



EXHIBITOR QUICK-REFERENCE GUIDE

Inbound Shipment Instructions

Exhibitors may ship exhibit materials in boxes or on pallets. All freight must be labeled in the following manner to ensure proper delivery:

Company Name (Attn: On-site contact name)
C/O: Teri Kaplan, Director of Catering & Convention Svcs
Hyatt Regency Lake Tahoe Resort
ICMOVPE: May 23-28, 2010
111 Country Club Drive
Incline Village, NV 89451

Multiple boxes must be numbered (i.e., Box 1 of 4 Boxes), and the return address must include a contact name and phone number.

Shipments will not be accepted earlier than Wednesday, May 19.

Last-Minute Shipments

Expecting a last-minute shipment? Both FedEx and UPS deliver packages to the Hyatt daily between 11 am and 12 pm.

Outbound Shipment Instructions

Shipping methods available for outbound freight include FedEx and UPS. All outgoing packages for FedEx and UPS to be picked up at the hotel need to be ready by 12 pm on the day of shipment.

All outbound freight must be picked up for shipment by no later than 5 pm on Tuesday, June 1.

Business Services

The Hyatt Regency Lake Tahoe offers a 24-hour Business Center conveniently located on the lobby level, across from the Lobby Concierge desk. Services include photocopying, faxing, and word processing, and office supplies are available for purchase.

Housing Information

Exhibitors are encouraged to stay at the Hyatt Regency Lake Tahoe.

- Reserve online through the ICMOVPE housing website (<http://www.tms.org/Meetings/specialty/ICMOVPE-XV/housing.aspx>); when prompted, select "Attendee" to receive the correct rate.
- Reserve by phone by calling Hyatt Reservations directly at 888-421-1442 (402-592-6464 outside of the US). Reference "Minerals, Metals and Materials Conference" to receive the correct rate.

Visit the ICMOVPE Housing and Travel page for information about air travel, car rental, and shuttle service.

Exhibit Area Set-Up

The exhibit will take place in the Regency Ballroom of the Hyatt Regency Lake Tahoe. Each exhibit space will be furnished with a standard draped table, two chairs, and basic electrical service. The ballroom is carpeted, so no additional carpeting is needed.

Additional audio/visual and electrical service can be ordered through PSAV using the attached form.

Exhibitors are responsible for all fees charged by PSAV and/or the Hyatt Regency for items ordered in addition to the standard exhibit amenities described above.

We're Here to Help!

In cooperation with the Hyatt Regency, TMS is committed to making your exhibit experience a pleasant and productive time. If you have questions about special accommodations in the exhibit area, please contact Trudi Dunlap at TMS (tdunlap@tms.org) before May 10.

Daily Schedule of Events

Conference Dates	Registration & Exhibitor-Only Access to Ballroom	Exhibit Hours	Other Events of Note
Sunday, May 23	3 pm to 9 pm	Exhibit closed	Conference Welcome Reception: 7 to 9 pm
Monday, May 24	7 am to 5 pm	5 to 6:30 pm	Exhibit Reception: 5 to 6:30 pm
Tuesday, May 25	8 am to 10 am	9:30 am to 5 pm	
Wednesday, May 26	8 am to 10 am	9:30 am to 1 pm	Optional Conference Social Events: Tahoe Queen Lake Cruise: 1 to 4:15 pm Virginia City Historical Tour: 12:30 to 5:30 pm
Thursday, May 27	8 am to 10 am	9:30 am to 5 pm	Conference Banquet Reception 6:30 to 7:30 Conference Banquet: 7:30 to 9:30 pm
Friday, May 28	8 am to 12 pm	Exhibit closed	



Hyatt Regency Lake Tahoe
Exhibitor Audio Visual Order Form
 Office: 775.832.7756 Fax: 775.832.7757

