

EXHIBITOR FREQUENTLY ASKED QUESTIONS

What are the dates and location of the GO 2019 conference?

The conference will be held August 2-4, 2019, at the Loews Hollywood Hotel, Hollywood, CA located at 1755 Highland Avenue, Hollywood, CA 90028, tel: 323-856-1200.

How do I book my hotel accommodations?

The official conference hotel is the Loews Hollywood. ASGE has arranged a room block for this course at the discounted rate of \$229 plus applicable taxes and fees. The discounted rooms are available on a first come, first serve basis until **July 5, 2019**. Please contact the hotel directly to make reservations by calling 323-856-1200 or 855-563-9749 (reference GO2019).

What do I wear?

The conference is business casual.

How do I get there?

The Loews Hollywood is located approximately 25 miles (30-40 minutes) from the Los Angeles International Airport.

What is the transportation option from the surrounding airports?

Taxi:

Pick Up: Outside of Baggage claim area

Cost: Approximately \$70 from Los Angeles International Airport

What are the driving directions from the Los Angeles International Airport?

- Head east on Century Boulevard to the 405 North entrance
- Take the 405 North to the 10 East. Exit on La Brea Avenue heading north
- Take La Brea Avenue up to Hollywood Boulevard
- Make a right turn on Hollywood Boulevard
- Make a left on Highland Avenue; the entrance to the Loews Hollywood will be on your left

What are some parking options?

The hotel offers Overnight Valet Parking: \$50.60 overnight, plus tax (includes in and out privileges) and Day Valet Parking is also available at \$20 every 10 hours – no in and out privileges. While not affiliated with the Loews Hotel, there is also a parking structure in the Hollywood and Highland complex adjacent to the hotel (Self- Parking is \$5 every 15 min. / 2 hours or more \$15 flat per day – no in and out privileges). Guest would pay at the pay stations located in the garage.

When will I receive my conference badge?

Your conference badge will be available at the Registration Desk located in the Dolby Ray Ballroom Foyer, beginning at 7:30 am on Friday, August 2.

How is exhibit space assigned?

Booth space is assigned based on the date of receipt of the letter of agreement. Booth space is assigned on a first-come, first-served basis in order in which the agreement is received. To reserve your booth space or for additional information, please contact Vanita Jordan Moore, Sr. Manager, Sales and Business Development at 630-570-5625 or vmoore@asge.org.



THE PRACTICE MANAGEMENT CONFERENCE

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Where is the exhibitor space located?

The exhibitor space is located in the Dolby Ray Ballroom, Salons 3-6.

What are the setup and tear down times?

SETUP

Friday, August 2, 2019

8:30 am – 2:00 pm

TEAR DOWN

Saturday, August 3, 2019

3:30 pm – 6:30 pm

(Note: All exhibits must be removed by 6:30pm.)

What is the exhibit schedule?

DEDICATED EXHIBIT HOURS (no conflicting programming):

(Booth personnel must be available at their respective booths.)

Friday, August 2, 2019

3:00 – 3:30 pm – Break

5:30 – 6:30 pm – Networking Reception
with Exhibitors

Saturday, August 3, 2019

7:00 – 8:00 am - Breakfast

10:15 – 10:45 am – Morning Break

11:45 am–1:30 pm – Lunch with Exhibitors

2:45 – 3:15 pm – Afternoon Break

3:30 pm - Teardown

Can I tear down early?

By signing the ASGE Exhibit Agreement, your company agrees to participate in the tradeshow during the hours listed above. Early booth tear down is strictly prohibited. Exhibitors that dismantle their booths prior to the tear down hours above will be assessed an early exhibit termination fee of \$350.

How do I ship exhibitor/conference materials?

The Exhibit Management has made arrangements with the FEDEX Office at the Loews Hollywood Hotel to assist with shipping your packages. Please refer to the [FEDEX Package Shipping Instructions and fee structure](#).

Please send shipments and deliveries so that they arrive no more than 3-4 days prior to the start of the event (**Monday, July 29, 2019**). All shipments and deliveries arriving earlier will be subject to the Storage Fees listed above. All costs associated with shipping and receiving packages at the hotel will be at your own expense.

All shipments should be addressed and labeled as follows:

**Hold for Guest: (Guest Name) (Guest Cell Number)
C/O FedEx Office at Loews Hollywood
1755 N. Highland Avenue
Hollywood CA 90028
(GO-GI Outlook Conference - ASGE)**

Box _____ of _____

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NOTE: Please return the attached [GO 2019 Exhibitor Shipping Log](#) to Vanessa Kizart (via email (vkizart@asge.org) no later than July 30, 2019. Please remember to bring your tracking numbers.

How should I arrange shipping my items back?

All outgoing shipments must be properly sealed, labeled with a return address, a delivery address and telephone number for the sender. An account number for the delivery service of choice or the sender's credit card number and expiration date must be included to ensure proper charges by the shipping company. FedEx will assist exhibitors with return shipments.

All items must be labeled and left in the exhibit booth. Exhibit Management staff will arrange to have the hotel pick up the items. Loews Hollywood requires that all materials be shipped back no later than Monday, August 5, 2019.

Is Internet available? Yes, internet is available in the exhibitor area at an additional cost and at your own expense. If internet access is needed, please complete the attached "Audiovisual Exhibitor Services Order Form" and return to Vanessa Kizart at vkizart@asge.org.

Can audio visual (i.e. power, phone lines, etc.) be ordered? Yes, audio visual is available and can be ordered at your own expense. If audio visual is needed, please complete the attached "GO 2019 Audiovisual Exhibitor Services Order Form". This form should be completed and returned directly to PSAV at padams@psav.com no later than **July 8, 2019**.

What is the banner hanging policy?

Companies are welcome to bring free standing banners for display. Exhibitors are not permitted to hang banners from the conference center walls.

What is your booth cancellation policy? ASGE must receive written notice of cancellation from the exhibitor. If ASGE receives notice of cancellation more than 60 days prior to the conference dates, ASGE will refund the booth fee minus a \$100 processing fee; if cancellation occurs less than 60 days prior the conference dates, the processing fee will be 50% of the booth fee. No refund will be made for cancellations less than 30 days prior to the conference dates.

QUESTIONS - Please direct questions to:

Vanita Jordan Moore
Senior Manager of Sales & Business Development

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Vanessa Kizart

Director of Conference Services

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