



Exhibitor Manual

October 23 – 24, 2014

Miami Convention Centre, Hyatt Regency Hotel, Riverfront Central
Miami, United States

Oliver Kinross LTD
London,
United Kingdom

Oliver Kinross Asia
Pacific
Hong Kong

Oliver Kinross Latin
America
Rio de Janeiro, Brazil

www.oliverkinross.com



Section 1: Introduction & FAQ's

Welcome to Latin America & Caribbean Security Summit 2014!

This Exhibitor Manual is designed to assist you in planning all aspects of your company's Exhibitor participation at the Summit. It will answer your pre-show and onsite inquiries as well as inform you of your responsibilities as an Exhibitor. All Exhibitors are required to comply with the policies and guidelines set out in this manual.

Section Summaries

Section 1: Introduction & Exhibitor Outline offers planning tips, set up and breakdown times.

Section 2: Required Exhibitor Information includes an Exhibitor checklist noting deadlines and a Summit program overview.

Section 3: Show Providers lists the details of our partnered AV, Contractor and Printing companies.

Section 4: Business Matchmaking provides instructions for our online meeting software for you to target potential clients, attendees and speakers to meet with at the event.

Section 5: Deliveries, Shipping & Customs (Dangerous & Non-Dangerous goods) offers information on the shipping options available to Exhibitors, including important instructions regarding import licenses and points of contact at Firearms and Explosives Important Branch & National Firearms Act Branch.

Section 6: Additional Purchases provides a breakdown of any additional sponsorship items exhibitors may wish to purchase to increase their exposure at the event.

Section 7: Venue Outline & Destination Guide provides general information including show location, and contact information for Show Management. This section also includes local information that international exhibitors may require.

Appendix A: AV Order Form

Appendix B: Exhibition Floor Plan

Appendix C: Stand Examples

Appendix D: Everything Tradeshow Information

Appendix E: Loading Bay Instructions & Directions (James Knight Centre)



Section 1 Cont.

Set Up: TO BE CONFIRMED WITH VENUE; you will be notified regarding set up timings for pre-day set up (October 22nd) one month prior to the event.

6am on Monday October 23rd 2014

Break Down: No breakdown is required on the evening of Monday October 23rd. The exhibition room will be locked and guarded overnight, however Oliver Kinross nor Hyatt Regency can take responsibility of any loss or damage, therefore we strongly recommend not leaving any electronics/valuables on your stand.

All stands must be fully broken down and all equipment out of the room by 11.55pm on Tuesday October 23rd.

Your Stand Area: You are provided with the below;

Agreed size of floor space* (a minimum of 3x2m, please check your signed agreement form for this size)

One Trestle Table: 6'x30"

Two Chairs

One Wall Power Connection (any additional power outlets or amps must be purchased from the venue in advance by emailing Miami@edlen.com)

Internet Connection

If you require more power connections please ensure you bring these with you, including the correct adapters for US Sockets (See Section 7). **The ceiling height for of the exhibition area is 10 Feet/3.00m** for your reference. Oliver Kinross do not provide any backdrops, walls or fascia boards. Exhibitors are unable to stick or affix anything to the wall behind them. Any custom built stands, banners, displays/backdrops must fit within the floor space* and ceiling height.



Section 2: Required Exhibition Information

Below is a checklist that you can complete and ensure you have adhered to the deadlines. If these deadlines are not met we cannot guarantee that the information we need will be included without our printed material on the day of the event.

Deadline for listed points below is **Monday 13th October at 5pm (GMT)**. Please send this information to dedicated Operations team member for this event;

Tom Knight
Head of Operations
tom.knight@oliverkinross.com
+44 (0) 207 065 5519

❖ **Company Name:**

The name you wish to appear on printed materials and act under at the event. This could be different from the full legal company name you have provided on your signed booking form.

❖ **Company Logo:**

High Resolution in JPEG or PNG format

❖ **Company Profile:**

(Approx) 250 words including a hyperlink to your company website.

❖ **Names, job titles and email addresses** of your representations.

