

QUICK FACTS

Thank you for your support and participation in the Shop.org Digital Experience Workshop! We have included a few quick facts to help get you prepped for the show. If you have any additional questions please contact Dana Dressel at Dresseld@nrf.com.

SHOW DETAILS

Conference Dates: July 18 – 20, 2016
Location: Terranea Resort
100 Terranea Way
Rancho Palos Verdes, CA 90275

EXPO Hours and Schedule

Tuesday, July 19	7:45am – 8:45am	(Breakfast)
	9:45am – 10:45am	(Networking Break)
	11:30am – 1:00pm	(Lunch & in the EXPO)
	2:30pm – 3:30pm	(Networking Break)
Wednesday, July 20	7:45am – 8:30am	(Breakfast)
	10:00am – 10:45am	(Networking Break)
	12:00pm – 12:30pm	(ClosingLunch)

DEADLINES

Friday, May 27	Program Guide Deadline (Shop.org)
Monday, July 11	Hotel Deadline (Discounted Rate)
Friday, July 15	First Day Shipments will be Accepted at the Hotel

- [Current Agenda](#)
- [Networking Events](#)
- [2015 Attending Companies](#)

HOTEL INFORMATION

Hotel reservations for the Digital Experience Workshop should be made at Terranea Resort. The Shop.org discounted room rate is \$275 per night. To receive the discounted room rate, all reservations must be made by **July 11, 2016**. [Click here](#) to make your reservations now.

SHOP.ORG CONTACTS

Exhibitor Services

Mark Bogdansky bogdanskym@nrf.com (202) 626-8162

Exhibits/Sponsorship Sales

Tami Sakell sakellt@nrf.com (202) 661-3044

Membership

Sara Greene greenes@shop.org (202) 626-8113

Press Conferences/Information

eventpress@nrf.com (855) NRF - PRESS

Registration

Experient DXworkshop@experient-inc.com (800) 974-9069

EXHIBITOR REGISTRATION HOURS

Sunday, July 17	11:00am – 4:00pm
Monday, July 18	11:00am – 7:30pm
Tuesday, July 19	7:30am – 6:00pm
Wednesday, July 20	7:30am – 1:00pm

SHOW COLORS Back Drape: Black

REGISTRATION INFORMATION

Exhibitors should register for the conference using the exhibitor registration link located in the [Exhibitor Resource Center](#). An email confirmation will be sent out to each registrant once the registration process has been completed. Badges will be picked up on-site at Terranea Resort.

ATTENDEE LISTS

Shop.org will provide a list of company, and title in the [Exhibitor Resource Center](#) 30 days prior to the show. Contact information will not be given out before the show, but will be available after the show.

Exhibitors who would like to contact attendees after the show will need to fill out the post show list Agreement Form which will be located in the [Exhibitor Resource Center](#). The completed Agreement Form along with a sample of what you plan to send should be submitted for approval to Susan Newman at Newmans@nrf.com or faxed to 877-534-8679.

The list is for one time use only and should be deleted from your files after the list has been used.

BOOTH PROVISIONS

Included in the price of booth space:

- Eight foot (8') high back drape in show colors
- Six foot (6') Draped Table
- Two (2) Chairs
- Wastebasket
- Identification sign (7" x 44")
- Two (2) Full Conference Registrations*

*If you have purchased a sponsorship, please reference your contract for badge allotment.

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

MOVE-IN HOURS

Monday, July 18 1:00pm – 5:00pm

All exhibits must be fully installed by 5:00pm on July 18, 2016. Any booth that is not installed by 4:00pm on Monday will be installed by the official show decorator, and all charges will be the responsibility of the exhibiting company.

MOVE-OUT HOURS

Wednesday, July 20 1:20pm – 2:30pm

No packing of equipment or literature, or dismantling of exhibits will be permitted prior to 1:20pm on July 20, 2016. All displays must be dismantled, crated and ready for removal by 2:30pm on Wednesday.