Equipment	Price	Qty	Total	Equipment	Price	Qty	Total				
INTERNET				AUDIO							
Wireless - Up to 3Mbps				Standing Mic.	\$50.00						
First Day	\$395.00			Wired Lapel Mic.	\$50.00						
Additional Day	\$200.00			Wireless Lapel Mic.	\$160.00						
	Internet Total:			Wireless Hand Held Mic.	\$160.00						
VIDEO/DATA DISPLAY				POWER / SUPPORT							
32" LCD w/ Stand	\$295.00			Powered Speaker	\$75.00						
19" Flat Screen Monitor	\$200.00			4 Channel Mixer	\$55.00						
50" Plasma Monitor	\$900.00			CD Player	\$75.00						
Data Projector (3400 Lumens)	\$650.00			Portable CD/Cassette Player	\$65.00						
VIDEO SUPPORT				OFFICE							
32" LCD w/ Stand	\$295.00			Power Package	\$40.00						
Standard VHS Player	\$75.00			26"/42"/54" Draped Cart	\$30.00						
DVD Player	\$100.00			Wireless Mouse	\$50.00						
DV Camcorder	\$100.00			Small Whiteboard w/ Markers	\$45.00						
	TOTAL:			Large Whiteboard w/ Markers	\$90.00						
				Flip Chart w/ Markers	\$45.00						
METHOD OF PAYMENT				EQUIPMENT SUBTOTAL:							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">VISA</td> <td style="width: 25%; text-align: center;">M/C</td> <td style="width: 25%; text-align: center;">AMEX</td> <td style="width: 25%; text-align: center;">GUEST ROOM</td> </tr> </table>				VISA	M/C	AMEX	GUEST ROOM	# OF SHOW DAYS: _____ EQUIPMENT TOTAL: _____ (SUBTOTAL X # OF SHOW DAYS)			
VISA	M/C	AMEX	GUEST ROOM								
** CREDIT CARD ORDERS MUST COMPLETE SEPARATE HOTEL AUTHORIZATION FORM**				INTERNET SUBTOTAL: _____ SUBTOTAL: _____ 21% SERVICE CHARGE: _____ SALES TAX 7.725% _____ (Equipment & Sales Items) GRAND TOTAL: _____							
GUEST ROOM # _____											
NAME AS IT APPEARS ON ROOM _____											
AUTHORIZED SIGNATURE _____											
ORGANIZATION				CONTACT PERSON			BOOTH #				
ADDRESS _____				CITY	STATE	ZIP CODE	COUNTRY				
TELEPHONE				FAX							
START DATE	END DATE	SET TIME	STRIKE TIME	Confirmed by: _____ OFFICE USE ONLY							

Form Updated: 02/09

**** CREDIT CARD ORDERS MUST COMPLETE A SEPARATE HOTEL CREDIT CARD AUTHORIZATION FORM****

ADDITIONAL CHARGES IF ORDER NOT RECEIVED 72 HOURS PRIOR TO EVENT.

PLEASE FAX THIS ORDER FORM TO PRESENTATION SERVICES AT 775.832.7757.

To ensure order accuracy, we will refax your order to you confirmed. If you don't receive it, please call.

CREDIT CARD AUTHORIZATION FORM

Hotel:

Guest Name(s):

Guest Reservation Confirmation Number:

Function Name (if applicable):

Guest Arrival Date(s):

Name of Business (if applicable):

Credit Card Billing Address:

City / State / Zip / Country

Guest Phone Number:

I hereby authorize the following charges to be applied to the following credit card.

Check all that apply:

- | | | |
|--|--|---|
| <input type="checkbox"/> Room & Tax | <input type="checkbox"/> Only Specific Incidentals | <input type="checkbox"/> Gift Certificate |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> All Banquet Charges | <input type="checkbox"/> Guest Amenity |
| <input type="checkbox"/> All Incidentals | <input type="checkbox"/> Resort Services Fee | <input type="checkbox"/> Parking |
| | <input type="checkbox"/> Other - see comments | |

I hereby authorize the following amount be applied to the credit card:

Comments:

Credit Card Number:

Expiration Date:

Name on Card:

Credit Card

Debit Card

Signature of Card Holder: _____ Current Date

Please fax this completed form to:

Hotel Fax #:

For a list of all hotels and their contact information, please visit: <http://www.hyatt.com/hyatt/site-map.jsp>

All information is kept confidential and used only for the purposes as noted above.

PARK HYATT™

ANDAZ

