

Certified InfoSec CONFERENCE + 27K Security Summit

Exhibitor & Sponsor Service Kit

This service kit includes important information for exhibitors and sponsors

Please take time to review

[Click Here for the Conference Web Site](https://certinfosec.org/)

<https://certinfosec.org/>

Table of Contents

Item	Contact	Deadline	Page
General Information	Event Services		2
Booth Staff Registration	Event Services	Sept. 18th	2
Hotel Reservations	Hilton Rockville	Sept. 18th	2
Sponsorship Opportunities	Event Services	Sept. 18th	2
Audio Visual, Electrical, Telephone & WIFI	PSAV		3 & 5-6
Hotel Shipping Information	Hilton Rockville		3
Show Guide Advertising	Event Services	Sept. 18th	4

Contacts

Service	Contact	Phone	Email
Event Staff	Bill Rutledge, CISC Nikki Principe, CISC	212-866-2169	Bill@cnxtd.com or nikki@cnxtd.com

Dear Colleague,

We're glad that you're planning to participate as an exhibitor or sponsor at [Certified InfoSec Conference - CISC 2017](#). This Exhibitor & Sponsor Service Kit will help you to plan and execute your promotional strategy. We're expecting a great turnout at the conference, so please come prepared to meet with potential clients. Some important information:

Show Location:

CISC 2017 will be held at the [Hilton Washington DC/Rockville Hotel & Center](#). The Hilton is located at 1750 Rockville Pike in Rockville, Maryland across the street from the Twinbrook Metro Station.

Exhibitor Registration:

Please complete your registration by Sept. 18th, 2017. We have provided registration information and your custom discount code in the **exhibitor confirmation email you received with this kit**. Please use this for your online registration. If you have any questions, please email me at nikki@cnxtd.com.

Exhibitor Set-up & Schedule:

Exhibitors may set-up their exhibit space on Monday, October 9th between the hours of 16:00-18:00. The exhibit hall will be open to attendees Tuesday, October 10th from 10:20-18:20 and Wednesday, October 11th from 08:00-14:40. Exhibitor breakdown will be from 14:40-18:00 on October 11th. Each 8' X 8' space will include one 6' skirted table, two chairs and one Exhibitor ID Sign (Text Only), One complimentary 2-day conference pass and admission to all conference activities. Inclusion on email, web and collateral – over 600,000 impressions. Any additional exhibitor needs may be ordered from the service kit.

Hotel Accommodations:

We have arranged for a discounted room rate of \$189 per night. We have a limited block of rooms at this rate, so please book early. The discount rate will expire when the block is full or September 18th. To reserve: [Click Here](#).

Consider a Sponsorship:

Sponsors provide amenities and hospitality that otherwise would not be available to conference attendees. Remaining sponsorship opportunities range from \$1,300-\$7,800. These sponsorships are designed to showcase your participation and drive additional traffic to your booth. Please contact Bill for additional sponsorship opportunities at Bill@cnxtd.com.

For Assistance:

We're here to help. Don't hesitate to contact me at 1-571-249-5680, or nikki@cnxtd.com.

Regards,

Nikki Principe | Operations Manager
CISC | Cnxted Event Media Services
421 Seventh Ave #1012, New York, NY 10001
1-571-249-5680 | nikki@cnxtd.com

AV Rentals, Electric, Telephone & Wifi

Services are provided by PSAV, the in-house audio visual company at the Hilton Washington/Rockville. We recommend that you bring an extension cord and/or power strip to make the most of the services purchased. Please refer to page 5-6 for more information.

There is a complimentary WIFI throughout the CISC 2017 meeting & exhibit space.

Shipping Information

All shipments & deliveries must be addressed in the following format:

Your Name (On Site Contact):

CISC 2017 October 9, 2017

c/o Kim Slaughter:

Hilton Rockville

1750 Rockville Pike

Rockville, MD 20852

Phone: 301.468.1100

Meeting Room Name (Plaza III)

Please send shipments & deliveries so that they arrive no more than **3 days** before the start of your meeting or event. Shipments & deliveries arriving earlier will be subject to the storage.

