



Exhibitor Service Kit



13th Annual Cyber Security Summit
DoubleTree by Hilton Bloomington - Minneapolis South
7800 Normandale Road, Bloomington, MN 55439
October 24-26, 2023

Dear Exhibitor,

SNA Exposition Services is pleased to have been selected as the Official service provider for the upcoming 13th Annual Cyber Security Summit. We recognize that your participation in this event is a vital part of your company's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. **The SNA Exposition forms are to be returned to our office by October 9th, 2023.** Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed Show Details page for vital facts and information about this event. If you have any additional questions about our services, please do not hesitate to contact SNA Exposition Services Customer Service Representative at exhibits@snaeventproductions.com.

An SNA Exposition representative will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last-minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you kindly.

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13th Annual Cyber Security Summit

October 24th – 26th, 2023

DoubleTree by Hilton – Bloomington –
Minneapolis South, MN

SHOW DETAILS

Customer Service / Show Management

- Phone: 952.893.8428
- Email exhibits@snaeventproductions.com
- Office Hours: M–F 8:00 AM–4:30 PM (central time)
- No telephone orders accepted. Please complete and submit your order and credit card information to SNA Exposition Services.

Booth Equipment

Each Booth includes:

- (1) 6' Draped Table
- (2) Chairs
- (1) Wastebasket
- (1) ID Sign
- 8'x10' Draped Booth

Move-in Dates & Times

Monday, October 23, 2023

(6:30 PM - 11:00 PM) – **PREMIUM** Exhibitor Set Up (Lounges & *Optional for Ballroom Foyer*)

Tuesday, October 24, 2023

(8:00 AM - 10:00 AM) – **PREMIUM** Exhibitor **INDUSTRY PARTNER** Move-in (Plaza Foyer)

(8:00 AM - 3:00 PM) – **PREMIUM** Exhibitor Set Up (Lounges & Ballroom Foyer)

(10:00 AM - 3:00 PM) – **STANDARD** Exhibitor Set Up (Garden Court)

(3:30 PM - 5:00 PM) - **INDUSTRY PARTNER** Exhibitor relocation to (Inside Ballroom)

Three types of Exhibitors

1. **PREMIUM**
2. **STANDARD**
3. **INDUSTRY PARTNER**

Exhibitor Floor Plan available: [Supporter Resources](#) « [Cyber Security Summit](#)

Show Dates & Times

Tuesday, October 24, 2023

(10:00 AM - 3:30 PM) – **INDUSTRY PARTNERS** Exhibit Tabletop Displays Open During Workshops and Seminars

(10:00 AM - 3:30 PM) - Lounges Open During Workshops and Seminars

(3:30 PM - 5:00 PM) – Opening Reception Within the

Exhibitor Areas – Lounges, Garden Court, Ballroom Foyer

Wednesday October 25, 2023

(7:30 AM - 2:30 PM) – Exhibitor Hours for **INDUSTRY PARTNERS - Ballroom** Only

(10:00 AM - 6:00 PM) – **PREMIUM** and **STANDARD** Exhibitor Hours for **Garden Court, Ballroom Foyer & Lounges**

(11:45 AM - 1:00 PM) - Lunch Served in Exhibitor **Garden Court**

(2:30 PM - 3:10 PM) – **EXPO** Break - No Sessions Running During This Time

Exhibitor **Garden Court & Exhibitor Ballroom Foyer**

(4:45 PM - 6:00 PM) **EXPO** Reception - in **Garden Court & Ballroom Foyer**

Thursday, October 26, 2023

(10:00 AM - 3:00 PM) – **PREMIUM** Exhibitor Hours for **Ballroom Foyer & Lounges**

(10:00 AM - 1:00 PM) – **STANDARD** Exhibitor Hours for **Garden Court**

(10:00 AM - 10:30 AM) – **EXPO** Break in

Garden Court

(10:00 AM - 5:00 PM) - **INDUSTRY**

PARTNERS Exhibits **Ballroom**

(11:45 - 1:00 PM) - Lunch-in **Garden Court**

(2:15 PM - 2:30 PM) - Break in **Ballroom**

Foyer

Move-out Date & Times

Thursday, October 26, 2023

(1:00 PM) – **STANDARD** Exhibits **Garden Court** Strike Only

(2:45 PM - 5:45 PM) – **PREMIUM** Exhibitor Strike **Ballroom Foyer and Lounges**

(5:00 PM - 6:00 PM) - **INDUSTRY PARTNERS** Exhibits **Ballroom** Strike

Exhibits must be taken down and ready to ship. Outside carriers must be scheduled to pick up from the loading dock during move-out hours.

IMPORTANT NOTICE:

Move-in and out times vary *significantly* based on sponsorship level booth selected. Please plan arrivals and departures based on which area your booth is assigned to.

