

SVG[®] 10TH ANNUAL SUMMIT

DECEMBER 14-15, 2015 • NEW YORK HILTON

SHOWCASE INFORMATION

EVENT LOCATION: Hilton New York – 3rd Floor

EVENT SCHEDULE:

Monday, December 14, 2015:

1:00-4:00 PM Exhibitor Load In/Set Up

4:00 PM Technology Showcase Opens

5:00 PM Opening Night Reception

Tuesday, December 15, 2015

8:00-3:00 PM Technology Showcase Hours

3:00 PM Exhibits Close/Exhibitor Load Out

5:00PM Booths Cleared/Items Removed from Ballroom

TECHNOLOGY SHOWCASE 2015 DETAILS:

Tabletop Includes:

- 6ft Skirted Table
- 2 Chairs
- **5 Amps Electric** (See link below for additional power or wifi)
- Ballroom is carpeted

Each tabletop includes 150 lbs. of dryage. If your showcase includes more than 150 lbs. of materials, you will be REQUIRED to send your materials to arrive on Monday, December 14th via 3rd party shipper. SOS Global has been designated as the official Transit Company for the show. The hotel will not be able to accept any larger materials or any materials shipped in large crates or skids. Any shipments larger than 150 lbs. that are shipped to the hotel prior to Monday, December 15th will have to work out delivery with the hotel directly.

No backdrops larger than 6ft long and 6ft wide will be allowed to be displayed without show management approval. All approvals must be sent to cris@sportsvideo.org or rob@sportsvideo.org by December 1, 2015.

Please Note: Event Storage is Limited.

INTERNET AND ADDITIONAL POWER:

Must be ordered in advance by December 9th to avoid onsite service charges.

Ordering Link:

<https://newyorkhilton.boomerecommerce.com>

AUDIO VISUAL EQUIPMENT RENTAL:

Audio/Visual Equipment may be rented by PSAV at the Hilton. Please contact **Patrick Faw** with any questions regarding A/V.

Patrick Faw, pfaw@PSAV.COM, (212) 261-5795.

SHIPPING INSTRUCTIONS:

SOS GLOBAL: (LARGER SHIPMENTS)

Please contact SOS for quote

SOS GLOBAL Customer Service Reps

Terry McElhennon, TMcElhennon@sosglobal.com

Tina Ballenger, TBallenger@sosglobal.com

SMALLER ITEMS:

Smaller items can be shipped directly to the hotel.

Please note you will be responsible for setting up the return of all items to your office. SVG will not be responsible for any items left behind.

SHIPPING DETAILS:

Hilton New York

1335 Avenue of the Americas

New York, NY 10019

Attn: Package Room

Name of Person Onsite:

Company Name

Event Name: SVG Summit 2015

Mercury Ballroom – December 14-15, 2015

Attn: Migdalia M. Torres

HOTEL SHIPPING REQUIREMENTS:

- The NY Hilton will not deliver to Mercury Ballroom and Rendezvous any large crates, boxes or skids sent to the loading dock. Please make sure that any large deliveries are made on Monday, December 14th directly to Mercury Ballroom and Rendezvous starting at 11:00 AM.
- The Package Room Management reserves the right to NOT accept boxes which are damaged during shipping, unsafe or too large.
- Parcels are accepted 2 days prior to arrival.
- Number each box and know its content. This helps when a specific box needs to be located
- Please make sure to indicate where the boxes should be delivered upon arrival.

MOVE OUT INSTRUCTIONS:

Arrangements must be made in advance for shipments after the event. Contact SOS Global if you have any large items needed to be removed from the show floor.

SECURITY:

SVG cannot guarantee against loss or damage of any kind, but will endeavor to protect exhibitors by providing general security on a 24 hour basis from the beginning of move-in to the end of move-out.