



2010 HIGH PERFORMANCE COMPUTING FINANCIAL MARKETS Show and Conference

APRIL 19, 2010 (MONDAY)

ROOSEVELT HOTEL, NYC
Madison Ave and 45th St, next to Grand Central

SET-UP INFORMATION

Set-Up Sunday, April 18: 3-8 pm, Monday morning April 19: 6-8 am

Set up begins Sunday at 3 pm. It will provide time for you to install your computer systems, check your electric and Internet, and organize your exhibit material in your booth. **Booth package includes:** Hotel area carpeting, a draped 6' table – 30" high, 24' wide, two chairs, logo sign on an easel, waste basket. You must order electric and Internet from the Roosevelt.

Show Hours: Mon, April 19: 8 am – 4 pm **Conference:** Mon, April 19: 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 Gunay Bayrasli at the Roosevelt Catering Services at 212-885-6120.

Make hotel reservations now if you need them. Call the Roosevelt Hotel, East 45th Street & Madison Avenue, 212-661-9600, ask for "Flagg Mgmt/2010 High Performance Linux", April 18-19, room rate \$239/single or double plus tax.

Shipping: Ship to arrive no later than Friday, April 16. Shipments will be stored in the package room until move-in Sunday by 3 pm. The hotel staff will bring your shipment up at to the Mezzanine exhibit area.

Mark your shipments:

FLAGG

Company name: _____, Booth #: _____
2010 High Performance Computing, April 19, Mezzanine Exhibit Area
Roosevelt Hotel
70 Vanderbilt Ave, (between East 46th and East 45th Streets)
New York, NY 10017, phone: 212-661-9600.

Suggest a big Company Name on each box.

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 Monday. 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.

Conference Sessions: All sessions are in the Grand Ballroom and the Plaza Suite on the Mezzanine Level of the hotel. The Luncheon is on the Lobby Level, 12-1 pm. 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: **8-8:30 am** Registration and coffee service. **10:15-11 am** Midmorning break in the exhibits. **1-1:30 pm** Dessert service in the exhibits. **3:15-4 pm** Afternoon break in the exhibits.

Dismantling: Show closes at 4 pm, Mon, April 19. 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, New York, NY 10017. FedEx Phone: 800-463-3339; UPS Phone: 800-PICK-UPS (800-742-5877) **DO NOT LEAVE 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 Monday morning on the Mezzanine Level Coat Room by the elevators of the Roosevelt Hotel. None have been 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, 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 in advance: Download Free VIP Show Passes at: www.flaggmt.com/linux. Invite your New York area financial colleagues to attend the free show from 8 am – 4 pm Mon.

Thank you for your support for this event.

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