 9:00 a.m. - 5:00 p.m.
Saturday: closed
Sunday: closed

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 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 includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



New York Marriott Marquis Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **212.575.5047** ; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill 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 pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling and Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0–1.0 lb.	\$2.00	\$10.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$25.00
20.1–30.0 lbs.	\$20.00	\$35.00
30.1–40.0 lbs.	\$25.00	\$55.00
40.1–50.0 lbs.	\$25.00	\$55.00
50.1–60.0 lbs.	\$35.00	\$55.00
60.1–150.0 lbs.	\$35.00	\$70.00
Pallets & crates*	–	\$250.00 or \$0.75/lb. > 333 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

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 five (5) calendar 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 \$70.00 per hour with a minimum of \$35.00 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 includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



New York Marriott Marquis
HIGH-SPEED INTERNET SERVICE REQUEST FORM

Conference: _____

Dates: _____

PLEASE COMPLETE THIS FORM AND SCAN DOCUMENT TO: **182exhibitform@carlsonav.com**

Exhibiting Firm: _____

Contact Name: _____

Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Onsite Representative: _____

Contact Phone: _____

***INTERNET SERVICES:**

- A. Wired Internet access for up to 3 days.
- B. Additional Wired line installation(s).
- C. Wireless Internet Access for 1 device.
- D. Additional Wireless device(s).

Wireless Network Info:

Wireless technology in exhibit space is 802.11ac, Client provided Wi-Fi Access Points and/or routers are not allowed without prior approval.

Wired Internet Lines: provide a maximum 5MBPS.

If additional bandwidth is required, call for pricing.

For questions or advanced services please call (212) 930-7675 or e-mail: 182exhibitform@carlsonav.com

*SERVICES	MEETING ROOM / BOOTH #	INSTALLATION DATE & TIME	REMOVAL DATE & TIME	QUANTITY	Pricing Per Event	TOTAL
A					\$750.00	
B					\$150.00	
C					\$375.00	
D					\$150.00	
					Subtotal	
					Service Charge 25%	
					Late Charge (less than 3 business days prior to event). \$75 charge	
					8.875% NY State Tax (sales tax is only applied on service charge)	
					Grand Total	

* Please note that servers and Network Address Translation (NAT) devices count as DEVICE.

FULL PAYMENT MUST ACCOMPANY THIS FORM:

Payments are non-refundable; credits will not be given for unused connections that have been ordered and installed. By signing below, customer authorizes purchases and agrees to the terms and conditions listed on the second page of this form.

Please note: Credit card will be processed 48hrs prior to the event.

- Mastercard
- Visa
- AMEX

Name on Card: _____

Credit Card # _____ Exp. Date: _____ CVC #: _____

Signature: _____ Date: _____

ADDITIONAL IMPORTANT INFORMATION:

Order changes must be faxed or emailed 5 days prior to show date or may be subject to additional charges. Carlson Audio Visual will confirm request by email.

Configuration: Service excludes any on-site, computer configuration and network set-ups.

Customer is responsible for providing hub(s), cables for in booth wiring and labor.

Internet Access Pricing :

Cancellation of services will carry a minimum fee of \$100.

Orders received during show dates will incur a \$75 rush charge.

TERMS AND CONDITIONS

1. *General.* The Internet Service Request form on the reverse page, together with these terms and conditions, shall form an ("Exhibitor") and Guest-tek if Exhibitor has submitted the Order Form agreement between the entity named on the Request to Carlson Audio Visual, along with full payment, and the Order Form and full payment have been received and accepted by Carlson Audio Visual. As detailed below, Carlson Audio Visual will provide an Ethernet connection to the Internet attachment at show referenced above for the use of Exhibitor's employees and guests

2. *Use of Network Connection.* Network access to be provided by Carlson Audio Visual may be used only by the employees of Exhibitor, its guests at the Show and its agents and consultants while performing services for Exhibitor. Users of hotel network 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. 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. Mass distribution of any message, including advertising, may not be "broadcast" or otherwise sent on an intrusive basis to any user of the hotel network or any directly or indirectly attached network. However, when requested by a user of the networks, product information and other commercial messages are permitted to be transmitted over the network.

