

rental & STAGING ROAD SHOW

Dear Rental & Staging Road Show Exhibitor:

This letter is to provide information and logistics for the Rental & Staging Road Show which will be held on Wednesday, December 9th, 2009 at IATSE Local 80 in Burbank, CA. Breakfast and lunch will be served along with a networking cocktail party at the end of the day.

Location Information:

IATSE Local 80
2520 W. Olive Blvd.
Burbank, CA 91505-4529

Showcase Schedule Information:

Tuesday, December 8	10:00am	Load-in and Set-up begins (All booths and tabletops must be ready by 8:30am on Wednesday, December 9)
Wednesday, December 9	8:30am	Registration opens & Continental Breakfast is served
	10:30 – 11:00am	Exhibitor Showcase Open
	12:00 – 1:30pm	Lunch served & Exhibitor Showcase
	2:30 – 3:30pm	Networking Cocktails & Exhibitor Showcase
	4:00pm	Load-out at close of reception

Please visit our website for the complete and up to date schedule at
http://www.rentalandstaging.com/schedule_scalif.aspx

Security:

The showcase area will be locked at night. During the showcase's open hours all exhibitors should be aware of the security for their tabletop area.

Shipping and Delivery Information

IATSE Local 80 will accept all deliveries for the event. You are responsible for ALL shipping costs inbound and outbound to/from IATSE Local 80. All materials should be shipped to IATSE Local 80 during the week of **November 30th**.

Please label all shipments as follows:

IATSE Local 80
Attn: Rental & Staging Road Show/YOUR COMPANY
CONTACT NAME:
2520 W. Olive Blvd.
Burbank, CA 91505-4529
of Pieces (ex: 1 of __?, 2 of __?)

All tracking/carrier information must be sent to Claire Chaplais at cchaplais@gmail.com no later than Friday, December 4, 2009.

Please include the following information:

- Arrival date of shipment**
- Number of pieces sent**
- Carrier name and contact name and phone number**
- Tracking numbers**

****Please mark all your boxes with “RENTAL & STAGING ROAD SHOW” and the company you are exhibiting with.**

****You are responsible for all shipping cost inbound or outbound to IATSE Local 80.**

Please be sure to bring return shipping labels with you to the event. All materials must be packed and labeled in order to be shipped out at the close of the event.

Note: all equipment must be picked up during business hours on December 10th, and it is not guaranteed that there will be anyone available to help load. Please plan accordingly.

Exhibit Table Space:

Each exhibitor will have a standard six-foot folding table with a table cover. You will have 3' behind the table. You may choose to not use the table but rather use booth displays that you supply. Please let us know if you don't want the table.

*You must stay in your total footprint of 6' x 6' if you create a different setup. Please contact Claire Chaplais for approval of any alternative booth setup. Email: cchaplais@gmail.com

**Nothing can be hung on the walls. If you want a banner or sign, it can only be mounted on the front of your table with tape or velcro otherwise you will need to bring an easel.

Boxes and crate storage:

Storage of crates, road cases, boxes etc. will be available. Stored materials will not be accessible during the hours of the exhibitor showcase.

Power:

One 15A single-phase u-ground outlet will be provided to each display area.

If you require a second outlet, different connector or if you need 208V power please email your requirements to Claire Chaplais at cchaplais@gmail.com by **Wednesday, November 25th**.

**** We will not be able to accommodate requests received after that date.**

Badges and Show Tickets:

Please be sure to register your staff that will be attending the event and working in your booth. Please visit our website and enter this information in the ATTENDEE registration portal of the Burbank Registration Portal, please use the customer code BUREX when you register and you'll be placed in the system as an exhibitor. This will enable us to have your company's badges ready and waiting for you when you arrive.

Hotel Info and Transportation Info:

There are many hotels in the area. Following are just a few which are closest to the IATSE Local 80 venue:

Coast Anabelle Hotel

2011 W Olive Ave, Burbank, CA

(818) 845-7800

www.coasthotels.com/hotels/usa/california/burbank/coast_anabelle/overview

Safari Inn

1911 W Olive Ave, Burbank, CA

(818) 845-8586

www.coasthotels.com/hotels/usa/california/burbank/coast_safariinn/overview

Burbank Extended Stay Inn

2021 W Olive Ave, Burbank, CA

(818) 848-9048

www.esinns.com

Hotel Amarano Burbank

322 N Pass Ave, Burbank, CA

(818) 842-8887

www.hotelamarano.com

Each hotel is less than 1 mile from IATSE Local 80, you will need to use the concierge desk to make arrangements for a cab, or use mapquest for the driving directions.

Please let us know if you have any questions or concerns about any of the above arrangements. We are committed to ensuring everyone has a productive and successful showcase. Please feel free to contact us directly using the contact information below.

If you have any questions, please feel free to contact us. We look forward to seeing you in December!

Sincerely,

Claire Chaplais

Rental & Staging Road Show

Email: cchaplais@gmail.com

I.A.T.S.E. LOCAL 80 GROUND LEVEL FLOOR PLAN

1/16" = 1'-0"