Storage Fees:

Packages delivered more than (3) days before your function date will be assessed a storage fee of \$25.00 per item, per day. This also applies for packages left on property (2) days after the function/event has ended. Packages, equipment, signs etc., will be disposed of after two days unless storage arrangements have been confirmed and paid for in advance. Fees may vary for oversized items.

It is strongly recommended to send the shipment's tracking numbers to your Event Manager & the name of the individual to whom the package is addressed.

Certified InfoSec CONFERENCE + 27K Security Summit

Show Guide Advertising

The 24--page show guide is distributed to all conference participants. Attendees take the guide home and use it year--round as an industry reference. Black and white advertisement space is available.

Show Guide Advertising One Page B/W \$1,200

Show Guide Advertising 1/2 Page B/W \$750

Show Guide Advertising 1/4 Page B/W \$400

CISC 2017 exhibitors and sponsors receive a 10% discount. For more info, contact Bill Rutledge (bill@cnxtd.com) at 212--866--2169.

Advertising Specifications Conference Program

Mechanical Requirements	Full Page Ad, Trim Size: 7 1/2" x 9 3/4", Live Area: 6 3/4" x 9" Half Page Ad: 7 1/2" x 4 3/4" Quarter Page Ad: 3 3/4" x 4 3/4"
File Format	We require a high-resolution PDF file. We can work with almost any high-resolution PDF file. We prefer to receive files in Adobe's PDF format created from an Adobe application using the PDF/X-1a:2001 specification. Typically, PDF files are created from Postscript files utilizing Adobe Acrobat Distiller, but PDF's created directly from InDesign will work as well.
Line Screen	133 for 4/c ads, 280% maximum density, 120 for B&W and 2/c ads, 180% maximum density.
Binding	Saddlestitch
File Submission Instructions	Email preferred. Send to nikki@cnxtd.com . Files received will be confirmed. To Mail, send memory device to Nikki Principe, Cnxted Event Media Services, 421 Seventh Ave. #1012, New York NY 10001 To FTP: We recommend Hightail, a free online FTP service. Visit www.hightail.com for instructions. For assistance contact Bill at 212-866-2169. Art deadline is September 18th, 2017.



WASHINGTON DC/ROCKVILLE
EXECUTIVE MEETING CENTER



AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV's event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.



POPULAR PACKAGES

Meeting Room Projector Package - \$700

AV Cable Lot
LCD Projector
Projection Stand
Tripod Screen

Projection Support Package - \$195

AV Cable Lot
Projection Stand
Tripod Screen

Podium Microphone Package – House Sound - \$280

Podium Microphone
Meeting Room House Sound
4-Channel Mixer

Flip Chart Package - \$75

Flip Chart Easel
Flip Chart Pad
Markers

Post-it® Flip Chart Package - \$95

Flip Chart Easel
Post-it® Flip Chart Pad
Markers



POPULAR COMPONENTS

Conference Speaker Phone	\$185
Laptop Computer	\$245
LED Wash Light	\$95
Powered Speaker	\$120
Presidential Microphone	\$90
Wired Microphone	\$70
Wireless Microphone	\$210
4-Channel Mixer	\$75
12-Channel Mixer	\$155
32" LCD Monitor	\$275
46" LCD Monitor	\$565
8' Tripod Screen	\$95
6' x 8' Fast-Fold® Screen	\$240
7' 6" x 10' Fast-Fold® Screen	\$280
7' 6" x 13' 4" Fast-Fold® Screen	\$405



STANDARD LABOR RATES

Setup / Strike	\$100/hr.
Event Operation	\$115/hr.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV® solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 240.880.6256
or visit us on the Web at: psav.com/HiltonWashingtonDCRockville





AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 240.880.6256. Email completed form to gpulse@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

MONITORS	QTY	PRICE
32" LCD Monitor (Dual Post Stand, Table Stand, Speakers)		\$275
46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$525
CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$

POWER	QTY	PRICE
25' AC Cable		\$15
Power Strip		\$15

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. Hilton Washington DC/Rockville
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 1750 Rockville Pike
Rockville, MD 20852