The amount of agreed attendees from your organisation will be present upon the signed booking form. Please send them through in the following format;

Name:
Job Title:
Email Address:
Contact Number:

❖ **Exhibition Stand Choice:** Please refer to Appendix B for the floor plan. If you have not selected a stand location, please send your TOP FOUR choices and you will be assigned one of these.

❖ **Any additional material;** If you have agreed anything extra (this will be present upon your signed booking form) such as an advert within the delegate pack (and adverts must have a 3mm bleed) or a presentation slot we must have all of this information before this time.




Section 3: Show Services

The table within this section highlights information and contact details regarding our partnered show companies. We have a great relationship with all the companies below and only recommend these companies based upon their past performances with us. If you wish to use any other company then this is of course still an option. We have negotiated rates with all the below companies for exhibitors of this event.

Audio Visual Partner: ShowTechnologiesInc (Order Form in Appendix A)	
	<p>If you require any audio visual equipment for your stand or participation at the event, please contact Show Tech Inc; You can complete the form attached to your sponsorship logistics email and return directly to the below contact.</p> <p>Trevor Zulinke tzulinke@showtechinc.com Regional Business Development/Project Manager 353 N. Seaboard Rd. North Miami Beach, FL 33169 Office +1 30) 652 7888 / Cell +1 786 514 2095 www.showtechinc.com</p>

Stand Design/Contractor Partner: Everything Tradeshows (Further info Appendix D)	
	<p>Everything Tradeshows is our appointed stand design and contractor company. They have a wide range of options from simple graphics and pop-ups to large custom built shell schemes. To discuss any equipment or design options please contact;</p> <p>Bart Peluso bart@everythingtradeshows.com +1 954 791 8882 www.everythingtradeshows.com</p>

Printing Partner: Ritter's Printing	
	<p>If you wish to have anything printed locally please contact our preferred printer below who can provide you preferential rates (which includes delivery to the venue);</p> <p>Steve Ritter +1. 754.205.0211 +1. 954.771.7204 steve@rittersprinting.com</p>



Section 4: Business Matchmaking

Full instructions detailing our meeting software, including how to arrange private meetings or informal introductions at the event, will be distributed one month prior to the event.



Section 5: Deliveries, Shipping & Customs (Dangerous & Non-Dangerous goods)

Deliveries: The Hyatt Regency Hotel can store items from 2 weeks prior and post the event. Please ensure nothing arrives before or is collected after this time as the venue will not be able to guarantee storage.

Pre-Event Storage: Thursday 9th October 2014

Post-Event Storage: Friday 6th November 2014

Instructions to follow; Special arrangements must be made for receiving any equipment, goods, or other materials, which will be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.

Any materials being sent to the Hotel must be marked as follows:

Address Package to Hotel as follows:

1. Complete Return Address
2. Number of boxes and Company Name to be stated on each box
3. Address package to the Hotel as follows:

Hold for Arrival: Guest's Name, Organization Name, LATAM Sec. Summit 2015

Arrival, Date

Hyatt Regency Miami

400 SE 2nd Ave.

Miami Fl, 33131

Handling charges may apply. The hotel does not accept any liability for equipment, goods, displays, or other materials, which arrive unmarked or fail to arrive at the Hotel.

Post Event: Any packages being shipped from the hotel will go through the Business Centre. There is a \$3.50 handling charge for each letter, and a \$5.00 handling charge for each box of 1-25 lbs; \$7.50 for a box of 1-50 lbs; \$10.00 for a box of 51-75 lbs and \$15.00 above 75lbs. It is necessary to set up a scheduled pick up with UPS because they do not come to the hotel regularly such as FedEx. UPS pick-up can be scheduled through the Business Centre online.

Hours of Loading Dock:

Monday – Friday: 8:00am – 5:00pm*

Saturday: Closed*



Sunday: No deliveries

*If staff is not on site Security will receive packages.

