2011 High Performance Computing Linux Financial Markets

Show and Conference

April 4, 2011 (Monday)

Roosevelt Hotel, NYC
Madison Ave and 45th St, next to Grand Central

Flagg Management Inc
353 Lexington Avenue
New York, NY 10016
Tel. (212) 286-0333
Fax (212) 286-0086
flaggmgmt@msn.com

Quick Start Set-up Information.

April 4, 2011, Monday,
Roosevelt Hotel at Grand Central Station, New York.
East 45th Street & Madison Avenue, New York, NY

www.flaggmgmt.com/linux

EXHIBITOR UPDATE:
Show Set-Up begins Sun, April 3, 4-7 pm. Mon, April 4, 6-8 am in the Grand Ballroom Foyer Mezzanine Level. If you do not require a long set up, come in Mon morning, April 4, from 6-8 am.

Hotel Accommodations: Make hotel reservations at the Roosevelt Hotel now. Room rates are $239 single or double plus tax for the dates April 3-4, 2011, Sun-Mon. Phone 212-661-9600. Ask for "Flagg Management/High Performance Computing" room rates.

Show Hours: Mon, April 4: 8 am – 4 pm **Conference**: Mon, April 4: 8:30 am – 4:50 pm
You will need to order electric, telephone, connectivity service from the Roosevelt Hotel. You must have a credit card to confirm your order. For electric, connectivity, telephone service, use the order forms in your exhibitor's manual or call Christine Traina at the Roosevelt Catering Services at 212-885-6079.

Shipping to Show: Ship to arrive **no later than Fri, April 1**. Shipments will be stored in the package room until move-in Sunday. The hotel staff will bring your shipment up prior to 4 pm to the Mezzanine exhibit area.

Note: Use distinctive labeling or colored label to easily identify boxes.

IMPORTANT – COMPANY NAME, BOOTH # IN BOLD. Mark your shipments:

FLAGG
Company name:_____, Booth #:_____
Roosevelt Hotel for April 4 – 2011 HPC Linux
70 Vanderbilt Ave, Mezzanine Exhibit Area
(between East 46th and East 45th Streets)
New York, NY 10017, phone: 212-661-9600.

Note: The hotel does not have fork lift trucks or a loading dock. Your trucker should have a tail gate lift to unload into the street at 70 Vanderbilt Ave. The hotel does have a pallet jack to deliver inside the hotel. The hotel will deliver your items up to the show on Sunday. If you have items that you cannot find in your booth, they may still be in the package room, call 212-661-9600 x6489 or the convention services manager. The hotel charges for delivering boxes at $10 per box.

Conference Sessions: All sessions are in the Grand Ballroom and the Plaza Suite on the Mezzanine Level of the hotel. The opening session is at 8:30 am. All exhibitors are invited to this opening session.

Show Hours: **Show hours are 8 am – 4 pm,** and have been set to maximize conference traffic and walk-in traffic. Dedicated show viewing periods: **8-9 am** Registration and coffee service. **10-11 am** Midmorning break in the exhibits. **12-1:30 pm** Dessert service in the exhibits. **3:15-4 pm** Afternoon break in the exhibits.

Dismantling: Show closes at 4 pm, Mon, April 4. All valuables must be out by 5:00 pm. All freight must be removed completely by 5:00 pm. ALL GOODS LEFT UNATTENDED ARE THE RESPONSIBILITY OF THE EXHIBITOR. **See information on Move-Out**: FedEx or UPS at Show Close. FedEx Phone: 800-463-3339 UPS Phone: 800-742-5877

Move-Out 4:00 pm – FEDEX or UPS at Show close:

1. Bring your FedEx air bills with you. **2. Make sure you have your FedEx account** number. **3. You must phone FedEx and get a FedEx pick-up number**. **4.** If you are shipping Federal Express or UPS at the show close, **you must prepare completed FedEx or UPS air bills** with your FedEx or UPS account number and the complete address where you are shipping your FedEx or UPS material.

