



September 11-12, 2019
The Roosevelt Hotel
East 45th Street
New York, New York 10017

Exhibitor Manual

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Exhibiting Information

Overview

Dear Exhibitor Colleague:

Please order electric and Internet service from the Roosevelt Hotel. You must have a credit card to confirm your order. For electric and Internet service, use the order forms in your exhibitor's manual.

Installation and set-up begins on Wednesday, Sept 11th from 1:00 – 4:00 pm on the Mezzanine Level or the Roosevelt Hotel, Madison Ave and East 45th Street, next to Grand Central Station, New York. Please order your electric and Internet service from the Roosevelt Hotel in advance, so it will be waiting for you when you arrive on Wednesday.

Show opens Weds, Sept 11th with a Gala Opening Reception in the exhibit hall from 4 to 6 pm, with passed hors d'oeuvres and two bars in the exhibits for the show and conference registered attendees from Wall Street and the FinTech markets.

Show continues Thurs, Sept 12 from 7:30 to 4 pm, with scheduled exclusive show viewing times in the exhibits with coffee, dessert service, and beverage breaks.

Move out Thurs, Sept 12 is from 4 to 6 pm.

The Roosevelt Hotel at East 45th Street and Madison Avenue is located in the heart Manhattan and convenient to Grand Central and ground transportation as well as subway and commuter train service.

Shipping

Ship to arrive no later than Tuesday, September 10th. Shipments will be stored in the package room until move-in Wednesday, 6 pm.

Mark your shipments:

FLAGG

Company name: _____,

Booth #: _____

2019 HPC on Wall Street, Sept 12th, Mezzanine Exhibit Area
Roosevelt Hotel
70 Vanderbilt Ave, (between East 46th and East 45th Streets)
New York, NY 10017, phone: 212-661-9600.

Note: The hotel does not have fork lift trucks or a loading dock. Your trucker should have a tail gate lift to unload into the street at 70 Vanderbilt Ave. The hotel does have a pallet jack to deliver crates. The hotel will deliver your items up to the show on Wednesday by 1 pm. If you have items that you cannot find in your booth, they may still be in the package room, call Lizza Oliver at 212-661-9600 x6489, or the convention services manager. The hotel charges for delivering boxes.

Exhibiting Information

Conference Sessions

All sessions are in the Grand Ballroom and the Plaza Suite on the Mezzanine Level of the hotel. The opening session is at 8:30 am. All exhibitors are invited to attend this opening session.

Show Hours – Thursday, September 12th

Show hours are on Thursday, September 12th from 7:30am to 4:00pm and have been set to maximize conference traffic and walk-in traffic.

Wednesday, September 11, 2019 (Conference begins at 12pmEST)

12:00 – 1:00 pm	Conference Registration Opens
1:15 – 2:00 pm	General Session
2:00 – 2:45 pm	General Session
2:45 – 3:30 pm	General Session
3:30 – 4:00 pm	Closing Remarks
4:00 – 6:00 pm	Opening Gala Reception

Thursday, September 12, 2019 (Conference begins at 9:00 am EST)

Show hours are 7:00 am – 4:00 pm and have been set to maximize conference traffic and walk-in traffic.

Dismantling

Dismantling will begin on Thursday, September 12th from 4:00 pm – 6:00 pm. All valuables must be out or arranged for pick-up by 7:30 pm. All freight must be removed completely by 9:00 pm. **ALL GOODS LEFT UNATTENDED ARE THE RESPONSIBILITY OF THE EXHIBITOR.** See information on Move-Out: FedEx or UPS at Show Close. FedEx Phone: 800-463-3339 UPS Phone: 800-742-5877

Exhibiting Information

Move-Out – FEDEX or UPS at Show Close – Thursday, September 12th * 4pm – 6pm.

