



FEDERAL ASIAN PACIFIC AMERICAN COUNCIL 2009 CONFERENCE

Hyatt Regency Houston
1200 Louisiana Street
Houston, Texas 77002
May 11-15, 2009

Exhibitor Guidelines

Thank you for exhibiting at the 2009 FAPAC Leadership Training Conference. If you have any logistical questions, please contact Pankaj Parikh at 312-886-6707 or parikh.pankaj@epa.gov. On site, Pankaj Parikh will be on hand to provide assistance, or you may stop by the FAPAC Registration Desk.

1. Set Up – Monday, May 11, 2009: 1:00 p.m. – 4:00 p.m.

The exhibit area will be located in the along the 2nd floor foyer areas. Each booth set-up includes one 6' skirted table and one chair. Your display must fit on top of this table and within one foot behind your table. Due to Fire Marshall requirements, your exhibit cannot extend into the hallway, so please plan accordingly. All exhibits must be completely set up by 8:00 a.m. on May 12th. Security will NOT be provided for the exhibit area, so do not leave valuables in your exhibit area. FAPAC and the Hyatt Regency Houston are not responsible for lost or stolen items.

2. Exhibit Hours – Tuesday-Thursday, May 12-14, 2009: 8:15 a.m. – 4:15 p.m.

3. Dismantle – Friday, May 15, 2009: 8:15 a.m. – 11:00 a.m.

Please bring return shipping labels with tracking numbers for your return shipments. The hotel does not provide boxes, tape, etc. Shipping materials can be purchased at the hotel's Business Center. Arrangements for all return shipping should be done prior to your departure through the hotel's Business Center. FAPAC and the Hyatt Regency Houston are not responsible for dismantling/packing/shipping your exhibit material.

4. Electricity and Telecommunications Services including Internet (Additional Charge Applies)

Please see the attached forms for information and ordering. Forms sent without payment information will NOT be processed. Forms received after April 30th are subject to an additional fee.

Hyatt Contact: Lisa M. Cisneros, Convention Services Manager : (713)-375-4708 Phone/ (713)-375-4724 Fax

5. Registration – Register Online

If you have not done so, please register all participants online at www.fapac.org. When registering, select "exhibitor" as your "Attendance Type." *Please ensure that all representatives who will attend register online.* You will pick up your badges onsite at Registration for Exhibitors Only.

6. Shipping Instructions

Materials shipped to the Hyatt Regency Houston should be addressed as follows and should arrive NO MORE THAN 3 business days prior to your show dates:

Mr./Ms. Exhibitors Name
Company Name
FAPAC 2009 Conference Exhibitor
Hyatt Regency Houston
1200 Louisiana St.
Houston, Texas 77002

The hotel charges \$5/box for storage and handling. This will be billed to your guest room or credit card if you have additional services ordered.

7. Contact Information

Please send all contact information to Pankaj Parikh at parikh.pankaj@epa.gov. Information should include: main contact, all exhibitors' names, exhibit title, e-mail address, office phone, and cell phone numbers.



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The following items must be ordered directly through the Hyatt Regency Houston. Credit Card Authorization MUST accompany this request before your order will be accepted. Orders should be received NO LATER than April 30, 2009. Orders received after that date are subject to additional fees.

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1. PHONE LINES:

DID Phone lines (for credit card machines) \$200/day. \$50/day additional fees plus the cost of calls.

Please check here if you need a phone: _____

2. ELECTRICAL OUTLET

A standard 120v/10amp electric outlet is \$85+ tax.

Please check here if you need electricity: _____

3. INTERNET

Wired Internet is available through SWANK Audio Visuals. Cost is \$350/day and \$100/day for subsequent days.

Please check here if you need internet services: _____

CREDIT CARD AUTHORIZATION

Name of Exhibitor: _____

Phone Number: _____ **email address:** _____

Exhibiting Company: _____

I, _____ **HEREBY AUTHORIZE THE HYATT REGENCY HOUSTON TO CHARGE THE ITEMS MENTIONED BELOW TO MY CREDIT CARD.**

TYPE OF CREDIT CARD _____

NAME OF CARDHOLDER _____

CREDIT CARD NUMBER: _____ **EXPIRATION DATE:** _____

STATEMENT MAILING ADDRESS: _____

THIS CREDIT CARD IS TO BE USED OVER THE DATE(S) OF:

ITEMS THAT MAY BE CHARGED TO THIS CREDIT CARD:

BELOW IS A COPY OF MY CREDIT CARD, BOTH FRONT AND BACK SIDES:



X _____ **AUTHORIZED SIGNATURE**

DATE