Call FedEx and schedule a pick-up from the Roosevelt Hotel, 70 Vanderbilt Avenue, NY, NY 10017. FedEx Phone: 800-463-3339; UPS Phone: 800-PICK-UPS (800-742-5877) **DO NOT LEAVE YOUR FEDEX OR UPS SHIPMENT WITHOUT MAKING PROVISIONS FOR FEDEX OR UPS AIR BILLS AND PICK UP. Also, if you wish to ship UPS ground, you should have special shipping labels for UPS ground.**

Move-Out 4:00 pm UPS at Show Close: is also available for pick-up at the Roosevelt Hotel. You must have a **UPS account number** and **UPS land or air bills**. Call UPS and schedule a pick-up at 800-742-5877.

Exhibitor Badges: **NOTE**: Pick up all exhibitor badges at the Registration Desk on the Mezzanine Level Coat Room by the elevators of the Roosevelt Hotel. None will be mailed in advance. Additions or corrections may be made at the show.

Badge Colors: Conference: yellow. Exhibitors: blue. Show-Only: white. Speaker: white ribbons Press: red ribbons.

Security: EXHIBITORS ARE NOT RELIEVED OF THEIR PRIMARY RESPONSIBILITY FOR ALL OF THEIR GOODS SHIPPED TO THE SHOW. DO NOT RISK LOSS OR DAMAGE TO ANY OF YOUR VALUABLES. DO NOT STORE ANY OF YOUR VALUABLES UNDER YOUR BOOTH. IF IT'S VALUABLE, TAKE IT WITH YOU. Valuable software, laptops, give-aways, briefcases, cameras, purses, and any other shoplifter type goods should be watched carefully. Women are advised to carry purses, do not set down anywhere. A wise and prudent approach to show security can save loss or damage to goods.

Hand-carry out as much as possible: Immediately at the close of the show, pack up all goods, computers, and other valuables, and hand-carry out of the show. Wear your badges to identify yourself.

Responsibility: The last person to leave is responsible for packing and shipping out all goods. DO NOT LEAVE YOUR BOOTH UNATTENDED, AND ESPECIALLY AT THE SHOW CLOSE.

Show Management: Russell Flagg will be available at the show on Sun-Mon, April 3-4, to the show close. Do not wait to resolve any problem. See Russell Flagg and put his experience to work for you.

Promote the Free Show NOW Download Free VIP Show Passes at: **www.flaggmgmt.com/linux**. Invite your New York area and Wall Street colleagues to attend the free show from 8 am – 4 pm Mon, April 4.

Thank you for your support for this event.

Flagg Management Inc
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Service Contractors and Roosevelt Hotel Contacts

Roosevelt Hotel – Electric, Phones, Connectivity
Roosevelt Hotel Catering/Convention Services
Madison Ave at East 45th Street
New York, NY 10017
212-661-9600 fax: 212-885-6162

Christine Traina, Catering Manager, 212-885-6079 fax: 212-885-6162 ctraina@rooseveltnyc.com
Kime Melesse, Dir. of IT, 212-885-6038 kmelesse@rooseveltnyc.com
Mike Santos, PSAV Sales Manager, 212-867-8768 msantos@psav.com
Lissa Oliver, Package Room 212-661-9600 ext. 6489

Roosevelt Hotel Shipment & Loading Door
70 Vanderbilt Ave
Between East 45th & 46th Streets
212-661-9600

No fork lift trucks or loading dock.
Your driver's truck should have a lift gate to lower your shipment onto the street at 70 Vanderbilt Avenue.

Mark your FedEx, UPS and show shipments:
FLAGG
Company Name_____ Booth #_____
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New York, NY 10017
212-661-9600

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Peter Bellantone peter@mbgraphics.com
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Photographer
Dov Friedmann
cell: 347-886-7246
dovfriedmann@mac.com
PhotographybyDov.com