SHIPPING

All materials should be shipped directly to the hotel. Please note that shipments **may not arrive prior to Friday, July 15 2016.**

Terranea Resort
Hold for Group: SHOP.ORG, [Exhibitor Name/Booth #]
Program Dates: JULY 18-20
100 Terranea Way
Rancho Palos Verdes, CA 90275 (310) 265-2800

BOOTH NO: _____ NO. ___ OF ___ PCS

Return shipments should be boxed up and labeled by 1:20pm on July 20, 2016. Exhibitors will need to bring their own FedEx shipping label and sleeves for any return shipments. Shipments requiring a UPS pick-up will need to be coordinated by the exhibitor directly.

SHIPPING LABELS

Due to limited storage space packages should arrive between July 15th – July 18th

<p><u>Terranea Resort</u> <small>snip</small> Hold for Group: SHOP.ORG, [Exhibitor Name/Booth #] Program Dates: JULY 18 - 20 100 <u>Terranea Way</u> Rancho Palos Verdes, CA 90275 (310) 265-2800</p> <p>BOOTH NO: _____</p> <p>NO. _____ OF _____ PCS</p>	<p><u>Terranea Resort</u> Hold for Group: SHOP.ORG, [Exhibitor Name/Booth #] Program Dates: JULY 18 - 20 100 <u>Terranea Way</u> Rancho Palos Verdes, CA 90275 (310) 265-2800</p> <p>BOOTH NO: _____</p> <p>NO. _____ OF _____ PCS</p>
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TERRANEA®
L.A.'S OCEANFRONT RESORT



EXHIBIT REQUEST FORM

***MUST BE COMPLETED BY THE CONTRACTED EXHIBITOR ONLY ***

6610 Palos Verdes Drive South, Rancho Palos Verdes, CA 90274

Tel 310-265-2899 Fax 310-265-2793

COMPANY NAME: _____	MAIN CONTACT: _____
PHONE: _____	FAX: _____
INSTALL DATE & TIME: _____	REMOVAL DATE & TIME: _____
CONVENTION NAME: _____	BOOTH OR TABLE #: _____
E-MAIL ADDRESS: _____	
COMMENTS: _____	

ALL CHARGES ARE PER DAY

All Orders must be received a minimum of ten (10) working days before the event.

Orders submitted less than 10 days in advance are subject to an additional fee of 30% above regular cost.

ELECTRICAL

QTY.	TYPE OF SERVICE/EQUIPMENT	COST PER DAY	Install Date	Removal Date	DEPARTMENTAL USE	
					Charges/ Day	Total Charges
	120 V 15 Amp + strip (6 plugs)	\$ 90.00 Each/ Day			\$	\$
	25' Electrical Power Cord	\$ 30.00 Each/ Day			\$	\$
	50' Electrical Power Cord	\$ 45.00 Each/ Day			\$	\$
	Extra Power Strip	\$ 35.00 Each/ Day			\$	\$

TELEPHONE LINES / INTERNET

# OF LINES REQUIRED	DESCRIPTION	COST PER DAY	DEPARTMENTAL USE	
			EXT#	Total Charges
	House Phone (Internal Access)	\$ 80.00 Each/ Day		
	DID Phone (Direct Inward Dial-Phone, Modem or Fax)	\$ 150.00 Each/ Day		
	Wireless Internet Access	\$ 150.00 Each/ Day		
	Wired Internet Access	\$ 350.00 Each/ Day		

MONITORS & SCREENS

QTY.	TYPE OF SERVICE/EQUIPMENT	COST PER DAY	Install Date	Removal Date	DEPARTMENTAL USE	
					Charges/ Day	Total Charges
	22" LCD Data Monitor	\$ 225.00 Each/ Day			\$	\$
	50" Plasma Flat Screen, HD Ready	\$ 750.00 Each/ Day			\$	\$
	60" LED Flat Screen, HD Ready	\$ 900.00 Each/ Day			\$	\$
	Blu-Ray Player	\$ 150.00 Each/ Day			\$	\$
	Rolling Monitor Stand	\$ 175.00 Each/ Day			\$	\$
	Laptop	\$ 300.00 Each/ Day			\$	\$

