



May 6-8, 2003
New York Hilton & Towers
New York, NY

EXHIBITOR SERVICE MANUAL

Booth # _____

(fill in your booth # here)

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SHOW INFORMATION

LOCATION

New York Hilton & Towers
1335 Avenue of the Americas, 53rd to 54th Street
New York, NY 10019
212-586-7000

EXHIBITOR SET-UP

Monday, May 5 10:00 a.m. - 5:00 p.m.

EXHIBIT HOURS

Tuesday, May 6 10:00 a.m. - 6:00 p.m.

Wednesday, May 7 10:00 a.m. - 6:00 p.m.

Thursday, May 8 10:00 a.m. - 3:00 p.m.

BREAKDOWN

Thursday, May 8 3:00 p.m. - 12:00 a.m.



143 Old Marlton Pike, Medford, NJ 08055-8750 • Phone: 609-654-6266 • Fax: 609-654-4309



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EXHIBIT SPONSORSHIP SALES

Kerry Lange
(P) 415-596-5976
(F) 415-821-1003
kerry@streamingmedia.com

EXHIBITOR SUPPORT

Carol Nixon
Exhibits Manager
(P) 609-654-6266, ext. 131
(F) 609-654-4309
cnixon@infotoday.com

MARKETING OPPORTUNITIES

Tom Hogan, Jr.
Marketing Director
(P) 609-654-6266, ext. 112
(F) 609-654-4309
thoganjr@infotoday.com

AIRPORTS

LaGuardia (LGA)
Newark International (EWR)
JFK International (JFK)
www.panynj.gov

AUDIO-VISUAL SERVICE

CMI Communications
(P) 716-424-1900
(F) 716-424-1913

CLEANING SERVICES

Hilton New York
(P) 212-261-5752
(F) 212-261-5964

COMPUTER RENTAL

TRC Corporation
(P) 888-601-0200
(F) 212-784-1094

CONVENTION SERVICES

Jocelyn MacNeil
Hilton New York
(P) 212-261-5831
(F) 212-261-5921

DECORATOR

GES Exposition Services
(P) 800-475-2098
(F) 866-329-1437
(E) servicenter@gesxpo.com

ELECTRICAL SERVICE

Hilton New York
(P) 212-261-5754
(F) 212-261-5737

FLORAL

Omni-Flora
(P) 631-427-6664
(F) same

FOOD & BEVERAGE SERVICE

Catherine Hermano
Hilton New York
(P) 212-261-5720
(F) 212-261-5934

HOTEL

New York Hilton & Towers
1335 Avenue of the Americas
53rd to 54th Street
New York, NY 10019

HOUSING BUREAU

Expo Travel Services
(P) 201-444-0060
1-800-829-2281
(F) 201-444-0062

INTERNET ACCESS

ShowDigital
(P) 212-594-1600
(F) 212-760-2882

LEAD RETRIEVAL

TRC Corporation
(P) 1-888-601-0200
(F) 212-784-1094

PHOTOGRAPHER

Einzig Photography
(P) 212-727-9270
(F) 212-727-9289

TELEPHONE SERVICE

Hilton New York
(P) 212-261-5755
(F) 212-261-5877

TRANSPORTATION

Metropolitan Transportation Authority
www.mta.nyc.ny.us

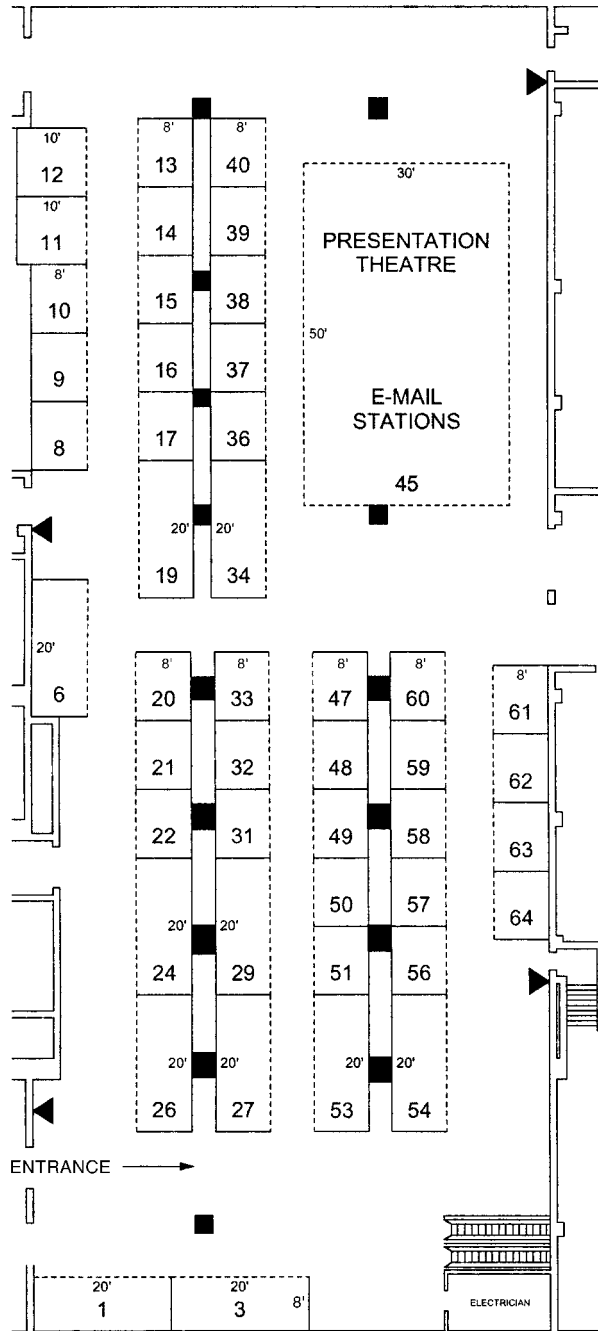
The Port Authority of NY & NJ
www.panynj.gov