Courier: It is your responsibility to ensure your courier is fully briefed and provided all information and timings. We are happy to liaise with couriers if they require any additional assistance or information. Preferred couriers from Hyatt Regency are FedEx, FedEx ground, UPS, DHL International, United States Postal

PLEASE NOTE THAT OLIVER KINROSS IS NOT RESPONSIBLE FOR OBTAINING ANY EVENT PERMITS, LICENCES OR DOCUMENTATION YOU REQUIRE TO TRANSPORT OR DISPLAY ANY DANGEROUS GOODS. WE ARE HAPPY TO ASSIST IN ANY AREA WE CAN, BUT WE STRONGLY URGE YOU TO FILE THE NECESSARY PAPERWORK AS SOON AS POSSIBLE FOR TEMPORARY IMPORTATION IN ORDER TO HAVE ALL DOCUMENTATION APPROVED BEFORE THE EVENT BEGINS.

Temporary Import License: If you require a temporary import license (Form6NIA) for any material that you wish to showcase at the exhibition you must apply for this at least 6 weeks prior to the event. After this time there is no guarantee that a license will be approved. As each import is case sensitive, we strongly recommend you contact the ATF using the details provided below for further information if you are unsure on whether you do/don't require a license, your shipping destination will qualify for a licence, or any other questions you may have. Please also visit <http://www.atf.gov/> for further information.

The ATF Form6NIA can be downloaded at <http://www.atf.gov/content/atf-form-6nia-53303d-omb-1140-0084>. Once complete this must be returned by fax following the instructions on the form.

ATF Contact Details:

Joseph Green
(+ 1) 304 616 4589
joseph.green@atf.gov



Section 6: Additional Purchases

As an exhibitor at the event you have many things included within your sponsorship package that you can use to make the event a huge success.

Additional conference branding for sponsors

We have a wide range of additional ways to sponsor the event, all the prices below are in addition to the sponsor package you choose. If you wanted to discuss different options or purchasing multiple add-ons please get in contact for a quote:

SEAT DROP	\$850
<ul style="list-style-type: none"> • Your company literature can be placed on every seat of the conference on day one of the event. 	
DELEGATE PACK SPONSOR	\$1,800
<ul style="list-style-type: none"> • A4 Page colour advert printed within the Delegate Pack 	
USB STICK SPONSOR	\$3,400
<ul style="list-style-type: none"> • Each delegate will be presented with a USB with the presentations included. Your logo can be included on the USB sticks and your material can be uploaded on the USB. 	
LUNCH TIME SPONSOR	\$5,000
<ul style="list-style-type: none"> • The opportunity to give a 10 minute introduction on stage prior to the lunch. Additional branding at lunch time. Additional branding on the conference programme 	
PANEL DISCUSSION SPONSOR	\$5,000
<ul style="list-style-type: none"> • The opportunity to sit on a 45 minute panel discussion on day one of the event. 	
CONFERENCE FOLDER SPONSOR	\$5,800
<ul style="list-style-type: none"> • Leather conference folder including your logo etched on to the front and your literature inserted in to each one. *EXCLUSIVE 	
LANYARD SPONSOR	\$6,800
<ul style="list-style-type: none"> • Your logo will be printed on every event badge lanyard. *EXCLUSIVE 	

If you book more than one we can offer a further discount on the additional options.

The USB, Lanyard, Seat Drop require additional materials that you can either purchase yourself or we can do so and invoice you. The delegate conference folder has to be pre approved by Oliver Kinross and can be ordered through us or you may purchase separately yourself.

For any of the above please email natalia@oliverkinross.com or call +44 (0) 207 065 5516



Section 7: Venue Outline & Destination Guide

This section lists information that is also present on the event agenda, outlining the venue, accommodation information, visa information (for any international exhibitors), and transportation.

Venue: Miami Convention Centre (as part of the Hyatt Regency Hotel)

Address: 400 S. E. Second Avenue, Miami, FL 33131, USA

Website: www.miamiregency.hyatt.com



Point of Contact at Venue:

Email & Contact Number: Morgan Aloma, Catering Manager, +1 305 679 3066,
morgan.aloma@hyatt.com

Accommodation:

Advanced purchase rates starting at \$170++ per night at the Hyatt Regency Downtown. To book a room follow the instructions on the website www.miamiregency.hyatt.com

Visa Information: PLEASE NOTE IT IS THE RESPONSIBILITY OF EACH EXHIBITOR TO OBTAIN THE CORRECT VISA FOR ENTRY INTO THE UNITED STATES OF AMERICA. OLIVER KINROSS CAN ARRANGE INVITATION LETTERS AS PER REQUEST BUT CANNOT BE HELD RESPONSIBLE FOR ANY VISA BEING REFUSED/DENIED.