- ◆ **High Speed (T-1 Lines) are handled by PSAV. Please notify the Convention Services Manager in order to arrange this request.**
- ◆ All equipment & phone lines are analog, unless otherwise noted. **There is a usage charge for phones**, plus the regular Hotel surcharge on all calls.
- ◆ All equipment furnished by the Terranea Resort for this service shall remain in the property of the Terranea Resort. A fee will be assessed for any equipment not returned. Delivery charges may apply.

**In order to answer any questions or concerns,
please contact PSAV at 310-265-2899.**

- ◆ Loss Damage Waiver of 4% will be added to all equipment
- ◆ Event Technology Service Fee of 23% will be added to all equipment

TERRANEA RESORT
6610 Palos Verdes Drive South
Rancho Palos Verdes, CA 90274
310-265-2899
PSAV Fax 310-265-2793

BILLING

◆ Please complete the following information. *Requests will not be processed until full pre-payment is received.*

Signature of Client

Date

CREDIT CARD AUTHORIZATION

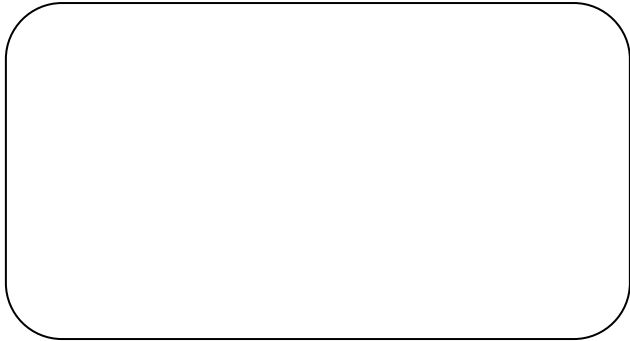
I, _____, hereby authorize PSAV to charge the items listed below to my credit card.

NAME OF CREDIT CARD: _____
 NAME ON CREDIT CARD: _____
 CREDIT CARD #: _____
 EXPIRATION DATE: _____
 CREDIT CARD STATEMENT _____
 MAILING ADDRESS: _____

ESTIMATED CHARGES: _____

APPROVED CODE/DATE: _____

BELOW IS A COPY OF MY CREDIT CARD, FRONT SIDE:



AUTHORIZED SIGNATURE

DATE

***IMPORTANT- WITHOUT A COPY OF YOUR CREDIT CARD,
 ACCOUNTING CAN NOT APPLY CHARGES TO THE CREDIT CARD***

**In order to answer any questions or concerns,
 please contact PSAV at 310-265-2899.**



**ELECTRICAL AGREEMENT FORM
TERRANEA RESORT
ATTN: PSAV
6610 Palos Verdes Drive South
Rancho Palos Verdes, CA 90274
Phone 310-265-2899
Fax 310-265-2793**

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

IMPORTANT CONDITIONS AND REGULATIONS:

1. All equipment regardless of source of power must comply with all federal and local safety codes.
2. Under no circumstances shall anyone other than "house electrician" make electrical connections.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by hotel for this service order shall remain the hotel's property and shall be removed only by the hotel at the close of the show.
5. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current metal parts of boxed equipment, which are liable to be energized, shall be grounded.

NON-FLAMMABLE MATERIALS:

All materials used in the meeting room or any other room of the Hotel **MUST** be non-flammable to conform with the Fire Regulations of Rancho Palos Verdes. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines and motors of any kind of equipment may be operated only with the consent of the Exhibition Manager of the Hotel.

SPECIAL NOTES:

No nails, bracing wires, or tape may be used in erecting or attaching displays to the building. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY:

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

**In order to answer any questions or concerns,
please contact PSAV at 310-265-2899.**