



Dear CCW, SATCON Exhibitor,

Welcome to **CCW & SATCON**, taking place at the Jacob K. Javits Convention Center, October 12-13, 2011. The online Exhibitor Services Manual contains all of the information you need to help you prepare for a successful event. Please take the time to read through this manual for all of the important deadlines, service and material ordering information, procedures and costs related to these services and the event.

Show management has reserved a limited amount of rooms at the Millennium Broadway Hotel, Hilton Times Square and Comfort Inn-Manhattan in NYC for CCW & SATCON exhibitors and attendees at a discounted rate. The special room rates for the event start at \$239.00 plus applicable taxes. Please check the "Hotel/Travel Information Section" of the CCW & SATCON websites or the online Exhibitor Services Manual section called "Hotel & Travel Information" for complete details. Please make your reservations early as rooms fill up quickly – rooms are available on a first come, first served basis. Make sure you identify yourself as part of Content & Communications World 2011. **The deadline for the discounted rate is Wednesday, August 31, 2011 but these rooms will likely sell out much sooner.**

If you are using an "Exhibitor Appointed Contractor" to set-up and/or teardown your booth, you must inform Show Management by **September 9, 2011**. Please complete the Exhibitor Appointed Contractor (EAC) form, and mail or fax it along with a valid "Certificate of Insurance" if this applies to your company.

A 7" x 44" booth sign will automatically be placed in your booth. It will include your company name as it appears on the contract as well as your booth number.

As an exhibitor you will be receiving periodic email bulletins with information such as upcoming deadlines, exhibiting tips and helpful reminders. Please be sure to keep an eye out for these informative bulletins!

Please note that no one under the age of 18 will be allowed into the Exhibit Hall during set-up, the Show or move-out.

Do not hesitate to call me at 203-371-6322 to assist you with any questions or problems.

We are delighted to have your participation and look forward to working with you towards a truly successful event at the Jacob K. Javits Convention Center, 655 West 34th Street, New York, NY 10001 – Halls 1B & C.

Best regards,

Lou Mancini
Operations