Please contact your local US Embassy to discuss specific visa options and requirements prior to travel. Further information regarding visas for the US can be found at <http://travel.state.gov/content/visas/english.html>

Transportation Options: The Hyatt Regency Hotel is located (approximately) 15 minutes' drive from Miami International Airport (traffic dependent). Private shuttles directly to the hotel costs \$21 per person. You can contact American Transport on 305-871-1000 or Go Shuttle on 954- 561-8888 to book these in advance. Taxis are regularly available from the taxi rank outside arrivals.



Section 7 Cont.

Below is basic local information for Miami, United States that international exhibitors may require.



Electricity

110 volts AC, 60Hz. Plugs are of the flat two-pin type. European electrical appliances not fitted with dual-voltage capabilities will require a plug adaptor and voltage transformer which are best purchased before arrival in the USA. The television system is NTSC I/II and is not compatible with the PAL and SECAM systems used in Asia and Europe, although cassettes can be converted.



Climate

June to September – are hot and humid. Guide books will tell you that the average annual summer temperature is 26.9 C (80.5 F) in North Florida, but don't be fooled. This average includes the high and low temperatures for the 24-hour period. In June, July and August, daytime temperatures across the state typically hover around 32 C, and the humidity is high. Coastal breezes provide some relief from the humidity.



Currency

US Dollar (US\$) = 100 cents. Notes are in denominations of US\$100, 50, 20, 10, 5, 2 and 1. Coins are in denominations of 50, 25, 10, 5 and 1 cents and US\$1. ATM machines are prevalent and those cards with Cirrus and Star links can extract US Dollars from ATMs displaying those symbols. Most major credit and debit cards are accepted throughout the USA, including American Express, Diners Club, MasterCard and Visa. Visitors are advised to carry at least one major credit card, as it is common to request prepayment or a credit card imprint for hotel rooms and car hire, even when final payment is not by credit card.



Local Culture

Varies from State to State, but in Florida waiters generally expect 15 to 20 percent tip, as do taxi drivers and hairdressers. It should be noted that a cover charge is applied for admission to an establishment, not a tip for service. Hotel porters generally expect US\$1 per bag. Sales tax is applied to most items in most States and is not included on the price label. Sales tax can be anywhere from 3 to 15 percent, depending on the State. Some States, like New Jersey have no sales tax at all.



**Appendix A – ShowTechnologiesInc Audio Visual Order Form Return to
tzulinke@showtechinc.com**



EXHIBITOR RENTALS

353 N. Seaboard Rd., North Miami Beach, FL 33169
Phone: (305) 652-7888; Fax: (305) 652-5090

Prices listed are daily rates. All Equipment is subject to a 21% Service Fee. Equipment will be delivered to your booth. A company representative must accept the equipment at the designated time of delivery.
****For an order to be considered an advanced order it must be placed at least 5 business days in advance!****

VIDEO EQUIPMENT & MONITORS **EXHIBITOR INFORMATION**

Qty.	Item	Advanced Order	Day of Show	Total
___	Blue Ray Player	\$55.00	\$75.00	_____
___	DVD Player	\$38.00	\$48.00	_____
___	Computer Sound Port	\$25.00	\$35.00	_____
___	Flipcharts	\$50.00	\$75.00	_____
___	LCD Projector	Call		_____

Firm Name: _____
Address: _____
City, State, Zip: _____
On-site contact: _____
Fax: _____
E-mail Address: _____

