
FREQUENTLY ASKED QUESTIONS

What comes standard with my booth?

Each in-line booth will be supplied with the following items: 8' x 10' backwall drape, 3' high side rail drape, and a 7" x 44" identification sign. Island booths do not contain backwall. Split Island/peninsula booths will have only back drape upon request. **Note: Individual booth carpet is not provided and must be ordered through Freeman or provided by the exhibiting company.** Carpet and booth cleaning is an additional cost and must be ordered through the Sands. Information and order forms for all furnishings, carpet, electrical, communications, floral, cleaning and other accessories and services are listed in the **FREEMAN SERVICE ORDER FORM**, or **OFFICIAL SHOW SERVICE PROVIDERS** section of this manual.

How do I ship my materials?

You have two options for shipping your exhibit materials: (1) ship advance to the Freeman warehouse no later than May 10, 2010 or (2) ship directly to the Sands Expo and Convention Center according to your target freight move-in schedule. Off-target freight delivery will result in a 25% surcharge. The specific shipping information, labels, and instructions are located in the **SHIPPING/FREIGHT INFORMATION** section of this manual.

What are the move-in and move-out times?

For the move-in time that applies to your specific booth please review the **Color Coded Targeted Move-In Floor-Plan** that is in the **SHIPPING/FREIGHT INFORMATION** section of this manual. For move-out times, a show schedule is located in the General Information section of this manual. Exhibitors are reminded that it is against Exposition Rules and Regulations to move-out any display equipment or materials until the published move-out time. Please refer to the **GENERAL INFORMATION** and **SHOW RULES & REGULATIONS** sections in this manual for further information.

Do I have to follow the target freight floor plan?

Yes, your freight must be delivered in accordance to the target freight floor plan. If your freight arrive off-target, there will be a 25% penalty assessed. The target floor plan is necessary to ensure that all exhibitor freight is delivered in an order that prevents delays and guarantees an on time show opening. Please note that you do not have to set up on your target freight day (unless your target freight day is Tuesday). You have until 5:00PM on Tuesday, May 18, to set your booth up.

What do I do if I plan to use an EXHIBITOR APPOINTED CONTRACTOR?

Exhibitors using an unofficial contractor or "EAC" to provide services to their booth must complete and return the **APPLICATION FOR USE OF EAC FORM**, which is located in the **SHOW RULES & REGULATIONS** section of this manual.

Please inform your EAC that they **must** forward a General Liability Insurance Certificate **by Monday, April 26, 2010**. The insurance certificate must name Nielsen Business Media, The Sands Expo and Convention Center, The Venetian and Freeman as additional insured.

May I register as many people as I want to?

Each exhibiting company may register all their full-time employees who are attending the show at no charge.

Do not register buyers, customers, guests or manufacturer's reps on the exhibitor registration form but on the appropriate form. All registration information for Staff, Guests and Manufacturer's Representatives are included online at www.hdexpo.com.

How do I register my staff for the show?

Registering your staff can be done on-line. You must register your personnel on-line at www.hdexpo.com.

FREQUENTLY ASKED QUESTIONS

My company is using an Exhibitor Appointed Contractor to install and dismantle our booth. Should I register them when I register my staff?

No! Your Exhibitor Appointed Contractor must wear Temporary Worker Badges and/or Wristbands for move-in and move-out. These can only be obtained from show security on-site and are not available in advance. Please do not register your EAC's as staff members as they are not permitted to wear "Exhibitor" badges.

How do I make Hotel Arrangements?

Exclusive discounts on hotel rates are available for Hospitality Design 2010 participants. Make your hotel reservations early since hotel rooms in Las Vegas are expected to sell out quickly during Hospitality Design 2010. To make reservations, please refer to the **REGISTRATION & HOUSING INFORMATION** section for complete information on discounted hotels or visit <http://events.onpeak.com/hdn10>.

Can we take pictures?

No! No cameras or videotaping are allowed during the show. Photography Policy is noted in the **SHOW RULES & REGULATIONS** section of this manual. For your photographic needs; please refer to the **SHOW RULES & REGULATIONS** section for the show photographer service order form. Again, no cameras or picture taking allowed during show hours. Cameras will be confiscated and violators will be escorted from the exhibit hall and denied future access unless otherwise approved in advance. However, as an exhibitor, you may take pictures of your booth (and your booth ONLY) if you request a camera pass using the Photography Order Form located in the **SHOW RULES & REGULATIONS** section. Unauthorized use of cameras may lead to camera & film confiscation, loss of priority points or show expulsion.

TO ACCOMMODATE THE EXHIBITORS THAT WISH TO PHOTOGRAPH THEIR DISPLAY, WE WILL BE LIGHTING THE HALL AFTER HOURS ON TUESDAY – MAY 18, 2010 FROM 5:00pm to 8:00pm.

How do I obtain a Pre Show Attendee List?

Please visit www.hdexpo.com for information on how to obtain a Pre Show Attendee List via ASAP mailhouse.

How do I capture the attendee information of visitors to my booth?

CDS is the Official Lead Retrieval contractor. For more information, contact CDS at (800) 746-9734.

What if I have more questions?

Please refer to the Official Contractor Contact list, which is located in the **GENERAL INFORMATION** section in this manual or contact Derrick Nelloms, Sr. Operations Manager by e-mail at derrick.nelloms@nielsen.com for further assistance.