



Hilton Los Angeles Airport | 5711 West Century Boulevard | Los Angeles, CA 90045

The expo will take place in the **International Ballroom** located on **Lobby Level**.

Parking Starts at \$30 for Self-Parking. Vans and Trucks will need to pay Valet Rate, starting at \$37. (Maximum Height 5' 10" for Self-Parking) There are no in-and-out privileges in the parking lot. Food is available for purchase in the hotel lobby.

Exhibitor Rules:

- No Outside food or beverage is allowed inside the facility. (Unless otherwise Provided)
- Obstruction of walk-ways WILL NOT be permitted. No items are to be placed in the aisles or take up space outside your booth
- No signs, banners, decorations, or materials of any nature are to be taped, tacked, secured, fastened, or anchored to any building part, wall, pillar, door, window or drapes provided for your booth.
- Floor Banners, pull up banners are allowed.

Power/AV Needs:

- Power / AV needs must be requested and **pre-paid 2 weeks prior to event date.**
- You can bring your own extensions cords and power strips. If you do not bring your own extension cords, you may rent them from Encore at an additional cost while supplies are available.
- Available through Encore Services – Contact Austin Turner, Director of AV, directly for all power and audio-visual needs.
 - Email: austin.turner@encoreglobal.com
 - Phone: (248) 636-637

Wi-Fi Needs: Available, unless otherwise provided by Company Hosting Event

Reminder: Your Booth Currently Includes (1) Basic Wi-Fi Connection

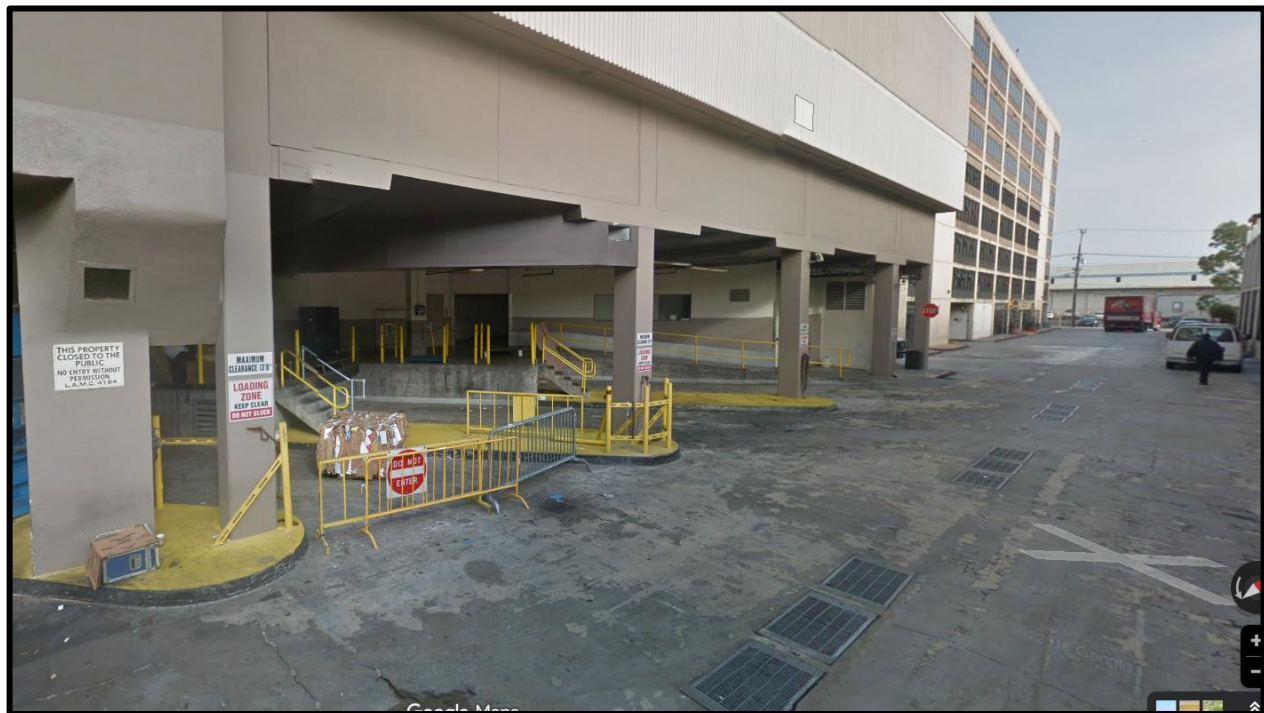
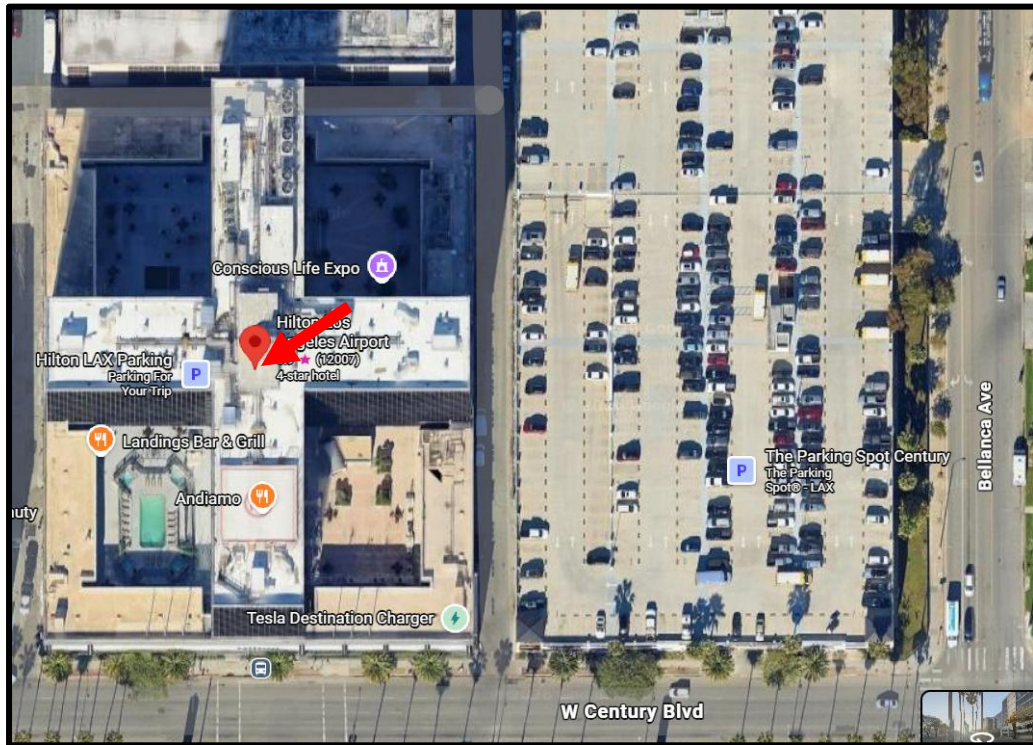
- All Wi-Fi | Wired Needs must be requested and **pre-paid 2 weeks prior to event date.**
- Basic Wi-Fi: \$36.00 per device (Perfect for checking email)
- Premium Wi-Fi: \$48.00 per device (In class work/Presentation)
- Wired Internet Connection: \$600.00 per line / per day **(REQUIRED FOR CC MACHINES)**