MONITORS & DATA DISPLAY **SHOW INFORMATION**

Qty.	Item	Advanced Order	Day of Show	Total
___	17" LCD Monitor	\$46.00	\$56.00	_____
___	19" LCD Monitor	\$61.00	\$71.00	_____
___	22" LCD Monitor	\$91.00	\$101.00	_____
___	22" Touch Screen Monitor (all-in-one)	\$145.00	\$195.00	_____
___	32" plasma monitor	\$145.00	\$195.00	_____
___	42" Plasma Monitor	\$295.00	\$343.00	_____
___	50" Plasma Monitor	\$365.00	\$434.00	_____
___	60" Plasma Monitor	Call		_____
___	6' Dual Chrome Stand w/Bracket Mount	\$75.00	\$95.00	_____

Show Name: _____
Room/Hall _____ Booth# _____
Install Date _____ Time _____
Remove Date _____ Time _____

COMPUTERS **PAYMENT INFORMATION**

Qty.	Item	Advanced Order	Day of Show	Total
___	Touchscreen Desktop Computer (22")	\$145.00	\$195.00	_____
___	iPad Note Book	\$95.00	\$125.00	_____
___	Desktop Computer	\$95.00	\$110.00	_____
___	Wireless Keyboard & Mouse	\$15.00	\$30.00	_____
___	Laptops	\$125.00	\$155.00	_____
___	Printers	Call		_____
___	Hub	Call		_____
___	iPad Stand (36" to 48")	\$22.00	\$33.00	_____

Visa
 Mastercard
 Amex

MISCELLANEOUS

Qty.	Item	Advanced Order	Day of Show	Total
___	48" Skirted Video Cart	\$15.00	\$25.00	_____
___	Microphone, Speaker & Stand	\$75.00	\$100.00	_____
___	CD Player	\$40.00	\$55.00	_____
___	Speaker/Sound	Call		_____
___	Lighting	Call		_____
___	25' VGA Cable	\$15.00	\$20.00	_____
___	Power Strip	\$3.00	\$6.00	_____
___	Extension Cord	\$3.00	\$6.00	_____
___	Camera/Tripod	Call		_____

Cardholders Name (print) _____
Credit Card Number _____
CVC Code (3-digit # on back) _____
Exp. Date _____

Subtotal _____
X ___ Show days _____
21% Serv Fee _____
State Tax _____
Total Due: _____

Cardholder's Billing Address _____
X _____
Signature authorizes STI to charge this this credit card for all charges due on this order.
****There is a 3% fee for all credit card charges**

