



Greetings REDucation Las Vegas Sponsors!

On behalf of the entire REDucation and Createasphere team, we would like to thank you for joining us in our largest REDucation workshop to date!

Your participation in REDucation is a huge part of this project's success. All of us are committed to bringing the best possible educational experience to the students as we continue to grow the RED community at large.

Included in this packet is the following:

- 1.) REDucation Schedule
- 2.) Venue Information
- 3.) On-Site Staff Contact
- 4.) Sponsor Registration
- 5.) Standard Sponsor Package
- 6.) Insurance Certificate Requirements
- 7.) Show Services: Load-In & Out
- 8.) Shipping Procedures

Should you have any questions, please contact us. Our team is here to assist you every step of the way!

Best regards,

Wendy Meinel
Operations Manager
wendy@createasphere.com

1. CLASS SCHEDULE

Class is in session on Thursday, April 8th, 2010 through Monday, April 12th, 2010.

Opening Day Registration – 8:30am

Daily hours – 9:00am to 6:00pm

2. VENUE INFORMATION

REDucation Las Vegas is being hosted at the newly renovated Tropicana Hotel in the heart of the Las Vegas strip, on the corner of Las Vegas Boulevard and Tropicana Avenue.

Tropicana Hotel

3801 Las Vegas Boulevard South

Las Vegas, NV 89109-4325

(702) 739-2222

www.troplv.com

Parking:

REDucation is being held in the Cohiba Ballroom located in Conference Center of the Tropicana Hotel.

Parking at the Tropicana is complementary.

For easy access to the ballroom, it is suggested that you park at Entrance 4 located on the corner of Reno Avenue and Tropicana Avenue. For a map and directions visit: <http://www.troplv.com/#!/about-us/map-and-directions>

3. ON-SITE STAFF CONTACT

Program Manager: Aila Holley 818-536-1381

Workshop Coordinator: Josh McGill 508-479-1269

Sales Manager: Brian Henderson 626-319-9479

4. SPONSOR REGISTRATION

To expedite the check-in process, all sponsor personnel are required to pre-register by March 31st.

Go to <http://www.eiseverywhere.com/reducation?categoryid=37046> and follow the online registration process. Upon receipt, you will receive email confirmation. Sponsor name badges will be available at registration and ready for pickup, starting April 7th at 2:00pm.

5. STANDARD SPONSOR PACKAGE

Each exhibit area will be equipped with the following:

(1) 6' Draped Table

(2) Side Chairs

(1) 8.5" x 11" Tabletop ID Sign with Company Name

(1) Standing Easel

For any questions regarding space parameters, please call our main offices at 818-842-6611 or email

wendy@createasphere.com

6. INSURANCE CERTIFICATE REQUIREMENTS

All exhibitors bringing equipment must have a Certificate of Liability, including contractual liability covering both HD Expo, LLC dba Createasphere and the Tropicana Hotel. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage.

In the Description of Operations/Locations box include event site as additionally insured on such policy, effective the day of move-in through move-out, and venue as listed in submission instructions.

To download the specifications for the insurance form, please go here:

http://reducation.net/PDFs/CERTINSURANCE_VEGAS2010.pdf

Please submit your certificate via email to wendy@createasphere.com or fax to 818-842-6624.

7. LOAD-IN / LOAD-OUT

Move-In / Tear-Down Procedures:

Move-In* April 7th, 2010 – 2:00pm to 6:00pm
Tear-Down April 12th, 2010 – 6:00pm to 8:00pm

REDucation is a five-day course with an intensive curriculum. Once your sponsor table has been set, the materials displayed will remain in the room for the entire time and sponsors are free to leave the classroom. You are encouraged to return when convenient, to interact with the students.

Please contact your sales representative to determine a time that works for your schedule and objectives.

**If you are not able to set your table at the scheduled move-in time, you may pre-ship literature according to the instructions below and your table will be set for you.*

8. SHIPPING INFORMATION:

All shipments for RED will need to be pre-arranged through show management and should be sent directly to the hotel. Freight must be identified by using the official REDucation shipping labels to guarantee that your shipment will be accepted and delivered to your table.

Shipments sent to the Tropicana Hotel can arrive Monday, April 5th, 2010 to Wednesday, April 7th, 2010.

To obtain your shipping labels you will need to submit the Pre-ordered Shipping Authorization Form found here: http://reducation.net/PDFs/SHIPPINGFORM_RED_VEGAS_2010.pdf

Please email your submission to wendy@createasphere.com by March 26th.

The following fees apply:

(Storage and handling fees included)

- 1) Standard size boxes under 50 lbs: \$20 each
- 2) Boxes between 50 lbs – 100 lbs: \$50 each
- 3) Pallets* and oversized boxes of 100 lbs +: \$1.50 per pound and subject to a \$100 per hour forklift fee.

Upon receipt of your order, we will process your payment and forward shipping labels to you. Shipping instructions and the delivery address will be included.

SHIPMENT CONSIDERATIONS:

- *There will be an additional fee for pallets that require the use of a forklift.
- Show Management will make arrangements for all packages to be brought to your table.
- Shipments should NOT arrive at the hotel prior to April 5th.

OUTBOUND SHIPMENTS –

There will be no onsite provisions for outbound shipments. Each exhibitor is responsible for managing the coordination and handling of all return shipments.

For questions regarding specific shipping needs call the operations team at (818) 842-6611.