Packages:

- Receiving Packages to Hotel
 - Fill Out Package Handling Form
 - Package Handling Form to be received no later than 2 weeks prior to EXPO.
 - Provide Tracking Information to Hotel Contact via Package Handling Form
 - Packages to be in Expo Hall Day of or day prior to EXPO Day.
- Sending Packages from Hotel at conclusion of EXP
 - All Packages must be left with pre-paid shipping labels on all packages
 - All Packages must be left on top of tables clearly labeled “For Pick Up”
 - All Packages must be fully sealed

Loading Dock Area:

- Loading dock is located on the East Side of the Hotel
- Only the use of freight elevators or service elevators is permitted for move in/out.
- Remove vehicle immediately from the loading dock area and proceed to park your vehicle in self or valet area.





HILTON LOS ANGELES AIRPORT EXHIBITOR PACKAGE HANDLING FORM

A pallet facility charge for exhibit freight shipped to the Hilton Los Angeles Airport will be charged by the hotel. This is a one-way service from loading dock to storage to exhibit location. The pallet facility charge is used to cover the cost of equipment and storage and is not a tip or gratuity for services provided by employees.

The pallet facility charge is \$60 per pallet **plus** \$5 per 50 pounds. Pallets weight will be recorded based on the receiving form. If there is no weight on the form, it will be weighed and recorded at the hotel.

A mail charge of \$5 per package will be charged for both incoming and outgoing shipments. For large shipments of boxes, a copy of the receiving form will be attached to verify the number of individual boxes received. Arrangements for outbound shipping should be made with the hotel once on-site by requesting an outbound package shipping form.

Shipments will be charged either as a pallet facility charge or mail charge depending on the description on the Bill of Lading.

Payment may be made by credit card or billed to your room account if you are a hotel guest. For shipping of crates or oversized items, please contact our mailroom at 310-410-4000 x2595. **Fax completed form to (310) 410-6177 (Attn: Gloria Urbina) or email to (Gloria.urbina@hilton.com)**

TRADESHOW NAME _____

DATES _____

COMPANY NAME _____

ADDRESS _____

PHONE # _____ FAX # _____

CONTACT _____ ON-SITE CONTACT _____

BOOTH # _____

APPROXIMATE WEIGHT OF SHIPMENT (if known) _____

NUMBER OF PIECES _____

NAME OF SHIPPER _____

PAYMENT METHOD:

FILL OUT 2ND PAGE CREDIT CARD AUTHORIZATION FORM

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		EXHIBIT /TABLE	
BILLING ADDRESS		CITY & STATE		ZIP CODE
ORDERD BY	EMAIL		PHONE	
POWER		QUANTITY	DAILY RATE	
Power Strip + Extension			\$117.98	
INTERNET		QUANTITY	DAILY RATE	
Complimentary WiFi (up to 20 Mbps)			Any Questions: Email elena.clemente@hilton.com	
Visual		QUANTITY	DAILY RATE	
55" TV Monitor with Stand			\$1,258.94	
Computer Monitor (20"-24")			\$386.24	
Laptop			\$437.82	
AUDIO		QUANTITY	DAILY RATE	
Personal Speaker			\$323.69	
1 Mic + Personal Speaker			\$980.94	
MISC		QUANTITY	DAILY RATE	
Flipchart + Markers			\$171.15	
Whiteboard + Markers			\$191.44	
Wireless Clicker			\$125.10	
2 Uplights			\$240.29	

Questions and enquiries

The sales team at Encore welcomes the opportunity to submit a proposal for additional event services and production requirements. Please contact the team:

Joe Perez joe.perez@encoreglobal.com

310.383.5420

Austin Turner austin.turner@encoreglobal.com

248.636.6375

Hilton®

LOS ANGELES
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