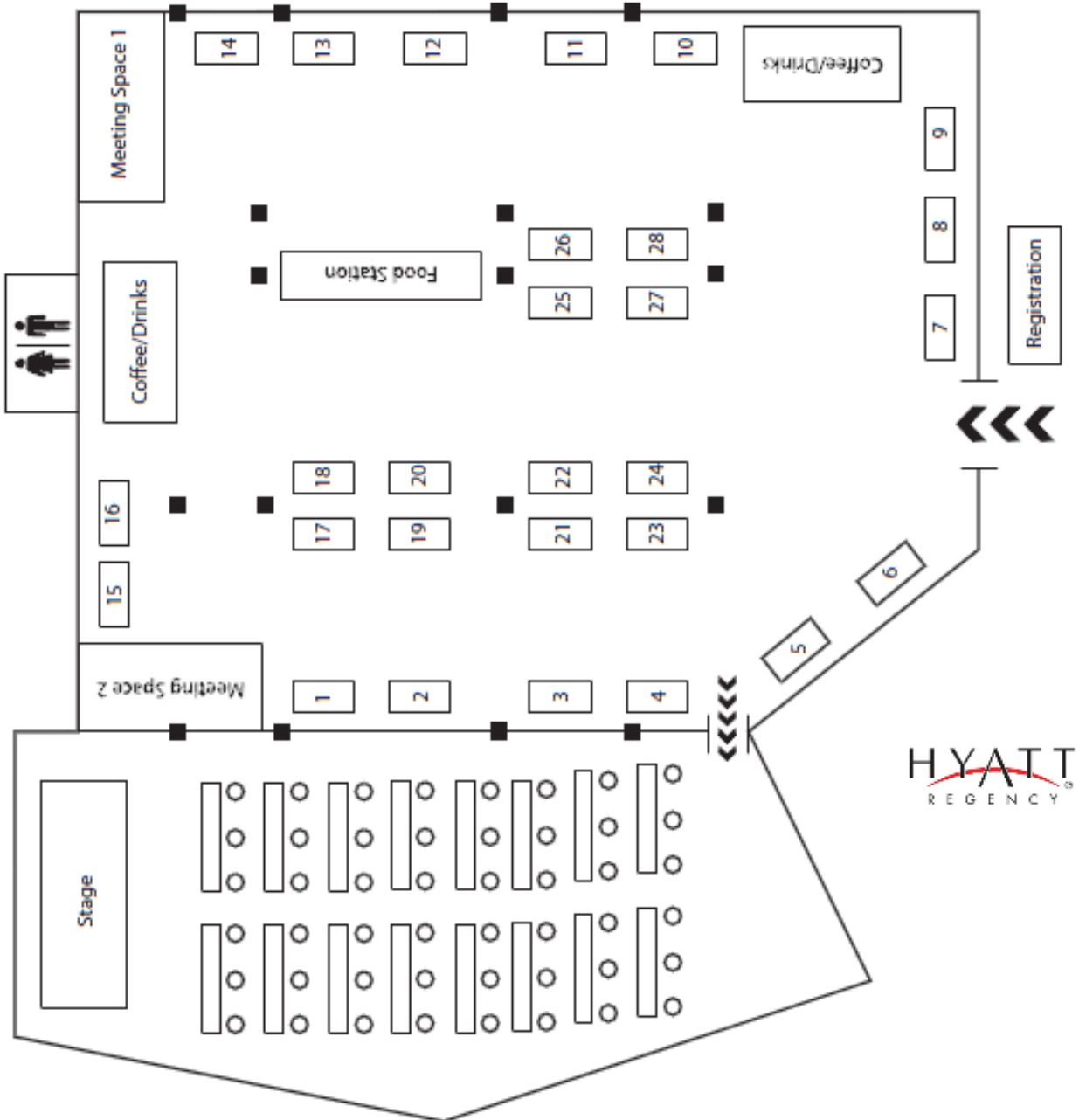
Additional Comments/Instructions:

****CALL FOR ADDITIONAL EQUIPMENT****



Appendix B: Floor Plan

Many exhibitors may have already confirmed their stand placement; for those that have not please refer to the floor plan of the exhibition area below. Please note this layout may be subject to change. You will be notified of your final stand placement shortly, in the meantime if you wish to discuss this further contact tom.knight@oliverkinross.com





Appendix C: Stand Examples

Below is a selection of stand designs and layouts from our previous events, these range from table top stands with pop up banners through to custom designed shell schemes.

We recommend you contact the Stand Design/Contractor partner (Section 3) for further ideas and information regarding your stand design.

2x3m floor space with trestle table & pop up banners



2x3m floor space with trestle table, pop up banners, custom made table cloth & custom built brochure holder



2x3m floor space with custom design and built shell scheme design





Appendix D: Everything Tradeshow Information



Need a quality rental display for your Miami Show? Everything Tradeshows is your Official rental provider

Displays: Rent a quality 10 ft fabric popup starting at \$500. Yes we can produce your custom graphics as well. Graphics start at \$275 a panel.



We can also supply: literature racks, banner stands, carpeting, installation labor, storage, signage, trade show accessories and custom large exhibits.

Contact Everything Tradeshows in Florida at
Info@everythingtradeshows.com

Displays • Exhibits • Lightboxes • Kiosks • Show Management • Graphics • Rentals

3701 SW 47 Avenue, Suite 106, Ft. Lauderdale, FL 33314
954-791-8882 • Fax 866-204-1786 • www.everythingtradeshows.com

Visit our website: www.everythingtradeshows.com



Appendix E: Loading Bay Information



James L. Knight Center

Loading Bay Instruction & Directions

The James L. Knight Center is connected to the Hyatt Regency Miami in Downtown Miami. When navigating to our property you can use either address as we share a loading dock through the James L. Knight Center.