Exhibitor Service Kit

SHIPPING AND RECEIVING SERVICES

Cyber Security and SNA Exposition Services are working directly with the Doubletree by Hilton Bloomington Minneapolis South to receive and deliver all exhibitors' shipments. To ensure proper shipping and pickup of your packages, please be aware of the following process.

Inbound Shipping Instructions

- All boxes should be uniformly addressed. The required format is as follows:
 - o Exhibitor Company Name, Booth #, Booth Attendee Name, Cell #
 - o For: Cyber Security Summit
 - o C/O Doubletree by Hilton Bloomington Minneapolis South
 - o 7800 Normandale Boulevard
 - o Minneapolis, MN 55439

For your convenience, shipping labels are available at the end of this document.

- Multiple packages within a single shipment should be numbered in sequence (i.e., 1 of 3, 2 of 3, etc.) It may be helpful to make note of the individual package contents so that careful records of all materials may be maintained, and the sender alerted in the event of damage or non-receipt.
- Heavy boxes should be identified as such so that staff (Hotel) can avoid injury while lifting them.
- To avoid storage fees, schedule your shipment(s) to arrive no more than 3 business days prior to the conference.
- Complete the Inbound Shipment Information form and submit to Amanda.Johnson2@Hilton.com. Be specific regarding: the number of boxes shipped, the point of origin (company/city), how they were shipped, when they will arrive, booth number for delivery, the size, weight and relative condition of the boxes, and any other information which would help the Hotel properly handle your shipments.
- Complete the Payment Authorization form and submit with the Inbound Shipment Information form. Full payment must be received prior to the start of the event.

Package Handling Fees

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. The rate scale is the standard weight of pounds to be used and the minimum fee to be applied to all incoming packages.

WEIGHT	PRICE
0 to 5 lbs.	\$4.00 per box
6 lbs. – 20 lbs.	\$8.00 per box
21 lbs. – 50 lbs.	\$12.00 per box
Over 50 lbs.	\$28.00 per box
Crate	\$60.00 per crate
Pallet	\$120.00 per pallet

*Certain packages may incur additional charges for packaging. Please confirm packaging price with Receiving prior to shipping. All services are subject to 7.525% sales tax.

Long-Term Storage Fees: Any packages that are stored on property for more than 3 business days prior to the start date of the event are subject to a \$5 per package per day storage fee. Any items arriving prior to October 18th will be subject to storage fees and any items not picked up or shipped prior October 26 will be subject to storage fees.



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Outbound Shipping Instructions

Please follow the process below to prepare for outbound shipping.

- Exhibitor must properly pack each shipment and ensure proper shipping labels are on all of your packages. Incorrect labels or missing labels will delay the pickup of your materials.
- On Wednesday, October 25, 2023, please come to the DoubleTree Help Desk that will be located on the second floor near the conference registration desk between 10 a.m. and 3 p.m. The hotel staff will collect any outstanding payment; ensure all paperwork has been completed, including the Exhibitor Outbound Shipment Details form below; and labels are correctly applied for the outbound shipment, including shipping labels for both UPS and FedEx.
 - o The Exhibitor Outbound Shipment Details form will be delivered by Hotel staff on Thursday morning to each booth. This information will be used by the hotel for to keep track of your packages and to attain exhibitor's contact information should the Hotel need to contact you.

EXHIBITOR OUTBOUND SHIPMENT DETAILS FORM

Please complete and return this form to the Doubletree Help Desk, located on the second floor by the conference registration desk, on Wednesday, October 25, 2023, between 10 a.m. and 3 p.m.

Vendor Name _____ Booth Number _____ Vendor Contact _____

Vendor Phone Number _____

Vendor Address _____

Number of Outbound Packages _____

Paid (For Hotel Use Only): Yes _____ No _____

Outbound Package Processing Fee

Exhibitor will be charged a one-time \$5.00 processing fee for outgoing packages, plus any additional carrier costs that are incurred.

Certain packages may incur additional charges for handling. We will be able to discuss any shipping concerns upon meeting with you to arrange for outbound package handling. All services are subject to 7.525% sales tax.



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Cyber Security Summit Expo

October 24-26, 2023

Doubletree by Hilton Bloomington Minneapolis Southwest

Email form to: Amanda.Johnson2@Hilton.com

Deadline to Return this Form:

October 9th, 2023

INBOUND SHIPMENT INFORMATION — FOR EVENT

Exhibiting Company Name:

Contact Email:

Booth #:

Contact Name:

Yes, I have completed and faxed the Payment Authorization Form for hotel package handling fees.

