

MODSIM 2018 EXHIBITOR INFORMATION

Contact for NTSA Show Management:

Shannon Burch, NTSA
sburch@ndia.org or 703-247-9473

Show Location: Norfolk Marriott Waterfront, 235 E Main Street, Norfolk, VA 23510

Hotel Information: Please identify yourself as a MODSIM World Conference 2018 attendee to receive this discounted room rate.

Norfolk Marriott Waterfront

235 E Main St
Norfolk, VA 23510

[Hotel Website](#) (Must use this link to book)

Room rate: All attendee rooms will be **\$93 per night, plus tax**. Room inventory may not last at this rate.

Booking Code: Reference **MODSIM World** to receive discounted room rate.

How to Book: Rooms may be booked directly by calling the hotel at 757-627-4200 or 1-800-228-9290

Deadline to book: April 6, 2018.

Parking: Self-parking \$15, Valet \$26

Self-parking is available in the City of Norfolk and is managed by Main Street Parking Garage located across from Marriott, entrance to the Main Street Parking Garage is off of Atlantic Avenue (pay attention to garage names as there are several around hotel). A covered pedestrian bridge connects the garage to the Marriott on the 3rd floor. The discounted fee for self-parking is \$15 (reduced from \$20) plus 6% and includes 5 daily in/out privileges. Please see Marriott front desk for validation, parking charges are subject to change as the garage is owned by a third party.

Registration: One full conference registrations are included in each exhibit fee; additional registrations are available at the show rate. If you are a sponsor and receive additional registration as part of your package, please submit each person on individual form.

Exhibit Inclusions: Each exhibit area will be 8'x10', pop up exhibits are allowed within these constraints

- (1) 6' draped table
- (2) Side Chairs

Exhibitor Schedule:

Set Up	Monday, April 23	1:00PM – 5:00PM
Exhibit Hours	Tuesday, April 24	9:30AM – 7:00PM (Reception 5:15PM-6:30PM)
	Wednesday, April 25	9:30AM – 3:30PM
STEM EVENT	Thursday, April 26	10:00PM – 12:00PM

(Exhibitors are not required to participate in the STEM event, but MODSIM would be appreciative to those who do. This event allows students the opportunity to explore technology. Please let Shannon Burch sburch@ndia.org know if you can participate).

Move Out	Wednesday, April 25	4:00PM – 6:00PM (Non STEM)
	Thursday, April 26	12:30pm (lunch will be provided, you may tear down after meal)

Shipping Information: Please use the example below for your shipping labels. **Materials will not be accepted more than 3 days prior to the event.**

Norfolk Waterside Marriott

235 East Main Street

Norfolk, VA 23510

(Name of Conference)

(Company Name)

(Arrival Date)

(Name of person who will sign for the package at the Hotel)

Internet/Power/AV: Internet and Electricity will be purchased through the Norfolk Waterside Marriott. Please contact Anita Jenkins ajenkins@commonwealthlodging.com for information and pricing. Be sure to mention you are exhibiting at MODSIM.

Audio Visual:

Shana Delgiacco

Sales Manager, Event Technology - PSAV®

Norfolk Waterside Marriott

235 E. Main Street, Norfolk, VA 23510

Office: 757.628.6441

sdelgiacco@PSAV.COM

Norfolk Waterside Marriott
ELECTRICAL/ UTILITY/ TELEPHONE / INTERNET SERVICES ORDER FORM

Group Name:
Connect Date:
Disconnect Date:

Please indicate the type of service(s) needed. All requests for service must be received at least 10 days prior to the event. All requests received after this will include a **\$25.00 late fee**. The Hotel reserves the right to refuse and requests for service that is deemed unsafe or ill advised.