- 1. Bring your FedEx air bills with you.**
- 2. Make sure you have your FedEx account number.**
- 3. You must phone FedEx and get a FedEx pick-up number.**

4. If you are shipping Federal Express or UPS at the show close, you must prepare completed FedEx or UPS air bills with your FedEx or UPS account number and the complete address where you are shipping your FedEx or UPS material.
Call FedEx and schedule a pick-up from the Roosevelt Hotel, 70 Vanderbilt Avenue, NY, NY 10017. FedEx Phone: 800-463-3339; UPS Phone: 800-PICK-UPS (800-742-5877)

DO NOT LEAVE FEDEX OR UPS SHIPMENTS WITHOUT MAKING PROVISIONS FOR FEDEX OR UPS AIR BILLS AND PICK UP. Also, if you wish to ship UPS ground, you should have special shipping labels for UPS ground.

Exhibitor Badges

All badges can be picked up on Wednesday, September 11th at the Registration Desk on the Mezzanine Level Coat Room. None of the badges will be mailed in advance. Additions or corrections may be made at the show.

Security

EXHIBITORS ARE NOT RELIEVED OF THEIR PRIMARY RESPONSIBILITY FOR ALL OF THEIR GOODS SHIPPED TO THE SHOW. DO NOT RISK LOSS OR DAMAGE TO ANY OF YOUR VALUABLES. DO NOT STORE ANY OF YOUR VALUABLES UNDER YOUR BOOTH. IF IT'S VALUABLE, TAKE IT WITH YOU. Valuable software, laptops, giveaways, briefcases, cameras, purses, and any other shoplifter-type goods should be watched carefully. Women are advised to carry purses, do not set down anywhere. A wise and prudent approach to show security can save loss or damage to goods.

The last person to leave is responsible for packing and shipping out all goods. DO NOT LEAVE YOUR BOOTH UNATTENDED, AND ESPECIALLY AT THE SHOW CLOSE.

Exhibiting Information

Promote the Free Show in Advance

Emails campaigns generate positive results and helps generate new awareness about your company and your participation in the show. Leverage email promotions to your customers and prospectives to promote attendance and build momentum going into the show.

Hotel Accommodations

Make hotel reservations at the Roosevelt Hotel. Room rates are \$289 single/double plus tax for the dates Sept 10-13, 2019. Please note rates are subject to change. Phone 212-661-9600. Ask for “Flagg Mgmt/HPC & AI on Wall Street Conference” room rates.

Free Directory Listing

Your organization will be added to our Official Directory listing after successfully completing the online exhibition form and requirements. This listing will be used to promote conference attendance and highlight our support partners to encourage attendee networking and collaborations. Badges must be worn at all times.

Booth Package

Includes: hotel area carpeting, a draped 6’ table – 30” high, 24” wide, two chairs, logo sign on an easel, waste basket - everything you need in your exhibit space that is 6’ deep by 8’ across.

Show Management

Russell Flagg will be available at the show on Wednesday – Thursday, September 11 – 12. If you have any questions or concerns don’t hesitate to seek out Russell Flagg and put his experience to work for you.

FLAGG MANAGEMENT INC

Russell E. Flagg

Show Management

Service Contractors and Roosevelt Hotel Contacts

Roosevelt Hotel – Electric, Phones, Connectivity

Roosevelt Hotel Catering/Convention Services
Madison Ave at East 45th Street
New York, NY 10017
212-661-9600 fax: 212-885-6162

Roosevelt Hotel Shipment & Loading Door

70 Vanderbilt Ave
New York, NY 10017
Between East 45th & 46th Streets
212-661-9600

NMR/National MicroRentals Inc.