Shipment 1

Shipper:

City State: Zip Code:

Expected Arrival Date:

Date Shipped:

Carrier (e.g., FedEx, UPS) Tracking #s:

Total # of pieces: Total weight:

Any other information that will help the hotel properly handle your shipment:

Shipment 1

Shipper:

City State: Zip Code:

Expected Arrival Date:

Date Shipped:

Carrier (e.g., FedEx, UPS) Tracking #s:

Total # of pieces: Total weight:

Any other information that will help the hotel properly handle your shipment:

Shipment 1

Shipper:

City State: Zip Code:

Expected Arrival Date:

Date Shipped:

Carrier (e.g., FedEx, UPS) Tracking #s:

Total # of pieces: Total weight:

Any other information that will help the hotel properly handle your shipment:

Email by October 9th to: Amanda.Johnson2@Hilton.com



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PAYMENT AUTHORIZATION

Full payment is required for Doubletree by Hilton Bloomington Minneapolis South to receive and deliver shipments to exhibitor's booth.

EXHIBITOR INFORMATION: (Include phone & email for confirmation purposes)	
Company Name:	Contact Name:
Address:	
City, State & Zip:	
Phone:	Email:

EVENT INFORMATION: (# of days must include setup date)		
Event Name: Cyber Security Summit		Booth #:
Setup Date & Time:	Teardown Date & Time: <i>See Schedule</i> : Thursday, Oct. 26, 2022	
Credit Card #:	Exp. Date:	
Signature (Required):		

By signing, exhibitor authorizes Doubletree by Hilton Bloomington Minneapolis South to charge this credit card for package handling and processing fees incurred by the exhibitor for the Cyber Security Summit.

Please fax this Payment Authorization form to the secured number: 952-893-8431

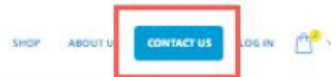
Do not send this form back by email as it is a violation of the Global Information Policy 3.2.1 PCI Data Security Standard 4.2 states. "Never send unencrypted credit card numbers via email."

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POWER-INTERNET-AUDIO/VIDEO-FURNISHING RENTAL

All orders must be made online: <https://shop.snaeventproductions.com>. Have your credit card available when placing your order.

For help completing your order, click on Contact Us at the top of the screen.



ELECTRICAL SERVICES: (15 AMPs = 1 Household Outlet or 1875 Watts)						
Equipment	Qty	Price	Subtotal	Day of Event Orders	# of Days	Total
120 Volt Line Up To 15AMPs		\$45.00	\$0.00	\$54.00		\$0.00
Single Phase 208 Volt 30 AMPs or Less		\$150.00	\$0.00	\$180.00		\$0.00
Single Phase 208		\$250.00	\$0.00	\$294.00		\$0.00
3-Phase 100 AMPs		\$550.00	\$0.00	\$660.00		\$0.00
3-Phase 200 AMPs		\$700.00	\$0.00	\$840.00		\$0.00
Local Phone Line		\$75.00	\$0.00	\$90.00		\$0.00
Power Package (Cord & Strip)		\$25.00	\$0.00	\$48.00		\$0.00
Hotel is not responsible for damages to equipment due to power surge or interruption. Surge protection is strongly recommended.					Subtotal:	\$0.00
					7.525% Tax:	\$0.00
					TOTAL:	\$0.00

EXPOSITION SERVICES: (All AV items are subject to a 24% Service Fee + 7.275% Sales Tax)						
Equipment	Qty	Price	Subtotal	Day of Event Orders	# of Days	Total
Rigging per point		\$225.00	\$0.00	\$250.00		\$0.00
22" LCD Flat Screen Monitor		\$200.00	\$0.00	\$240.00		\$0.00
55" LCD Flat Screen Monitor		\$500.00	\$0.00	\$600.00		\$0.00
85" LCD Flat Screen Monitor		\$750.00	\$0.00	\$1,000.00		\$0.00
Premium WIFI Access (Per Device)		\$25.00	\$0.00	\$30.00		\$0.00
6' x 30" Table		\$30.00	\$0.00	\$40.00		\$0.00
Standard Chair		\$25.00	\$0.00	\$35.00		\$0.00
Wired High Speed Internet Access Line		\$250.00	\$0.00	\$300.00		\$0.00
Special audio visual, electrical, air or plumbing needs are available and require prior arrangements. A dedicated technician may be required for these additional needs at a minimum rate of \$85.00 per hour/tech. Any additional AV/Electrical needs ordered day of event may be subject to availability.					Subtotal	\$0.00
					24% Service	\$0.00
					7.525% Tax	\$0.00
					TOTAL:	\$0.00

Order online at <https://shop.snaeventproductions.com>

Event: Cyber Security Summit

Summit Dates: October 24-October 26 2023

Exhibiting Company Name

Onsite Exhibitor's Name

Onsite Exhibitor's Cell Number

Booth #:

Piece #: of pieces

To: Doubletree by Hilton Bloomington

Minneapolis South

7800 Normandale Boulevard

Minneapolis, MN 55439

*On Site Storage Received after 18th will not have storage fees. All Items need to be removed from the Hotel by October 26.

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