

April 18, 2007

Welcome to your ACORD LOMA Forum Exhibitor News Update.

The countdown to the event has begun, so we've assembled some important information for you to help you maximize your time at the Forum.

We're also making these Updates available on the Exhibitor Resources section of the ACORD LOMA Forum Web site at [www.acordlomaforum.org](http://www.acordlomaforum.org).

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### **Exhibitor Appointed Contractors**

As a reminder, all Exhibitor Appointed Contractors (EACs) **must** have the proper paperwork filed with ACORD LOMA Forum show management in order for them to enter the exhibit hall.

You must submit pages 15-16 from your Exhibitor Agreement if you are using an EAC. Additionally, **both you and your EAC** must submit Certificates of Insurance. EAC badges will be available at the ACORD LOMA Forum registration desk located on the main level of the hotel. EACs will only be permitted into the exhibit hall during move-in and move-out with proper credentials.

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### **Booth Height**

Please ensure your booth meets the height criteria of our show.

- All 10x10 booths have a *maximum* height of (8) feet.
- The height for wall locations may not exceed twelve (12) feet.
- Island booths may not exceed (16) feet, however with approval from Show Management they may reach the maximum of (18) feet.
- Low side dividers between booths should not exceed forty-two (42) inches in height.
- If a high divider between booths is desired, it will not exceed eight (8) feet in height nor extend from the back wall more than one half the depth of the space to avoid blocking adjacent exhibits.

Show Management will strictly adhere to these contract terms on-site during move in.

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## Security

You may contract for private security through the Walt Disney World Swan & Dolphin. The order form may be submitted directly to the hotel. Click [here](#) to download the form.

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## Materials Handling

Freeman is our exclusive show decorator. All materials you cannot carry personally into the exhibit hall must be sent to Freeman. Please visit [www.myfreemanonline.com](http://www.myfreemanonline.com) to view the exhibitor kit and shipping/materials handling information. Freeman will marshal the loading dock area and in order for your EAC to get on the schedule, you will need to contact Freeman in Orlando.

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## Exhibit Hall Access

The Exhibit Hall will be locked during the hours it is closed. Exhibitors may enter the exhibit hall one hour before the show opens to prepare their booths. Attendees will not be permitted into the Exhibit Hall during the hours it is closed. However, attendees and exhibitors will have access to Atlantic Hall A where our meeting rooms are located during the hours listed below.

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## Private Meeting Rooms

We have a few private meeting rooms still available on the show floor. The cost of rental for one room for the duration of the show is \$3,500 and includes one table with four chairs and one power supply. Meeting rooms will be located in Hall A which is between the Atlantic and Pacific Halls. Hall A has a separate entrance which is accessible from the foyer and available for use during the following times:

Sunday, May 20, 2007	4:00 pm - 8:00 pm
Monday, May 21, 2007	8:00 am - 8:00 pm
Tuesday, May 22, 2007	8:00 am - 2:00 pm

To rent a meeting room, please contact [Alisen Herman](#). Rooms are limited and will be rented on a first-come first-served basis.

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## **Democast Sponsorships**

This year, we're enhancing the traditional Demo Area experience and helping you reach an even larger audience through video. The Demo Area itself will be transformed into a state of the art video recording studio. As you present your latest solution or service, the video will be broadcast live to plasma monitors placed throughout the exhibit hall. You'll also receive a DVD of your demonstration after the event.

See a video demonstration of the Democast [here](#).

For more information on Democasts or any other sponsorship, please contact [Alisen Herman](#).

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## **Questions**

If you have any questions, please contact:

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