3. *No Warranties: Limitation of Liabilities.* Carlson Audio Visual does NOT make any express or implied warranty of any kind. The protocols used on the conference space network (TCP/IP) call for end-to-end verification of the accuracy of any message and such verification is the sole responsibility of Exhibitor. Similarly, these protocols provide for end-to-end verification of the receipt of all of the data that is transmitted. Carlson Audio Visual will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, or service interruptions. Use of information obtained via the services provided hereunder is at Exhibitor's own risk. Exhibitor is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the Guest-tek network and (b) assuring that each message Exhibitor sends or receives has been received. Carlson Audio Visual will coordinate with Hotel for connection to exhibitor's booth. Guest-tek engineers or Carlson Audio Visual technicians will test the cable designated for the exhibitor's use to ascertain that a host can ping (i.e. route IP traffic) using the IP's assigned to exhibitor. Carlson Audio Visual cannot vouch for adequacy of Hotel building's wiring and shall not be liable for damages, for delays, service interruptions or related problems that exhibitor might experience in achieving connectivity. . Neither shall Carlson Audio Visual be liable to Exhibitor for indirect, special, incidental, exemplary, consequential, or any other form of money damages, including, but not limited to, lost profits, or for the loss of data or information of any kind, however caused, and arising out of or in connection with the performance or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not Carlson Audio Visual has been made aware of the possibility of such damages. In no event shall liability exceed a refund of amounts actually paid to Carlson Audio Visual by Exhibitor for this network attachment.

4. *Governing Law.* This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York applicable to contracts to be per-formed entirely within the State.

5. *Entire Agreement.* This Agreement represents the complete agreement and understanding of the parties with respect to be subject matter Here in, and super- sedes any other agreement or understanding, written or oral. The Agreement may only be modified by a writing, signed by both parties.

Authorized Signature: _____

Company Name: _____

Date: _____

TELECOMMUNICATIONS ORDER FORM

Mail checks or inquiries to:
A1 Communications
C/O -New York Marriott Marquis
1535 Broadway, New York, NY 10036
212-704-8889
FAX 212-930-7680

DATE SUBMITTED _____

Telecommunications Hours of Operation:
Monday - Friday (8am - 5pm)
(Not including holidays)

Name of Event	Install Date:
Company:	Install Time: (30 minutes prior to meeting start time)*
Address:	Removal Date:
City/State/Zip:	Removal Time:
Phone Number: _____ Fax Number: _____	Room and Location of Equipment:
EMAIL: _____	
Contact:	Hotel Contact:

Event Manager: If you are requesting phone numbers please attach a diagram noting location of phone in meeting room.
*** If this request is within 24 hours of meeting time, phone will be installed 15 minutes prior to meeting start time.**

QTY	ITEM	#DAYS	TELEPHONE INFORMATION
___	Analog Direct-In-Dial Phoneline \$150 per day <i>Directly accept incoming calls</i> <i>Dial "9" for outside access</i> <i>Standard Telephone Included</i>	___	All calls will be billed a guest room rates. Local calls are \$1.00 plus taxes (\$1.26) for the first 3 minutes + \$0.02 each additional minute and may be subject to additional local and/or long distance charges. International and Domestic Long Distance calls will be charged to your account and billed at the AT&T Daytime Operator Assisted Rate plus a 55% hotel surcharge. International calls are subject to a connection charge of \$3.25. There is a \$2.00 charge for all calling card, 800, 888, 877 or 866 calls. Your phone request must be accompanied by a valid credit card number with cardholders name and signature or payment in advance for Installation plus a deposit of \$100 per day per line for telephone calls or your have billing established with Hotel. High Speed Internet Access is available upon request. Please contact GuestTek service provider directly at 212 930-7675. All fees are subject to a 14.32% sales and communications tax. The hotel's long distance carrier is AT&T. A fee will be charged to change carriers. A \$500 connect/disconnect fee will be charged for any voice circuit not obtained through the hotel. Requests must be submitted within 1 week of installation.
___	Polycom Conference Phone \$150 per day With 2 External Mics <i>For conferences of 5-10 ppl</i>	___	
___	Polycom Conference Phone \$100 per day No additional mics <i>For conferences of 2-4 ppl</i>	___	
___	ISDN Line \$500 per day <i>Recommended for Video Conferencing and Radio Broadcast</i> <i>2 Channel Frequency</i> <i>No IP Address</i>	___	
___	Additional Service: Call for Pricing \$ _____ Per Day _____ Flat Rate <i>Multi-line Digital Telephones</i> <i>Voicemail</i> <i>Conference Bridges</i>	___	
___	Technician Overtime Fee \$50 per hour For installations and services provided outside the hours of 8am-5pm, Mon-Fri and all day on government holidays	___ Hrs	