EXHIBITOR INFORMATION:

Name of Company:	Company Address:
Name of Person Requesting Service:	On-Site Contact (if different from requestor):
Telephone Number:	E-Mail Address:
Fax Number:	Booth #:

ELECTRICAL/UTILITY: The City of Norfolk requires that no electrical equipment or apparatus be connected unless it conforms to the Norfolk electrical code. All electrical apparatus and splices must be installed in a metal enclosure to prevent the emission of sparks. All metal raceways, metal lighting fixtures, and metal housings of electrically powered equipment must be grounded. Flexible cords and cables less than #14 gauge are not permitted

	# of Circuits	Price per Day/Per Outlet	# of Days	Cost
7amps-110/120Volts		\$40.00		=
20 Amps Dedicated – 110/120 Volts		\$140.00		=

****Guest must supply rated cable and rated male and female plugs. Booths requiring 60 amps service must be located against the service aisle wall in Norfolk I, III, IV or Norfolk VI. If power requirements exceed the above listed please contact the on-site AV Department for pricing and availability within a minimum 14 days prior to the event. Hotel AV Dept: (757) 628-6482**

AUDIO VISUAL REQUEST:

Item	Quantity	Price per Day	# of Days	Cost
32" Widescreen LCD Monitor		\$225.00		=
55" Widescreen LED Monitor		\$600.00		=
Laptop or PC Computer		\$220.00		=
Tripod Screen 5', 6' or 8'		\$80.00		=

TELEPHONE: Important Notice: Telephone lines cannot be ordered without the necessary pre-payment. Request must be received a minimum of 10 days prior to installation to ensure availability! The Hotel/Convention Center reserves the rights to refuse any requests for service that are deemed unsafe or ill advised.

Type	Quantity	Access			# of Days	Cost
\$100 Per Line Per Day		House Line	In	Out		
Phone Line						=
Credit Card Swipe						=
Fax Line						=

INTERNET: Please note you must bring hubs, routers, cables. (Only one Cat 5 connection cable will be provided by the hotel) and any additional equipment if you are connecting numerous computers.

Wired or Wireless	# of Lines Needed	Price per Day	# of Days	Cost
Booth to Booth (Cat5)		\$50 per connection		=
Booth to Demo (Cat 5)		\$50 per connection		
Wireless or Wired Internet Connection		\$50 per connection		

Cancellation Policy: If you wish to cancel, cancellation notice must be received at least 48 hours in advance. If you cancel upon less than 48 hours notice, you will be obliged to pay 50% of the fees.

Total Services = \$ _____
 Plus Tax (6%) = \$ _____
 Total Amount Due with Tax: \$ _____

Note: Credit Cards will be charged before service is provided. Must provide Front & Back Copy of the CC.

Type of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
Credit Card Number: _____ Exp. Date: _____
Print Cardholder Name _____ Signature _____
Company Requesting Service (if different from above): _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Please return form with payment via mail or fax to:
 Norfolk Waterside Marriott
 235 East Main Street, Norfolk, Virginia 23510
 Fax: (757) 628-6498
 ATTN: Accounting Department
 ajenkins@commonwealthlodging.com



Vendor Loading and Unloading Information

Hotel Shipping Address:

235 East Main Street

Norfolk, VA 23510

757-627-4200

(Name of Conference)

(Name of the person with your company that will sign the packages out from the Hotel Shipping Dept)

Information on Shipping to the Hotel:

- Materials must be labeled with:
- Exhibitor Name
- Show Name
- Your Arrival Date
- Materials will not be accepted more than 3 business days prior to the event.

Loading and Unloading:

- All unloading and loading must be done through the main loading dock off of Atlantic Street.
- Vehicles may not be parked in the loading dock except for loading and unloading only. (NO PARKING)
- Vendors must check in with Security Personnel located next to the Loading Dock
- Keys must be left with Security Personnel during loading/unloading.

Prohibited Items and Practices

- No Glitter or confetti of any kind
- No weapons may be displayed without prior written approval from the Norfolk Marriott Waterside Hotel
- Vehicles must not remain parked in the loading dock
- No preparation or service of food without prior written approval from the Norfolk Marriott Waterside Hotel
- Banners and signs may not be hung on the walls or from the ceiling

Information on Shipping from the Hotel:

- Boxes must be taped and shipping-ready
 - All necessary return shipping labels should be brought by exhibitor
 - Hotel Front Desk has a limited supply of labels for select carriers only
 - Leave all shipping ready boxes in ballroom for hotel staff to take to loading dock
- The hotel is not responsible for any lost or stolen items. Vendors exhibit at their own risk.*