GPS Address: 400 SE 2nd Ave
Miami FL, 33131
305-416-5970
www.jlkc.com

Overall Information:

- The loading dock is located on SE 4th Avenue next to the James L. Knight Center and the River Park Hotel
- Trucks 26' to 53' will block traffic and it is the responsibility of the event to order police through the Operations Manager. No lanes of traffic should be blocked without a City of Miami Police Officer on site. **If traffic lanes are blocked no loading or unloading of equipment will be permitted without a City of Miami Police Officer on site.**
- The dimensions of the freight elevator are 20' long by 10' wide by 10' high. The elevator will accommodate up to 20,000 lbs
- The doors opening at the exhibition hall level are eight feet high, with height access being further limited by a minimum ceiling height of 6'10" in the rear entrance corridor and 6'8" doors into the hall. The entrance from the rear service corridor is via a double 36" door, or a maximum width of 72".
- Vendors please remember if you need to access the loading dock to unload your vehicle, you will need to unload everything from your vehicle and then move your car as you **cannot** leave it unattended or it will be towed at your expense. Please follow general parking directions located at the Miami Tower connected to our building via a glass covered walkway once car is unloaded.
- The James L Knight Center does not provide any carts or assistance unless arranged with the Director of Operations prior to the event. It is the vendor's responsibility to bring their own equipment.

Load Out:

- Vendors exiting the event will follow the same directions as loading in.
- Please do not leave the event before it is finished.
- Please clean up after yourself.
- PLEASE NOTE: James L Knight Center will not be responsible for any items left behind. Please make sure and double check you have all your items.

Loading an Automotive Inside Main Hall:

- It is very important to arrange a time to load in any automobile with Director of Operations prior to event.



- To load the vehicles into the footprint, please drive to the valet circle of the Hyatt hotel. As you are facing the front of the hotel, to the right is an area where your vehicle can drive onto the sidewalk to enter the building.
- Please note if you are not willing to “jump” the curb then you must bring a ramp to clear the curb
- Once on the sidewalk please drive around to the right of the building where you will see large oversized doors where your vehicle can enter
- From there, drive through the lobby and make a right through the garage door which is 10' high by 10' wide directly across from the Box Office and Enterprise and park in your designated spot.
- Once parked, it is required that the battery be disconnected while inside during the time of the event.
- Please make sure not to have more than 1/4 tank of gas in the vehicles and have the gas cap locked or sealed with tape
- Please bring plastic sheeting to be placed under all wheels and under the body of the vehicle

Parking for Oversized Vehicles:

- The Burdines Parking Lot across from Avis Car Rental is where you can park over-sized vehicles, trucks, RV's, etc. You must arrange parking in advance via the following:
Burdines Parking Lot managed by M & M Parking
60 S.E. 2nd Street
Miami, FL 33131
Luis Parejo: (305) 970-5516
Andrew Merrelli: (305) 803-3369

Directions & Parking

**400 SE 2nd Avenue
Miami, FL 33131**

From I-95:

From I-95 head south and follow signs to downtown
Stay left and take exit 2C-A toward Biscayne Blvd/ Downtown
Keep right to take the US-1 N ramp toward Biscayne Blvd.
At the stoplight, turn right.
Immediately turn right into the James L. Knight Center/ Hyatt Regency Miami Complex.
Parking will be on your right side.

From North or West of Coral Gables:

Take US 1 (North Dixie Highway)
Merge onto I-95 North.
Take exit 2A on the right, towards Biscayne Blvd/Downtown
Keep left to take ramp towards Biscayne Blvd.
At the stoplight, turn right.
Immediately turn right into the James L. Knight Center/ Hyatt Regency Miami Complex.
Parking will be on your right side.

From South of Coral Gables:

Take US 1 (North Dixie Highway)
Merge onto I-95 North.
Take exit 2A on the right, towards Biscayne Blvd/Downtown
Keep left to take ramp towards Biscayne Blvd.
At the stoplight, turn right.
Immediately turn right into the James L. Knight Center/ Hyatt Regency Miami Complex.
Parking will be on your right side.



Venue Contact:

Juan Jarquin- Operations Manager 305-416-5971 or JJarquin@jlkcc.com

LOADING DOCK

James L. Knight Center

