

Exhibitor Checklist

- April 5** **General Information Form Deadline**
www.pstc.org/2010exhibitorform
- April 7** **Hotel “Discount” Deadline**
Make sure you make your reservations by this date to lock into the \$179 per night discount. Go to www.pstc.org/weekoflearning and follow the prompts to the hotel.
- May 11** **Exhibitor Tabletop displays set-up**
3:30 p.m. to 6:30 p.m.
- May 12** **Exhibitor Tabletop displays set-up**
6:30 a.m. to 11:00 a.m. MUST BE COMPLETED by 11:00 a.m.
- May 12** **Exhibitor Tabletop displays tear-down**
6:00 p.m. – 7:30 p.m. After reception ends

Exhibitor Showcase Tabletop Display Date & Times

- May 12** **Exhibitor Showcase**
12:00 p.m. – 1:30 p.m. Luncheon
3:30 p.m. – 5:30 p.m. Reception and Poster Session (Optional substitution)

General Information

Picking Up Your Name Badges

Exhibitors name badges may be picked up at the general PSTC Registration desk outside of the Marcello Ballroom. Registration desk will be open on Tuesday, May 11th from 2:00 p.m. – 6:30 p.m. and Wednesday, May 12th from 7:00 a.m. – 3:30 p.m.

Conference Facility

Venetian/Palazzo Resort Hotel Casino
3325 Las Vegas Boulevard South
Las Vegas, NV 89109
www.palazzolasvegas.com

What is Included in the Tabletop Display Booth

- * Table (8'x 30") including skirting
- * 1 Chair
- * 1 Wastebasket

Tabletop Displays: What is not allowed

1. The entire exhibit must be confined to the top of the table only.
2. Displays may not reach higher than five feet from the table surface.
3. Absolutely no displays can be placed on the floor.
4. No other furnishings, backdrops or banners can hang in the booth without prior approval.
5. No electrical. (NOTE: Exceptions can be made upon approval, however will incur additional costs. Please contact Kriston Ewoldt.)



SHIPPING INFORMATION

Arrival/Shipping Instructions/Receiving at Hotel

In order to assure arrival and timely processing of your packages, please use the following format on your shipments. Please be sure to include the FIRST and LAST name of the person who will be receiving the package at the hotel. Provide detailed return address information, including phone number. Groups, meetings, conferences, and all other events, please list the title of the group or event and dates of the program on the shipping address label. Please ensure if sending multiple pieces that they are listed as “1” of “Total Number” of packages in the shipment. Below is an example copy of correct shipping labels:

Name of Guest/Recipient, (opt. cell #) (person receiving package)
c/o The Venetian | The Palazzo Resort Hotel Casino
3355 Las Vegas Boulevard
South Las Vegas, NV 89109
(PSTC Week of Learning) (May 10-14, 2010) (Box __ of __)

Shipping & Receiving Dock Details

There is limited dock space for shipments sent by carriers other than Federal Express, UPS, or the US Postal Service, and delivery schedules must be approved in advance.

Package Delivery within Hotel

Please note that the Business Services Division cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

Processing, Handling and Storage Charges

Processing & Handling Charges: Assessed for both incoming and outgoing packages. Charges are determined according to weight of the packages. Current processing & handling charges are the following:

Weight	Cost
Envelopes.....	\$4.00
Padded Envelope Pak.....	\$5.00
0 - 15 lbs.....	\$7.00
16 - 30 lbs	\$12.50
31 - 50 lbs	\$15.50
51 - 75 lbs	\$21.00
76 - 100 lbs.....	\$40.00
Over 100 lbs.....	75¢ per lb.

