

THE BOND BUYER

THIRD ANNUAL

**Financing**  
**MILITARY HOUSING**  
**PRIVATIZATION**  
**Conference**

April 17-18, 2008 | The Westin Arlington Gateway | Arlington, VA



## EXHIBITOR MANUAL

### Hotel Contact

Paul Zalocha, *Director of Catering*

Phone: (703) 537-4255

paul.zalocha@westin.com

### Meeting Logistics

Suzanne Sinatra, *Meeting Manager*

Phone: (212) 803-6561

Fax: (212) 803-8673

suzanne.sinatra@sourcemediacom

### Exhibitor/Sponsorship Sales

Eric Kelliher, *National Sales Manager*

Phone: (212) 803-6074

eric.kelliher@sourcemediacom

### SourceMedia, Inc.

One State Street Plaza, 26<sup>th</sup> Floor

New York, NY 10004

[www.sourcemediaconferences.com](http://www.sourcemediaconferences.com)

## GENERAL INFORMATION

Please review this kit carefully and completely. It contains important information relating directly to the exhibit procedures for the 3<sup>rd</sup> Annual Military Housing Privatization Conference. You will obtain prompt and efficient attention to your exhibit needs. Please follow the enclosed procedures and inform the **Westin Arlington Gateway** of your requirements in advance of the conference move-in hour on April 17, 2008. It is important to us that you have a successful show, including an easy move-in and move-out.

To make your participation in the **Military Housing Privatization Conference** as smooth as possible, we urge you to:

- Mail or fax ALL forms as early as possible.
- Keep duplicate copies of forms for your records and bring them to the show.
- **Avoid on-site orders.**
- Pre-fabricate your display to reduce set-up time and to minimize your labor cost.

## SHIPPING INFORMATION

**IMPORTANT NOTE: We encourage all exhibitors to bring their booth equipment with them on the day of the show. The hotel will not accept any shipped materials if guests do not have a sleeping room.**

If you are a staying guest, and you do ship to the hotel you are responsible for shipping charges and for making arrangement for delivery of the equipment to your booth. Shipment must not be scheduled to arrive earlier than 2 days prior to the conference.

## SHIPPING ADDRESS

Name (of person who will be on-site)  
Company Name  
Bond Buyer Military Housing Conference  
April 17-18, 2008  
The Westin Arlington Gateway  
801 North Glebe Road  
Arlington, VA 22203  
Meeting Manager: Suzanne Sinatra  
Attention: Package Room  
Hold for Guest Arrival  
Delivery Date & Destination

*To retrieve your boxes please go to the Belldesk.*

**Be sure to keep copies of your UPS, FEDEX, or private company shipping track numbers, in case your onsite staff has trouble locating their materials.**

## Shipping, Receiving & Storage Processing Fees:

First 5 boxes	free
5 or more	\$5.00 per box

*Fees assessed by the Westin Arlington Gateway.*

## EXHIBIT HALL INFORMATION

The exhibit hall is located in the F.Scott Fitzgerald pre function space on the 2<sup>nd</sup> floor. Exhibitors will be provided with one (1) 6' table, two (2) chairs and 1 wastebasket.

There will be 100% ballroom lighting in the exhibit space; however, specific lighting per exhibit is the sole responsibility of the exhibitor; lighting services should be ordered through the hotel.

## EXHIBIT HALL SCHEDULE

MOVE IN HOUR                      7:00 AM-8:00 AM

***\*\*All exhibits must be ready by 8:00 AM, no exceptions. Exhibitors will NOT be allowed to setup during exhibit show hours.***

### EXHIBITOR SHOW HOURS

#### April 17, 2008

Continental Breakfast            8:00 AM-9:00 AM  
Morning Break                    10:30 AM-11:00 AM  
Afternoon Break                 4:00 PM-4:30 PM  
Cocktail Reception              5:00 PM -7:00 PM

#### April 18, 2008

Continental Breakfast            8:00 AM-9:00 AM

MOVE OUT HOUR                 9:00 AM-11:00 AM

***\*\*Exhibitors may NOT dismantle their displays before 9:00 AM, no exceptions. Exhibit hall hours subject to change.***

## ADDITIONAL CONFERENCE INFORMATION

### HOSPITALITY SUITES/SOCIAL EVENTS

Hospitality suites, meetings, and social events must not encourage the absence of attendees or exhibitors from the conference or exhibit hall during official hours of the conference or exhibition. **Before contacting the hotel, you must contact Suzanne Sinatra at SourceMedia, Inc. for approval of all hospitality suites, meetings or social events not sponsored by SourceMedia, Inc.** SourceMedia, Inc. reserves the right to cancel any function on hotel property that has not been previously approved by Suzanne Sinatra.

