

Meeting Room and Boardroom Instructions

Due Date for Room Set: August 15, 2011

Thank you for reserving a meeting room or boardroom at SAP TechEd 2011 Las Vegas. This instruction sheet will provide the necessary information to coordinate the details of your room. Please refer to the applicable section below for the type of room you have reserved.

Please be reminded that exhibitor activities that conflict with the conference program are not permitted. This includes breakfasts, receptions or any other activities occurring in Las Vegas during the published conference program schedule. For the purposes of this conference, a conflicting activity is defined as one that assembles over 50 conference attendees in one location.

Meeting Room

Your meeting room will include: tables, chairs, electricity and one easel sign with your company name. Sponsor bears all additional costs and responsibilities. Rooms may be configured theater, classroom, etc. Items such as Internet, phone lines, AV, and catering are the responsibility of the exhibitor and may be ordered using information below.

- **Main Contact and Room Set-Up** – Contact John Quach, john.quach@venetian.com or 702.414.1347, with general questions about the meeting room and **submit your request for room set-up by August 15**. Please be sure to include the room number and date of the room reservation in your request.
- **Move-in** - Contact John to discuss the time the room will be ready.
- **Keys** - Pick up keys to the room in the Security Office, located in Toscana 3801, level 3. The Security Office is open 24 hours. Please keep in mind that unattended items are the responsibility of the exhibitor.
- **Additional Furnishings** (such as desks or soft seating) - Order via the [Freeman Online](#) link here - once booth numbers are assigned the week of August 15.
- **Signage** – One easel sign with your company name has been ordered. If you would like more signage, please order from [Freeman Online](#) or bring your own.
- **Catering** – Review the Venetian/Palazzo Congress Center menu using the [Catering](#) link here or via the link in the [Exhibitor Manual](#). Contact John with your order and/or questions, john.quach@venetian.com or 702.414.1347.
- **Audio Visual** – Order from FMP using the [Audio Visual](#) link here or via the Exhibitor Manual.
- **Internet** – Contact Erica Thomas, ethomas@sandsexpo.com or 702.733.5193, to order Internet service. Wireless access is in public spaces throughout the convention center and cannot be guaranteed in the room.

Boardroom

Your boardroom will include: table and chairs for 16, electricity, and one easel sign with your company name. Sponsor bears all additional costs and responsibilities.

- Items such as Internet, phone lines, AV, and catering are the responsibility of the exhibitor and can be ordered using the information above.
- **Furniture** – Rooms include pre-existing furniture and may not be altered.