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FLOOR PLAN





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Question?
Call Carol Nixon at ext. 131

Please complete online by March 26, 2003
www.streamingmedia.com

BOOTH DESCRIPTION & PERSONNEL

BOOTH # _____

Exhibiting Company _____

Address _____

City/State/Zip _____

Company Phone _____ Company Fax _____

Company Web site _____

Contact Person _____ E-mail _____

Description (50 words) _____

Each exhibiting company is entitled to receive one 3-day Conference Pass free of charge. Please register additional conference attendees separately.

Conference Pass Attendee _____

Booth Personnel:

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

Please list other Booth Personnel as needed. Personnel badges will be available onsite at Exhibitor Registration, and will be alphabetized by company name.



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ONLINE SUBMISSION FOR YOUR EXHIBIT DESCRIPTION IS PREFERRED.



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To help us reach the right person for each of your show needs, please complete the contact information below.

INFORMATION REQUEST FORM

Exhibiting Company: _____

VP MARKETING CONTACT

Name _____

Company _____

Address _____
if different from exhibit contact

City/State _____

ZIP/Country _____

Phone _____

Fax _____

E-mail _____

EVENT MARKETING CONTACT

Name _____

Company _____

Address _____

City/State _____

ZIP/Country _____

Phone _____

Fax _____

E-mail _____

PUBLIC RELATIONS CONTACT

Name _____

Company _____

Address _____
if different from exhibit contact

City/State _____

ZIP/Country _____

Phone _____

Fax _____

E-mail _____

ADVERTISING AGENCY CONTACT

Name _____

Company _____

Address _____
if different from exhibit contact

City/State _____

ZIP/Country _____

Phone _____

Fax _____

E-mail _____

Please return this form as soon as possible to:

Heather Rudolph
Phone: 609-654-6266, ext. 113
Fax: 609-654-4309
E-mail: hrudolph@infotoday.com





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Expo Travel Services, Inc.
Phone: 201-444-0060, Toll Free: 800-829-2281 (in the U.S)
Fax: 201-444-0062

Expo Travel Services, Inc. has been designated the official housing bureau for Streaming Media 2003. Please contact Expo Travel directly for all hotel reservations.

The New York Hilton's reduced guest room rates for InfoToday participants are \$232 for a single room and \$259 for a double. Rooms and/or room rates may not be available after April 12, 2003. If Hilton rooms are no longer available, Expo Travel will assist you in finding other accommodations nearby.

Official Conference Hotel

New York Hilton & Towers, 1335 Avenue of the Americas, 53rd to 54th Street
New York, NY 10019

Transportation to:
New York Hilton & Towers
1335 Avenue of the Americas, 53rd to 54th Street
New York, NY 10019

From LaGuardia Airport (18 miles)

BUS

- 1-hour bus ride
- Fare is approximately \$13

TAXI

- 1-hour taxi ride
- Fare is approximately \$30

From Newark International Airport (13 miles)

TAXI

- 1-hour taxi-ride
- Fare is approximately \$40

From JFK International Airport (25 miles)

BUS

- 1 1/2-hour bus ride
- Fare is approximately \$16

TAXI

- 1 1/2-hour taxi ride
- Fare is approximately \$40

From Grand Central Station

TAXI

- 15-minute taxi ride crosstown
- Fare is approximately \$5-\$6

From Penn Station

TAXI

- 15-minute taxi ride downtown
- Fare is approximately \$6-\$7

From Port Authority

TAXI

- 10-minute taxi ride downtown
- Fare is approximately \$4-\$5

TRAVEL INFORMATION & TRANSPORTATION





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EXHIBITOR CHECKLIST

	Deadline	Date Completed
<input type="checkbox"/> Information Request Form	ASAP	_____
<input type="checkbox"/> Sponsorship Opportunities	Ongoing	_____
MARCH		
<input type="checkbox"/> Booth Description & Personnel	3/26/03	_____
<input type="checkbox"/> Show Guide Advertising Reservations	3/28/03	_____
APRIL		
<input type="checkbox"/> Show Guide Advertising Digital Art/Film Negatives	4/09/03	_____
<input type="checkbox"/> Hotel Reservations (Reduced Guest Room Rates)	4/12/03	_____
<input type="checkbox"/> GES Service Order Discount	4/14/03	_____
<input type="checkbox"/> Portfolio Service	4/16/03	_____
<input type="checkbox"/> Advance Shipments to GES Warehouse *Advance shipments may begin arriving on April 1, 2002*	4/28/03	_____

Note: Direct shipments may begin arriving on exhibit site at 7:00 a.m. on Monday, May 5, 2003.



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