

# CineEmerge Exhibitor Guide

Thank you for joining us at CineEmerge! We value your support and we want to make your planning process simple. This guide will help you locate applicable deadlines, planning forms and other important elements necessary to the successful execution of your tabletop exhibit or sponsorship.

## Exhibitor Info

### Rules and Regulations:

- Exhibitors with a tabletop are permitted to bring one (1) pull-up banner or ad panel to be placed behind table. Pull-up banners and ad panels should be no wider than 6 feet. They should not infringe on neighboring table top exhibit space and cannot extend into the aisles.
- (1) power strip per tabletop will be provided by NAB. All other electrical costs must be ordered from PSAV. Contact information is in the next section of this guide.
- All other costs associated with table-top exhibit (including hardwire internet and AV equipment) will be the sole responsibility of the exhibitor. Details on ordering can be found below.
- Late set-up or early breakdown will not be permitted.

## Audio Visual, Electric, Internet

NAB will provide the following:

- (1) power strip per tabletop
- There will be wifi available during the event, however it is intended for light browsing and will be accessed by all attendees. We cannot guarantee a certain connection speed, so if you require dedicated internet, please contact PSAV.

If you require any AV, electric or internet services outside of what is listed above, you must order directly from the PSAV contact below. Please copy both contacts when emailing orders.

Brandon Anthony Duncan

Director of Event Technology - PSAV®

■ [BDuncan@psav.com](mailto:BDuncan@psav.com) AND CC [kjdavis@psav.com](mailto:kjdavis@psav.com)

■ (818) 324-0861

## Security

The tabletops are located in the Great Room Foyer area at the W Hollywood. As we are a one-day event, there will not be dedicated security. While there will be staff moving throughout the area, each exhibitor is responsible for securing their own items throughout set up, event times and tear down.

## Shipping and Storage

As we are a small event, some shipping and storage details may be different than you normally experience at larger shows. Please read the following policies carefully.

### Policies:

- **Any materials sent to the hotel must arrive no earlier than Monday, November 11, 2019**, as the hotel doesn't have storage space for crates, pallets or large shipments.
- Please notify us of the number of boxes you plan to ship before sending so that we can ensure sufficient storage space.
- As these are smaller exhibits, **we do not expect you will require use of the loading dock**. If you need access to the loading dock you must notify us in writing.
- If you would like boxes delivered to the meeting space, the fee is \$25 per cart
- Any box received by an exhibitor will require a signature of receipt. This signature will indicate approval of portage charges, unless otherwise stated upon receipt.

A handling and storage fee (plus all applicable dates) will be assessed as follows:

Under 40 Pounds – \$10.00 per box  
Over 40 Pounds – \$30.00 per box  
Over 100 Pounds – \$45.00 per box  
Over 150 Pounds – \$85.00 per box  
Pallets – \$110.00 per pallet  
Delivery Fee – \$25 per cart

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage.

Recipients Name  
Company Name  
c/o Tricia Burke  
W Hollywood Hotel  
6250 Hollywood Blvd.  
Hollywood, CA 90028  
NAB CineEmerge  
Thursday, November 14, 2019

Box\_\_ of \_\_

## **Exhibits Schedule**

### **Move In:**

Thursday, November 14, 2019  
9:00 AM – 11:00 AM

### **Exhibit Hall Show Hours:**

Thursday, November 14, 2019  
12:30 PM – 8:00 PM

### **Move Out:**

Thursday, November 14, 2019  
8:00 PM – 10:00 PM

## **Register for the Event**

CineEmerge registration is complimentary. Please register by going to our registration website located below.

[Register for CineEmerge](#)

## **Hotel Information**

If you require hotel accommodations, we have a limited number of rooms available at the W Hollywood for \$279 per night. The last day to make your reservation is Friday, November 1. Book your room online using the link below, or call Marriott Reservations directly at 1(800) 325-3535 and mention you are part of CineEmerge.

[Book your hotel room for CineEmerge](#)

## **Join the Conversation**

Follow NAB Show on [Facebook](#) and [Instagram](#) for all things CineEmerge hype. Share, and make it official by featuring the [#CineEmerge](#) hashtag!

What's next? Tune in for teasers, hot topics and interactive opportunities pre, live and post CineEmerge. Tag [#NABShow](#) and you're set!