

The CEOs Summit Convergence 2012



Thursday, October 4, 2012
New York City

Exhibitor and Supplier Instructions

Dear Exhibitor,

We would like to welcome you as an exhibitor to 2012 CEOs Summit New York, October 4, 2012. Below you will find general information concerning exhibiting at the event. This event will be held at location indicated above. See here for more information: www.latinvision.com/conference/events.asp#9

The booth set-up begins on Wednesday, October 5, 2010 at Noon and will continue to 5:00 PM. If you have any questions, call Marcelo Ballester 201 481 3689 or marcelo@latinvision.com

All tabletops include Internet Access and a standard electrical connection. If you need unusual electrical needs, there will be an additional charge.

Additional A/V Rental

Contact us for information here marcelo@latinvision.com

Shipping: Please ship your materials to:

Slate NYC
c/o LatinVision Media
96 Morton St.
New York, NY 10014

For more information see here www.latinvision.com/shipping.pdf

All materials must be received by Friday, Monday 3, 2012 at 5PM. You may hand carry materials in on Wednesday, October 3 during early set up.

Registration and Exhibitor Badges:

You need to register yourself and the people that will be attending with you. You may request as many passes as needed

If you are a LatinVision Media member enter your email here:

<http://www.latinvision.com/conference/rsvp.asp>

then click on Select Suppliers and enter code 11801. You will get an email from us with further instructions to register more people

If you are NOT A MEMBER

Register here: http://www.latinvision.com/conference/reg_form.asp

then click on Select Suppliers and enter code 11801. You will get an email from us with further instructions to register more people

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All badges will be held for pick up during set-up and conference days.

Listing in Conference Program Your company will be listed in the official conference program. If you want to advertise, see our media kit here: www.latinvision.com/conference/sponsors.pdf

Dismantling No exhibit in whole or in part, may be removed from the assigned space during the period of the exhibition. Because of great activity during removal time, to help insure against display item losses, do not leave valuable items in unattended booths. Dismantling hours will begin right after the Conference

Security Show management will provide 24-hour security from set-up of the show to removal of all crates. Guard service will be provided at entrances and exits from the exhibit hall. All exhibitors must have badges to enter the Exhibit Area. After the exhibit opens, exhibitors are permitted in the hall one hour before and one half hour after show hours. It is recommended that for quick identification and as an added security measure, exhibitors mark tool kits, hand tools, and all easily portable objects. Do not leave laptops unguarded or overnight inside your booth (even if they are hidden). Where so many people pass, unmarked objects may be tempting. Every effort will be made to maintain watchfulness and to prevent theft or disappearance of materials.

Insurance It is important that the exhibitor secure adequate insurance protection against loss of, or damage to equipment and display material from any cause, and against loss through personal injury to himself, his employees or to visitors to his exhibit.

Contact information

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