Computer, Printer, VCR, and Other A/V Rental Services
28 Abeel Road NJ 08831-2036
800-637-2496, 609-395-0550 fax: 609-395-7142 www.nmrevents.com
Jim Clark, Nat'l Trade Show Mgr. jclark@nmrevents.com

Morris Brothers Signs

Special Signs, Banners, Graphics of Any Type
115 Grant Avenue
Nutley, NJ 07110
212-675-9130 fax: 973-667-3501
Peter Bellantone peter@mbgraphics.com
Michael Bellantone michael@mbgraphics.com

Photographer

Michelle Farsi
848-702-3123
mfarsi2@mac.com
www.michellefarsiphoto.com

Official Directory Listing

OFFICIAL DIRECTORY LISTING (ALPHABETICAL)

DEADLINE: AUG 27

RETURN COMPLETED FORM TO

2019 HPC ON WALL STREET

MAKE A DUPLICATE OF THIS FORM FOR YOUR RECORDS.

MAIL TO: 2019 HPC ON WALL STREET
c/o FLAGG MANAGEMENT INC
103 East 84th Street
NEW YORK, NY 10028 FAX: 212-286-0086

SPECIAL NOTE: NEW PRODUCTS

Please indicate new products that will be shown for the first time in 2019.

NEW PRODUCTS: New Products Only: _____

PLEASE TYPE OR BLOCK LETTER

BOOTH # _____

COMPANY NAME: _____

DIVISION OF: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____ URL ADDRESS: _____

Indicate a brief generic description of the products, systems or services that you will have on display (limit to about 25 words). This listing will be edited for consistency and brevity. (PLEASE PRINT)

For identification purposes, please print name of official submitting this form:

NAME: _____ TITLE: _____

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

FAX: _____ EMAIL: _____

VIP Guest Conferences

VIP GUEST CONFERENCES

DEADLINE: AUG 27

Two of your best customers or prospects are invited to register in advance at no charge for the full conference program as your guest. This is a value of \$395 each. Please do reach out to the event secreatrait @ registration@hpcandaionwallstreet for your unique promo code.

ALL BADGES TO BE PICKED UP AT THE SHOW

Booth Personnel to Receive Exhibitor Badges

BOOTH PERSONNEL TO RECEIVE EXHIBITOR BADGES DEADLINE: AUG 27

Please do visit <https://form.jotform.com/91212397373963> to submit your booth personnel details.

ALL BADGES TO BE PICKED UP AT THE SHOW

Official Directory Advertising Insertion Order

OFFICIAL DIRECTORY ADVERTISING INSERTION ORDER

**RETURN COMPLETED FORM TO
SHOW MANAGEMENT IMMEDIATELY**

DEADLINE: AUG 27

MAIL TO: **2019 HPC ON WALL STREET**
c/o FLAGG MANAGEMENT INC
103 East 84th Street
NEW YORK, NY 10028

FAX: 212-286-0086

The Official Directory for the HPC on Wall St – Cloud & Big Data is the most complete guide to the conference sessions, speakers, exhibitors, and events which will take place at this event. This is the only Official Directory and will have an active promotional life during the one-day Show & Conference and continue for one year after the conference. This Official Directory is the most complete guide to exhibitors, their products and services, addresses, and phone and fax. Over 500 copies of this Directory will be printed and distributed at the show at the Roosevelt Hotel, NYC.

PLEASE TYPE OR BLOCK PRINT

Desired Advertising Insertion: _____

Booth # _____ Company Name: _____

Division of: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Contact Name: _____ Title: _____

RATE FOR OFFICIAL DIRECTORY ADVERTISING: Advertising in the Official Directory is non-commissionable.

BACK COVER (4-COLOR): \$5,000

INSIDE BACK COVER (2-COLOR): \$4,000

INSIDE FRONT COVER (2-COLOR): \$4,000

FULL PAGE (2-COLOR): \$3,000

TRIM SIZE: 8½ X 11 Full page dimension 7 wide x 10 deep

The Official Directory is offset, saddle stitch, 100 lb. coated stock.

The Official Directory reserves the right to establish the PMS 2nd color in a 2-color ad.

Color ads: Composite negatives with a maximum of 133-line screen, right-reading, emulsion-side down required.

Line screen: 133-line maximum.

Bleeds: Contact management if bleed is required.

Mailing instructions: Send negatives by Aug 27 along with any special instructions for printer to: