Thank you for supporting CompTIA’s EMEA Member & Partner Conference! This exhibitor kit contains valuable information to help you plan prior to the event and eliminate any surprises ahead of your arrival to the venue. By following the guidelines in this kit, the process should be as smooth as possible.

**Logistic and Hotel Questions:**
Christina Noonan, CMP, CMM
Phone: +1-630-678-8377
Email: cnoonan@comptia.org

**Registration Questions:**
Margaret Pote
Phone: +1-630-678-8479
Email: mpote@comptia.org
Venue

Park Plaza Westminster Bridge Hotel
200 Westminster Bridge Road
London SE1 7UT
United Kingdom
T: +44 (0) 333 400 6112

Exhibit Hall: Plaza Suite
(located on the lower ground floor)

Conveniently situated on the South Bank of the Thames, Park Plaza Westminster Bridge London is within walking distance to attractions such as the Westminster Abbey, Big Ben, The Houses of Parliament and the London Eye to name a few.
# EXHIBITOR SCHEDULE

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY / DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move-in</td>
<td>Monday, 7 October</td>
<td>7:00 – 8:30</td>
</tr>
<tr>
<td>Exhibit Hours</td>
<td>Monday, 7 October</td>
<td>9:00 - 13:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14:45 – 15:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17:30 – 18:30</td>
</tr>
<tr>
<td></td>
<td>Tuesday, 8 October</td>
<td>8:00 - 9:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:30 – 11:15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:15 – 13:15</td>
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<td></td>
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<td>14:15 – 15:00</td>
</tr>
<tr>
<td>Move-out</td>
<td></td>
<td>15:00 – 17:00</td>
</tr>
</tbody>
</table>
Stand Information

Stand area: 1.68m L x 2m W – Please do not ship materials larger than your assigned tabletop area. Items that are included with your stand:

One Trestle table:
- L: 122cm
- W: 60cm
- H: 72cm

Two side chairs

Complimentary wireless internet access
<table>
<thead>
<tr>
<th>Exhibition Name:</th>
<th>CompTia</th>
</tr>
</thead>
<tbody>
<tr>
<td>SETUP Date &amp; Time:</td>
<td></td>
</tr>
<tr>
<td>DERIG Date &amp; Time</td>
<td></td>
</tr>
<tr>
<td>EXHIBITION Dates:</td>
<td>06/10/19-08/10/19</td>
</tr>
<tr>
<td>Exhibitor:</td>
<td></td>
</tr>
<tr>
<td>Stand Number:</td>
<td></td>
</tr>
<tr>
<td>Contact on Site:</td>
<td></td>
</tr>
<tr>
<td>Mobile Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Deadline:** All orders must be received and pre-paid by the End of Business on the 23/09/19

**Instructions:** Please fill out all cells in green, under quantity; type the amount of each item you require - the total is automatically calculated.

Email a saved copy of this file to ppsp.purpose@compav.com and ppsp@beacnath.com
<table>
<thead>
<tr>
<th>Furniture</th>
<th>Quantity</th>
<th>Day(s)</th>
<th>Price Per Day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flipchart Easel, Pens &amp; Paper</td>
<td>1</td>
<td></td>
<td>£20.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Wooden Easel for boards - H1850 W720</td>
<td>1</td>
<td></td>
<td>£15.00</td>
<td>0.00</td>
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</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Day(s)</th>
<th>Price Per Day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td></td>
<td>1</td>
<td>£90.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20&quot; LCD Monitor (On Table Stand)</td>
<td></td>
<td>1</td>
<td>£80.00</td>
<td>0.00</td>
</tr>
<tr>
<td>27&quot; LCD Monitor (On Table Stand)</td>
<td></td>
<td>1</td>
<td>£160.00</td>
<td>0.00</td>
</tr>
<tr>
<td>PC with 20&quot; LCD, Keyboard &amp; Mouse</td>
<td></td>
<td>1</td>
<td>£100.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VIDEO</th>
<th>Quantity</th>
<th>Day(s)</th>
<th>Price Per Day</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>75&quot; Plasma Monitor and Stand (16:9 ratio)</td>
<td>1</td>
<td></td>
<td>£450.00</td>
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<tr>
<td>65&quot; Plasma Monitor and Stand (16:9 ratio)</td>
<td>1</td>
<td></td>
<td>£300.00</td>
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<tr>
<td>HD 55&quot; LED/LCD Screens 1920 x 1080</td>
<td>1</td>
<td></td>
<td>£250.00</td>
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<tr>
<td>HD 48&quot; LED/LCD Screens 1920 x 1080</td>
<td>1</td>
<td></td>
<td>£150.00</td>
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<tr>
<td>HD 27&quot; LED/LCD Screens</td>
<td>1</td>
<td></td>
<td>£50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>(On Table Stand)</td>
<td></td>
<td>1</td>
<td>£25.00</td>
<td>0.00</td>
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<table>
<thead>
<tr>
<th>SOUND</th>
<th>Quantity</th>
<th>Day(s)</th>
<th>Price Per Day</th>
<th>Total</th>
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<tbody>
<tr>
<td>02x Speaker PA System inc One Wireless Handheld Microphone</td>
<td>1</td>
<td></td>
<td>£105.00</td>
<td>0.00</td>
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<tr>
<td>Stereo Self Powered Desktop Speakers</td>
<td>1</td>
<td></td>
<td>£30.00</td>
<td>0.00</td>
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<tr>
<td>Single (Mono) Self Powered Speaker</td>
<td>1</td>
<td></td>
<td>£15.00</td>
<td>0.00</td>
</tr>
<tr>
<td>PC/Laptop Sound Cable</td>
<td>1</td>
<td></td>
<td>£10.00</td>
<td>0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery, Installation &amp; Collection</th>
<th>Quantity</th>
<th>Day(s)</th>
<th>Price Per Day</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Equipment Damage Waiver (Included)</td>
<td>1</td>
<td>1</td>
<td>£45.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>£0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL excluding VAT £45.00**

**Client Signature:**

Double click on X

**EQUIPMENT DAMAGE WAIVER**

It is the hiree's responsibility to safeguard the equipment on site.

We apply a standard equipment damage waiver on the list price of all AV equipment. The equipment listed above is covered whilst in use on site for its intended purpose.

Please ensure all equipment is secured when not in your presence or the presence of one of our technicians on site.

If you have full insurance covering damage and theft of hired equipment and take responsibility for the equipment, please tick the box provided. In this case a certificate of insurance must be provided, prior to the hire of the above equipment. If the certificate of insurance is deemed to be valid for equipment hire, AVC equipment damage waiver premium will not be added to your final invoice.

Tick Here

Please save a copy of this file and Email with Subject Title 'Comp:Tt' to jorge.gonzalez@paev.com and lukegibson@poh.com
Shipping Exhibitor Materials

Materials for your event should arrive no earlier than 2 days prior to the start of your event (5 October). All materials should be delivered between 10:00 and 16:00 the day of arrival.

Please ensure to advise your event manager of exactly how many items will be delivered, date of delivery and the name of your delivery company in advance of the delivery date so the relevant departments can be prepared to receive and store the items in readiness for your arrival.

Below is the event manager’s contact information:
Ije Ukegbu, Senior Meeting & Events Meeting Planner
Email: iukegbu@pphe.com
Phone: +44 20 7620 7220
SHIPPING INSTRUCTIONS

Please ensure that all items are clearly labelled with the following information:
  o Name of your company
  o Name of the event
  o Date of the event
  o Main room of the event
  o For the Attention of Ije Ukegbu
  o Part number (eg: part 1 of 6)

This should be printed in large print (point size 28 or larger) on an A4 piece of paper and stuck on every individual box being delivered.

Where items are being couriered from overseas, it is vital that your company name is listed first and not the Hotel, to prevent delays clearing through customs. The Hotel cannot pay or accept any duties or taxes due as a result of importation. Failure to ensure paperwork is correct, will delay delivery and clearance through customs.

Please make all deliveries sent no earlier than 2 working days prior to your event. The hotel will of course receive deliveries on a Friday for events to be held on a Monday (or Tuesday if following a Bank Holiday).
SHIPPING INSTRUCTIONS (Cont.)

Please ensure that all deliveries are scheduled to arrive between 10.00am and 4.00pm on the date of delivery.

Delivery should be made to the Receiving Bay on Westminster Bridge Road, at rear of the Hotel, our address is 200 Westminster Bridge Road, London SE1 7UT.

Please note that the loading bay cannot accommodate an articulated sized lorry (the maximum size is 18Tonnes) and the maximum clearance height for all vehicles is 3.9m.

Please note that regrettably the hotel is unable to allow any vehicle to park in the Loading Bay area other than for the purposes of unloading and the loading of vehicles. All arrivals must report to the Loading Bay Supervisors or Security Office upon arrival.

Please pass the above details on to any 3rd party who is working on your behalf so that we can ensure that their deliveries are managed in the appropriate manner.

We would respectfully advise you that should the above not be adhered to, regrettably due to the volume of general deliveries the hotel receives, the Loading Bay may have to turn your delivery away. Should this occur then the hotel will not be responsible for any associated costs incurred by you.
SHIPPING LABEL

Company Name:
Event Name:
Event Date:
Function Room:
For the Attention of:
Part Number: _____ of _____
COLLECTION BY COURIER

Should you wish to store items for collection by your courier at a later date, please note the following requests:

All items are to be clearly labelled with the following details:
- Stand or Company name
- Contact Name
- Contact Telephone Number
- Part number (1 of 6)
- Collection Date
- Collector Courier Name
- Destination

Please arrange for collection to be within 48 hours of the event concluding unless this falls on a Bank Holiday in which case the items can be collected on the following working day.

Collection should be made after 10.00am.

Please note that if the items are not collected within this time then regretfully the venue may have to dispose of the items unless alternative arrangements have been confirmed in writing in advance. Any charges associated with this disposal will be fully chargeable to you at a minimum rate of £350.00 plus VAT
COLLECTION LABEL

Stand or Company name:
Contact Name:
Contact Telephone Number:
Part number: ____ of ____
Collection Date:
Collector Courier Name:
Destination:
LOADING BAY ENTRANCE / ROUTE

Loading Bay entrance (ground level)

Report to the security office in the loading bay (access key given for goods lift)
Exit out of level minus 1, turn left and follow route, there are 8 steps to consider down to the plaza level
1.86m – corridor width
1.36m width and 2.3m height – arch (bottom stairs)
1.20m width – arch (top of stairs)

Door entrance
1.52m width – doors from corridor to toilets
1.45m width – entrance door to Plaza level

Heavy Goods Lift - Model: Anglолift CP70045
Lift Entry Doors; 2290mm wide - 2290mm high
Lift Car Dimensions; 2530mm wide - 4890mm long - 2490mm high
Ballroom Exit Lift doors; 2290mm wide - 2180mm high
Maximum capacity: 4 tonne

Dimension for side lifts (2 in total) if goods lift is not available:
Lift car; 2000mm (L) - 1250mm (W) - 2250mm (H)
Lift entrance/exit; 990mm (W) - 2000mm (H)
Maximum capacity is 1250 kg
QUESTIONS:

Park Plaza Westminster Contact:
Ije Ukegbu, Senior Meeting & Events Meeting Planner
Email: iukegbu@pphe.com
Phone: +44 20 7620 7220

CompTIA Contact:
Christina Noonan, CMP, CMM
Email: cnoonan@comptia.org
Phone: 1-630-678-8377
THANK YOU!