### SECURITY

While show management will exercise reasonable care in safeguarding your property, neither SourceMedia nor the Westin Arlington Gateway, nor any of their officers, agents or employees assumes responsibility for such property. Do not leave unpacked display materials unattended during setup or removal hours. On removal, pack, seal and address all containers for return shipment before leaving your booth. Securely fasten all lightweight high-theft-risk items to display boards or lock in showcases. Personal items of value should **never** be left in an unattended exhibit (esp. handbags, phones, & laptops). During move-out, exhibitors should remain with their goods and merchandise until it is picked up and receipted for storage in a designated area. Any material that is left after that time will be forced on a bill of lading and shipped to the warehouse, or be shipped by an alternate carrier at the expense of the exhibitor. Appropriately identified personnel will be permitted on the show floor during installation and dismantling hours.

### LIABILITY

The exhibitor indemnifies and agrees to hold harmless SourceMedia, Inc., and the Westin Arlington Gateway and their officers, directors, employees and agents, from and against any actions, losses, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to an exhibitor, his agents, representatives, employees by reason of the exhibitor's occupancy or use of the exhibition facilities.

#### **INSURANCE**

Exhibitors are advised to see that their company's insurance policy includes extraterritorial coverage as well as theft, public liability and property damage for traveling to the show, during the show, and in transporting equipment to its next destination. We strongly recommend securing a rider to your company's policy that provide such coverage. Exhibitors should be aware that SourceMedia and the Westin Arlington Gateway takes no responsibility for loss, theft or disappearance.

#### **TELECOMMUNICATIONS REQUEST FORM**

Please complete and fax in your telecommunications request form to the Westin Arlington Gateway as soon as possible. All of your telephone and internet requirements should be expressed to the hotel's Telecommunications Department well in advance of the show in order to avoid significant late charges for onsite orders. SourceMedia will not be responsible for any costs associated with these requirements. Note that prepayment is required before installation can begin.

#### **ELECTRICAL REQUESTS**

All requests for electrical services (power drops, connection and hard wiring of voltage services, electrical motors, etc.) and electrical labor for each exhibitor will be performed by and **MUST** be ordered through Westin Arlington Gateway. Each exhibitor will be held responsible for ordering and paying for electrical services per exhibitor booth in advance to ensure availability; onsite orders are strongly discouraged.

#### **AUDIO VISUAL SERVICES**

An order form for services and products provided by the A/V Guys, our official audio visual vendor, can also be found in conference's online exhibitor manual. You may rent audio, video and computer display equipment. Orders should be placed with the AV Guys at least 14 days in advance in order to ensure product availability and advance rates.

#### **FIRE REGULATIONS**

No combustible decorations, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All materials must be certified non-inflammable and conform to fire regulations of the **Virginia Fire Department**. Any packing containers, wrapping paper, etc. are to be removed from the exhibit floor and may not be stored under the tables or behind displays. All materials and fluids that are inflammable must be kept in safety containers. Exhibit area fire alarm boxes must not be covered. All fire exits and fire exit signs must be free, clear and visible at all times. Smoking will not be permitted in exhibit area or in any open exhibit space commencing with move-in through move-out.

# THE WESTIN ARLINGTON GATEWAY

## ARLINGTON, VIRGINIA

### TELEPHONE/HI-SPEED INTERNET T1 ORDER FORM

Group: \_\_\_\_\_ Conference Name \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_ Room Name: \_\_\_\_\_

Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Teardown Date: \_\_\_\_\_ Time: \_\_\_\_\_

QTY	EQUIPMENT/SERVICE	COST	# OF DAYS	TOTAL
	House Telephone (inside Hotel calls only)	\$ 50.00		
	Telephone with outside Line, 1 <sup>st</sup> day *(Plus Calls)	\$ 150.00		
	Telephone with outside Line, additional days *(Plus Calls)	\$ 50.00		
	T1 (High Speed Data Line) 1 <sup>st</sup> day**	\$ 350.00		
	T1 (High Speed Data Line) additional days**	\$ 50.00		
	T1 Line Port per connection per day	\$ 50.00		
	T1, High Speed, Wireless, up to 10 users, per day	\$ 500.00		
	Prof. Conf. Speaker Phone (Phone Line Separate)	\$ 150.00		
	Speaker Phone (Phone Line Separate)	\$ 75.00		
	Wireless 4-port Router (rental)	\$		
	Wireless 24-port Router (rental)	\$		
*	<b>All Local surcharges and Long Distance Charges will be billed separately. \$1.00 per local call. \$2.00 per minute for long distance calls.</b>			
**	<b>T1 setup is a one-time charge. Call For "Shared" Connections.</b>			