Method of Payment

Below is Hotel use only

<input type="checkbox"/> AMEX <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover <input type="checkbox"/> Diner's Club <input type="checkbox"/> Master Acct Card #: _____ Exp Date: _____ Cardholder: _____ Signature: _____	A-1 COMMUNICATIONS BID		
	REG	OT	SUN/HOL
	TOTAL T&M: _____		
	INVOICE #: _____		

TECH: _____ AYS MANAGER: _____ DATE: _____ PMS #: _____

PHONE TECH AND AYS MANAGER SIGNATURE INDICATES THAT SERVICES REQUESTED AND MATERIALS PROVIDED HAVE BEEN COMPLETED AS SPECIFIED ABOVE BY THE CUSTOMER. I UNDERSTAND THAT THE SERVICES PROVIDED ARE PURSUANT TO TERNS AND CONDITIONS STATED ON FILE IN THE TELECOMMUNICATIONS OFFICE.



EXHIBITOR CLEANING FORM

The New York Marriott Marquis understands that a clean booth is important to a successful show. To assist you, we offer a cleaning service which includes, vacuuming of your exhibit carpet and emptying wastebaskets.

Show Name:
Show Date(s):
Booth Number:
Company:
Contact Name:
Email Address:

Vacuum and General Cleaning at end of day

Cleaning Dates:	
Number of Booths	0
Cost Per Booth	\$100.00
Number of Days	0
Tax	8.875%
Total	0

Special Instructions:

All orders must be pre-paid. Please return your cleaning form to Ana Monte - ana.monte@marriott.com & Safwat.Sawiris@marriott.com. Once your cleaning form has been received you will be sent a secure credit card link. A confirmation email for the cleaning service will be sent to you once payment has been processed.

Signature/Date:

NEW YORK MARRIOTT MARQUIS ~ 1535 BROADWAY, NEW YORK, NY 10036
Phone: 212-398-1900 Ext.6678 Fax: 212-704-8940



AV Exhibitor & Pop-Up Form

1535 Broadway
New York, NY 10036
Phone: 212.704.8879
Fax: 212.704.8949



					CUSTOMER INFORMATION	
Meeting Aids	Qty	Days	Rate	TOTAL		
Flipchart Package (Standard or Adhesive Paper)			\$ 125.00	\$0.00	COMPANY NAME: <input style="width: 100%;" type="text"/> ADDRESS: <input style="width: 100%;" type="text"/> CITY: <input style="width: 100%;" type="text"/> STATE: <input style="width: 50%;" type="text"/> ZIP: <input style="width: 50%;" type="text"/> TELEPHONE #: <input style="width: 100%;" type="text"/> FAX #: <input style="width: 100%;" type="text"/> CONTACT NAME: <input style="width: 100%;" type="text"/> CONTACT EMAIL: <input style="width: 100%;" type="text"/>	
PC Laptop Computer			\$ 400.00	\$0.00		
Mac Laptop Computer			\$ 500.00	\$0.00		
Wireless Presenter Remote			\$ 125.00	\$0.00		
Projection	Qty	Days	Rate	TOTAL		
4k LCD Projector			\$ 750.00	\$0.00		
6k LCD Projector			\$ 1,000.00	\$0.00		
4K LCD Projector w. Tripod Screen			\$ 940.00	\$0.00		
6k LCD Projector w. Tripod Screen			\$ 1,190.00	\$0.00		
4k or 6k LCD Projector w. FastFold Screen			\$ 1,250.00	\$0.00		
Standard Tripod Screen (Any Size)			\$ 195.00	\$0.00		
6x8 FastFold Screen (4:3)			\$ 250.00	\$0.00		
7x10 FastFold Screen (4:3)			\$ 350.00	\$0.00		
7x14 FastFold Screen (16:9)			\$ 650.00	\$0.00		
9x16 FastFold Screen (16:9)			\$ 750.00	\$0.00		
VGA Bangbox (Non-Seamless/Non-Scaling)			\$ 150.00	\$0.00		
Switcher/Scaler			\$ 500.00	\$0.00		
					ON SITE CUSTOMER INFORMATION	
Audio	Qty	Days	Rate	TOTAL		
Powered Speaker			\$ 125.00	\$0.00	CONTACT: <input style="width: 100%;" type="text"/> CONTACT CELL #: <input style="width: 100%;" type="text"/> FLOOR & ROOM NAME/ BOOTH #: <input style="width: 100%;" type="text"/> DELIVERY DATE: <input style="width: 50%;" type="text"/> TIME: <input style="width: 50%;" type="text"/> PICKUP DATE: <input style="width: 50%;" type="text"/> TIME: <input style="width: 50%;" type="text"/>	
Powered Speaker w/Wired Microphone			\$ 200.00	\$0.00		
Powered Speaker w/Wireless HH Microphone			\$ 350.00	\$0.00		
Laptop Audio Sound Port			\$ 125.00	\$0.00		
4-6 Channel Mixer			\$ 125.00	\$0.00		
12 Channel Mixer			\$ 125.00	\$0.00		
16 Channel Mixer			\$ 450.00	\$0.00		
Wired Microphone (Any Type)			\$ 75.00	\$0.00		
Wireless Microphone (Any Type)			\$ 225.00	\$0.00		
CD Player/Boombox			\$ 75.00	\$0.00		
House Patch Fee (Meeting Room - Any Size)			\$ 250.00	\$0.00		
House Patch Fee (Ballroom - Any Size)			\$ 500.00	\$0.00		
Any Misc. Audio Cable			\$ 25.00	\$0.00		
						INTERNAL CAV INFORMATION
Video	Qty	Days	Rate	TOTAL		
20" Monitor (Table Stand Only)			\$ 250.00	\$0.00		TECHNICIAN NAME: <input style="width: 100%;" type="text"/> R2 ORDER #: <input style="width: 100%;" type="text"/> Bill to Dept. #: <input style="width: 100%;" type="text"/> Bill to Folio #: <input style="width: 100%;" type="text"/>
32" Monitor (Table Stand Only)			\$ 500.00	\$0.00		
55" Monitor (Rolling Ergotron Stand)			\$ 1,000.00	\$0.00		
Hard Disk Recorder			\$ 750.00	\$0.00		
Single Disc DVD Player			\$ 150.00	\$0.00		
Cable Package (Video/Power/Data)			\$ 125.00	\$0.00		
Any Misc. Video Cable			\$ 50.00	\$0.00		
					COMMENTS:	
Misc.	Qty	Days	Rate	TOTAL		
House Lighting Controller			\$ 500.00	\$0.00		
Scissor Lift (Requires CAV Operator @ Add. Charge)			\$ 1,500.00	\$0.00		
10' Panel of Pipe & Drape			\$ 250.00	\$0.00		
*Labor (Set/Strike or Operation) Qty. = Hrs. (\$135.00/hr)			\$ 135.00	\$0.00		
Misc.			\$ -	\$0.00		
Misc.			\$ -	\$0.00		
Misc.			\$ -	\$0.00		
Misc.			\$ -	\$0.00		
Misc.			\$ -	\$0.00		
Misc.			\$ -	\$0.00		
					INSTRUCTIONS	
Additional Set/Strike or Operator Labor May Be Applied Per Request			CAV Labor Fee	\$ -	1. Please Complete Form In Highlighted Areas Only 2. (1) Hour Minimum Labor Fee Will Be Applied To All Orders (\$135.00) 3. Cancellations Within 48 Hours Of Arrival Are Subject To 50% Charge 4. Cancellations Within 24 Hours Of Arrival Are Subject To Full Amount 5. As Per NY State Law, All Labor Fees Are Taxable (8.875%) 6. 25% Service Fee Applied To Equipment Rental Total 7. All Charges Are Per Room / Per Day	
			Equipment Rental Total	\$ -		
			25% Service Fee	\$ -		
			Subtotal	\$ -		
			Tax (8.875%)	\$ -		
			TOTAL DUE:	\$ -		
PAYMENT					PLEASE RETURN TO	
This signature authorizes Carlson Audio Visual, LLC to charge my personal or corporate credit card, or Account Folio set-up with the NY Marriott Marquis the total amount of \$ <input style="width: 50px;" type="text"/> -						
THIS CREDIT CARD WILL BE BILLED WITHIN 48 HOURS OF THE DELIVERY DATE						
NAME ON CARD: <input style="width: 100%;" type="text"/>						
CC ACCOUNT #: <input style="width: 100%;" type="text"/>	EXP DATE: <input style="width: 100%;" type="text"/>					
	CVV: <input style="width: 100%;" type="text"/>					
SIGNATURE: <input style="width: 100%;" type="text"/>						
182exhibitform@carlsonav.com						
New York Marriott Marquis Attn: Carlson Audio Visual 1535 Broadway New York, NY 10036 Phone: 212.704.8879 Fax: 212.704.8949						