



## SPONSOR FAQs & EXHIBITOR DEADLINES

### VCG Summit 2010

[www.vcgsummit.com](http://www.vcgsummit.com)

Conference: October 26 - 27 | Exhibition: October 26  
Grand Hyatt Washington  
1000 H St., NW Washington, DC

Thank you for your participation! Below you will find a list of answers to the most frequently asked questions made by sponsors. If you are unable to find an answer in the following list, please feel free to contact Saroeung Neak at [sneak@1105govinfo.com](mailto:sneak@1105govinfo.com) or 703-876-5084.

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**Q: What is the target attendance for this event?**

A: Target attendance for the 2010 VCG event is 600+ attendees.

**Q: What is included with my exhibit space?**

A: Items included with your exhibit space are:

- One 6' draped table and two chairs
- Electrical power (20 AMPS)

**Q: What are the dates and times for set-up, breakdown and exhibition?**

A: Exhibition Hours: 11:00am – 5:00pm, Tuesday, October 26

❖ Booth Set-up: Tuesday, October 26, 7:00am – 10:00am. Booths must be complete by 10:00am on Tuesday, October 26

❖ Booth Teardown: 5:00pm – 7:00pm, Tuesday, October 26

**Q: How do I register my staff?**

A: You can register your staff by sending an email with COMPLETE contact information for each pass to Saroeung Neak at [sneak@1105govinfo.com](mailto:sneak@1105govinfo.com). Please note that registrations without contact information may not be registered

**Q: How many staff members are allowed?**

A: You are limited to a total of five (5) staffers per table.

**Q: Can I ship exhibit materials directly to the show site?**

A: It is **NOT** recommended that you ship items directly to the **Grand Hyatt**. Contact **Saroeung Neak** if you have further questions or concerns.

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For More Information, Contact:

Wendy Loew: [Wendy@1105GovInfo.com](mailto:Wendy@1105GovInfo.com) | 508-695-2104

Eric Pesachowitz: [Eric@1105GovInfo.com](mailto:Eric@1105GovInfo.com) | 202-683-7972

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**Q: Can I bring materials onsite for set-up?**

A: Items can be brought onsite for set-up during the stated set-up dates/times.

**Q: How do I access the current list of press registered for this event?**

A: For the latest list of registered press, send a request to [sneak@1105govinfo.com](mailto:sneak@1105govinfo.com).

**Q: How do I order Internet access for my booth?**

A: The Grand Hyatt is WiFi enabled. You can order wireless internet access through the Grand Hyatt for . The form is included in your service kit.

**Q: How do I order a lead retrieval unit for my booth?**

A: Lead Retrieval Orders - bCard/ITN International – [www.itn-international.com/store](http://www.itn-international.com/store) , Access Code – VCG10, Phone: **801-676-7933** or [exhibitors@itn-international.com](mailto:exhibitors@itn-international.com)

**Q: How do I order computer/AV equipment for my booth?**

A: AV/Computer Rental can be rented through Swank Audiovisual. The forms can be found in the service kit.

**Q: Where do I find information on travel arrangements?**

A: Travel information can be found online: [www.vcgsummit.com](http://www.vcgsummit.com) then click on travel info

OVERVIEW OF SERVICE ORDER DEADLINES – All forms can be found in this Exhibitor Manual.

Computer & A/V Order Forms	Deadline	Sent on *
Computer & Audio/Video/Data Rental (Swank)	10/19/10	
Lead Retrieval Unit Rental	Deadline	Sent on *
bCard/ITN International	10/07/10 9/23/10 – Earlybird rate	

\* Use the third column to keep track of when you submitted your order.

**EXHIBIT STAFF REGISTRATION – DEADLINE: October 18, 2010**

Staff cannot be registered online. You must submit your staff names to Saroeung Neak at [sneak@1105govinfo.com](mailto:sneak@1105govinfo.com) .

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**ADD’L SERVICE VENDOR CONTACT INFO**

- ❖ Show Management – **1105 Gov Info Group** – Contact: Saroeung Neak – [sneak@1105govinfo.com](mailto:sneak@1105govinfo.com), 703-876-5084
- ❖ Lead Retrieval – **bCard/ITN International** – Phone: 801-676-7933 – [exhibitors@itn-international.com](mailto:exhibitors@itn-international.com)
- ❖ A/V & Computer Rental – **Swank Audiovisual** – Phone: 202-624-8069
- ❖ Internet – **Grand Hyatt** - Phone: 202-582-1234
- ❖ Location – **Grand Hyatt Washington** – 1000 H St., NW Washington, DC 20001 – Ph: 202-582-1234

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**GRAND HYATT  
WASHINGTON  
EXHIBITOR ORDER FORM**



EQUIPMENT <i>Special equipment needs?... Give us a call!</i>	QTY	SHOW COST	# OF DAYS	TOTAL
<b>VIDEO</b>				
32" LCD Flat Panel with Stand		\$350.00		
DVD Player		\$125.00		
Plasma Monitor with Speakers (different sizes)		\$850.00		
<b>PROJECTION</b>				
1024 x 768 LCD Projector (3000 lumens)		CALL		
1024 x 768 LCD Projector (4000 lumens)		CALL		
<b>COMPUTER MONITORS</b>				
18" Multi-Sync Monitor		\$150.00		
20" Multi-Sync Monitor		\$200.00		
<b>AUDIO <i>Equipment to fit your specific needs</i></b>				
Booth audio for laptop presentation		\$100.00		
<b>CARTS 30", 42", 54" with drape (circle choice)</b>		\$25.00		
<b>COMPUTERS/ COPIERS/ FAX MACHINES</b>				
Pipe and Drape (per 15' section)		\$200.00		
<b>Subtotal</b>				
<b>Sales Tax 6%</b>				
<b>* Delivery, Installation, Removal &amp; Pick-Up 20%</b>				
<b>**LDW 7%</b>				
<b>Total</b>				

\*DELIVERY, INSTALLATION, REMOVAL & PICK-UP includes, total set-up, pre-testing and takedown at conclusion.  
 \*\*DAMAGE WAIVER - insurance policy covering accidental damage or loss to rental equipment.  
 \*\*\*ELECTRICAL POWER ARRANGEMENTS are responsibility of the exhibitor.

<b>EXHIBITOR INFORMATION</b>			<b>PAYMENT INFORMATION</b>	
FIRM NAME	BOOTH NUMBER	BOOTH NAME	The customer agrees to pay in full for loss or theft of any equipment provided by Swank Audio Visuals. Pre-payment must accompany all orders unless prior arrangements have been made.	
ATTENTION	ON-SITE CONTACTS			
ADDRESS	ORDERED BY		CIRCLE PAYMENT TYPE: CHECK	
CITY, STATE, ZIP				
PHONE			VISA	MASTERCARD
EMAIL			AMERICAN EXPRESS	DINERS CLUB
INSTALLATION DATE			CARD HOLDERS NAME:	
TIME			CREDIT CARD NUMBER:	
OPENING DATE			EXP. DATE	
TIME			SIGNATURE:	
REMOVAL DATE			DATE:	
TIME				

<b>FOR MORE INFORMATION:</b> Phone: 202-624-8069 Fax: 202-637-4947 E-mail: <a href="mailto:TEYERLY@SWANKAV.COM">TEYERLY@SWANKAV.COM</a>	<b>SWANK AUDIO VISUALS</b> c/o GRAND HYATT WASHINGTON 1000 H St, NW Washington, DC 20001
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**1105 GOVERNMENT**  
 Information Group

# Grand Hyatt Washington

## Telephone / Internet Request Form

Phone (202) 582-1234 Fax (202) 637-4797 (Attn: Nicole Tibbs)

Date of Installation:	Day:	Time:
Date of Removal:	Day:	Time:

### Group Information

Name of Group:		
Contact Name		
Company Name		
E-mail Address:		
City:	State:	Zip Code:

### Billing Information

Credit Card Holder:	Type:
Card Number	Exp Date:
Room Charge	
Guest Name:	Room #

**Room Name:** \_\_\_\_\_

**LOCATION IN ROOM:** (Please Be Specific Which Wall, Table, Etc.)

- On Credenza
- On Registration Desk – Back
- Back of Room
- On Conference Table
- Exhibit Table – Booth # \_\_\_\_\_
- On Registration Desk – Front
- On Head Table

### Internet Requirements

- Dedicated T1 Line\*
- VPN\*
- Web Casting\*

\*Please consult your hotel contact to discuss pricing for these services.

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extension/Passcode: \_\_\_\_\_

#DAYS	#LINES	SERVICES / EQUIPMENT	
■	■	<b>HOUSE LINE</b> \$75.00/day/line In-house only	
■	■	<b>DIRECT IN DIAL</b> \$185.00/day/line * Caller calls extension directly	
■	■	<b>FAX/MODEM</b> W/ Direct in Dial \$185.00/day/line *	
■	■	<b>POLYCOM</b> \$250.00/day/line * Conference call speaker device	
■	■	<b>VOICE MAIL SERVICE</b> \$75.00/day/line. (Not including phone)	
■	■	<b>HIGH SPEED INTERNET</b> See below for hard wire and wireless prices	
<b>TOTAL EQUIPMENT CHARGES</b>			
<b>CALL CHARGES</b>			
<b>TOTAL CHARGES</b>			

\*Plus cost of calls

*Pop-up surcharge: Add 30% to above pricing.  
Same-day orders are subject to availability*

	Wireless Pricing	Wired Pricing
	A one time \$200 Activation Fee applies	A \$500 Activation / Installation Charge Applies per meeting room
# Computers	Price Per Computer per Day	Price Per Computer per Day
1 - 10	\$175.00	\$195.00
11 - 15	\$165.00	\$185.00
16 - 20	\$160.00	\$180.00
21 - 25	\$155.00	\$175.00
26 - 30	\$150.00	\$170.00
31+	<b>CALL FOR QUOTE</b>	

Please be aware that the Internet connection at the Grand Hyatt Washington is an "Unsecured Connection." Some computers must be configured to allow for this type of connection. Computers having firewalls and certain virus protection software with high security settings may have difficulty accessing the Internet. Should this difficulty occur, disabling the anti-virus or security system should assist in establishing a connection through our system.

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# ENGINEERING AND ELECTRICAL SERVICE CONTRACT

**Show Information**

**Billing Information**

Name of Event: \_\_\_\_\_

Name: \_\_\_\_\_

Exhibit Name: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Meeting Room: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Installation-Date & Time: \_\_\_\_\_

Master Account Number: \_\_\_\_\_

Removal-Date & Time: \_\_\_\_\_

Please note: **ALL CREDIT CARD INFORMATION SHOULD BE ON CREDIT CARD AUTHORIZATION FORM**

This order and accompanying pre-payment must be received by the GRAND HYATT WASHINGTON, Engineering Department 15 days prior to the date to guarantee installation of all equipment.

QUANTITY	DESCRIPTION (AVAILABLE POWER)	ADVANCE ORDER	FLOOR ORDER	TOTAL ORDER
	115 V, 20A, AC, Single Phase, 2000 Watts	\$100.00	\$125.00	
	208V, 30A, AC, Single Phase, 6000 watts	\$150.00	\$175.00	
	208V, 100A, AC Single Phase, 20000 Watts	\$300.00	\$375.00	
	208V, 100A, AC Three Phase, 35000 Watts	\$450.00	\$525.00	
	208V, 200A, AC, Three Phase, 70000 Watts	\$700.00	\$800.00	
	208V, 400A, AC, Three Phase, 140,000 Watts	\$1000.00	\$1200.00	

NOTE: The Hotel cannot furnish lighting displays of any kind. Wall and Column outlets are not part of the rental space and are not for exhibitor use.

QUANTITY	DESCRIPTION	RATE	TOTAL ORDER
	Multi Outlet Power Strip (5 plugs)	\$25.00	
	Multi Outlet Power Strip w/Surge Protection	\$50.00	
	Extension Cord	\$15.00	
	Ladder (waiver must be signed)	\$75.00	
	Roof Usage for Satellite Links	\$500.00	
	Video Channel for in house use (1 available)	\$1500.00	
	Banners (per occurrence)	\$75.00	
	DVD Player (in Guest room only)	\$25/day - \$75/wk	

\*\*\* Special material or Hookup:

**SUMMARY OF CHARGES**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Equipment</b>	
<b>Power</b>	
<b>Labor</b>	
<b>TOTAL</b>	

All prices are subject to change without notice. See important Conditions and regulations below or on the reverse side. Return via E-Mail, Mail or Fax to <b>GRAND HYATT WASHINGTON</b> 1000 H STREET N.W. WASHINGTON, DC 20001 ATTN.: ENGINEERING Phone: (202) 624-8050 FAX: (202) 637-4959 Email: WASGH-ENG@hyatt.com	<b>LABOR</b>
	8AM- 4PM MON-FRI \$75.00
	4PM- 8AM MON-FRI \$100.00
	WEEKENDS & HOLIDAYS \$150.00
	Labor rates are billed on a per man/per hour basis. One hour minimum and quarter hour increments here after.

Print Name: \_\_\_\_\_

Hotel Contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Extension: \_\_\_\_\_

Revised 11/14/2007

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## Important Conditions and Regulations

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used By exhibitors unless specified otherwise. The use of wall or floor outlets is considered billable electricity
2. All equipment regardless of source of power must comply with all federal and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to the close of the exhibition.
4. Prices based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than a hotel engineer make electrical connections to house outlets.
6. All equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc.
7. All material and equipment furnished by the hotel for this service order shall remain the hotel's property and shall be removed only by the hotel at the close of the show.
8. All exhibitors' cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts of boxed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections cover only the bringing of one service to the booth in the most convenient manner and does not include connecting equipment or special wiring.
10. Advance orders must be received a minimum of 15 days prior to scheduled exhibitor's arrival for move in.
11. Credit will given for outlets installed and not used.
12. Payments in full must be rendered prior to opening of show: NO EXCEPTIONS PLEASE!
13. It is your responsibility to confirm receipt of the electrical service contract, by Grand Hyatt Washington.
14. The Hotel is not responsible for equipment malfunction/damage.
15. When contacting the Grand Hyatt Washington, please record the name and extension of the individuals You talked to: \_\_\_\_\_
16. At no time will any exhibitor, groups or person hang items/objects from any walls or ceiling. All banners, Flags, etc. must be authorized and installed by the Hotel Engineering Department. Installation or hanging of all materials will be a one-time charge. Changes or additional moves will be billed separately.
17. Items rented from the Hotel must be returned or replacement costs will be debited to the account.

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