<b>Sub-Total</b>	
<b>5% Tax</b>	
<b>Total</b>	

\* Toll free dial-out numbers are free. All long distance calls are day rate charges with 50% mark up.  
**ALL PRICES ARE ON PER DAY BASES IN THE SAME ROOM.**

**Billing Information: (please check one)**

Hotel Master Account       Company Check       Hotel Guest Room  
 Credit Card ( Visa ) ( Master Card )      ( American Express )

**Credit Card Account Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTICE:** You must be present in the room at delivery time to accept and secure equipment. Please bring a copy this form with you. Please fax this form to (703) 717-6204, to the attention of the Technology Department. If you have questions, please feel free to call the Technology Department directly at (703) 537-0000.

# THE WESTIN ARLINGTON GATEWAY

## ARLINGTON, VIRGINIA

### Exhibitor Electrical Request Form

Event Name: \_\_\_\_\_

Day & Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

#### **ELECTRICAL SERVICE** (indicate quantity for each item)

_____ 20amp, 110v Service	\$ 75.00
_____ 100amp, 208v, single phase	\$375.00
_____ 100 amp, 208v, three phase	\$500.00
_____ 10' Extension cord, single outlet	\$ 15.00
_____ Quad box with 10' cord (rental)	\$ 25.00
_____ Quad box with 25' cord (rental)	\$ 50.00
<u>  1  </u> Electrician labor fee ( <b>required</b> )	\$ 45.00

**Sub-Total** \$ \_\_\_\_\_  
**5% Sales Tax** \$ \_\_\_\_\_

**Grand Total** \$ \_\_\_\_\_

#### **Method of Payment:** (all charges must be paid by credit card)

Credit Card: **Check one box:**  VISA  MasterCard  American Express

Card Number: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Exhibitor Name** \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Please fax or mail your request to:** **Convention Services Manager**  
**The Westin Arlington Gateway**  
**801 North Glebe Road**  
**Arlington, VA 22203**

(703) 717-6204 (fax)

# THE WESTIN ARLINGTON GATEWAY

## ARLINGTON, VIRGINIA

### Exhibitor Equipment Request Form

Event Name: \_\_\_\_\_

Day & Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

#### AUDIO VISUAL EQUIPMENT (indicate quantity for each item)

\_\_\_\_\_ **Exhibitor Package**

Includes a power strip, extension cord, patch fee, Starwood Turbonet  
wired high speed internet access, cords, taping, and basic trouble-shooting  
\$125 per booth, per day

\_\_\_\_\_ Laptop computer \$150.00 \_\_\_\_\_ DVD player/ Monitor \$ 90.00

\_\_\_\_\_ LCD projector \$ 650.00 \_\_\_\_\_ CD player/ Sound system \$ 55.00

\_\_\_\_\_ 6' Screen \$ 60.00 \_\_\_\_\_ Flipchart \$ 55.00

\_\_\_\_\_ Overhead projector \$ 80.00 \_\_\_\_\_ AV Technician, per hour \$ 65.00

\_\_\_\_\_ Slide projector \$ 85.00 \_\_\_\_\_ AV Cart \$ 25.00

\_\_\_\_\_ VHS tape player/ Monitor \$ 70.00 \_\_\_\_\_ Power Strip \$ 5.00

**Equipment Total \$** \_\_\_\_\_ **20% Service Charge \$** \_\_\_\_\_ **6% Sales Tax \$** \_\_\_\_\_

**Grand Total \$** \_\_\_\_\_

**Method of Payment:** (all charges must be paid by credit card)

Credit Card: **Check one box:**  VISA  MasterCard  American Express

Card Number: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Exhibitor Name** \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Please fax or mail your request to:** Daniel Amarte, Audio Visual Manager  
The Westin Arlington Gateway  
801 North Glebe Road  
Arlington, VA 22203

**(703) 717-6204 (fax)**