Multiple boxes (5 or more), crates, pallets, etc., are billed at 75¢ per pound. Note: prices are subject to change without notice. Storage Fees: The Package Center can store shipments for your arrival; however, due to limited storage space, please ship all packages to arrive no more than one (1) week (7 calendar days) and no less than three (3) days prior to the date required. Storage of boxes is available for a fee of \$25.00 per box, per day, or \$50.00 per pallet, per day. Please contact the Package Center at 702.414.4489 for rates on storage of oversized items and for sending shipments prior to the one (1) week (7 calendar days) of the event. Any items that are not shipped from the hotel starting after the third (3rd) calendar day at the conclusion of events are subject to storage fees which will be charged to the group master.



Outgoing Shipments

Departing Shipping Instructions from Hotel

At the conclusion of the convention, conference or event, we would like to ensure that packages reach their next destination. In order to ensure that a proper delivery is handled, **we require The Venetian and The Palazzo Shipping Instruction Form to be completed with all shipments departing the hotel. The Shipping Instruction Form is required even if pre-printed shipping labels accompany the parcels that are being shipped from the hotel. THIS FORM WILL BE PROVIDED DURING SET-UP ON-SITE at hotel.**

Without the completion of this form, the hotel will not be able to process the delivery of the shipment and have it arrive at its next destination in the time expected. Credit card numbers are necessary to be listed on the Shipping Instruction Form to ensure payment for any and all shipping, processing, and handling charges even if charging to the suite is requested. "The Venetian & The Palazzo" only will ship to destinations using FedEx and UPS for domestic and international shipments. Only DHL International is permitted for shipments requesting services provided by DHL.

All boxes will be picked up by the shipping department at your tabletop location. You will not be required to take to the business center.

NOTE: Outgoing shipments will incur the same fees as previously stated in Handling charges. All fees will be charged to receiving party's hotel room unless credit card is provided on site.

Prohibited Shipping Items

Business Services Division of "The Venetian & The Palazzo" is prohibited from shipping any alcohol, tobacco, and firearms as regulated by the Federal Department of Alcohol, Tobacco, and Firearms. Large items are restricted to a 60" x 60" x 60" dimension size. Any items exceeding this size need to be shipped by a drayage company from the hotel campus.

Hours and Contact Information

Deliveries must be made during normal operating hours.

Hours: Monday – Sunday, 7 a.m. – 6 p.m.

Phone Number: 702.414.4468 After normal business hours, the Security department will need to be contacted for access to the Receiving Dock. Your Catering & Conference Manager can make these arrangements on your behalf.

Rules & Regulations

Protection of the Venetian/Palazzo Hotel Property

Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture. Exhibitors are cautioned that they are directly responsible for any damage to the ballroom areas.

NOTE: If the premises are defaced or damaged by the act or negligence of any exhibitor, its agents or guests, the exhibitor will pay the Venetian/Palazzo Hotel for any or all expenses incurred by damages to its physical property, caused by the exhibitors or riggers, haulers or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.



Week of Learning 2010 Agenda

May 11, Tuesday

2:00 p.m. – 6:30 p.m.

Exhibitor Setup (Exhibit Area: Lando Ballroom) & Attendee Badge Pickup

4:30 p.m. - 7:00 p.m.

Special Top Workshop *“Predicting Long-Term Performance for PSA Tapes”*

All exhibitors welcomed to attend

May 12, Wednesday

6:30 a.m. – 3:30 p.m.

Registration Desk Open (Marcello ballroom foyer)

6:30 a.m. – 8:00 a.m.

Breakfast (Lando 4205&4206; 4305&4306)

8:00 a.m. – 12:00 p.m.

TECH 33 Sessions (Marcello ballroom)

8:00 a.m. – 11:00 a.m.

Exhibitor Set-up (Lando Ballroom 4201A-4204; 4301A-4304)

12:00 p.m. – 1:30 p.m. Lunch & Exhibitor Networking - Exhibits open during this time

1:30 p.m. – 3:30 p.m.

TECH 33 Sessions (Marcello ballroom)

1:30 p.m. – 3:30 p.m.

Opt. Tabletop conversion to Posterboards

3:30 p.m. – 5:30 p.m.

Exhibitor & Poster Reception

6:00 p.m. – 8:00 p.m.

Exhibitor dismantle