

SPORTS GRAPHICS

DATA
DESIGN
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3.06.19 ■ MICROSOFT TECHNOLOGY CENTER, NYC

AN **SVG** FORUM

Hours

Showcase Hours: 9:30 a.m. – 3:15 p.m.

Move-in: 8:00 – 9:30 a.m.

Move-out: 3:15 – 4:15 p.m.

Sessions & Workshops: 9:45 a.m. – 4:45 p.m.

Tabletop Details

- 5 ft. long Classroom Style Table/Not Skirted
- 5 amps of power (max)
- Power strips & extension cords will not be supplied from Microsoft, please make sure to ship/bring your own.

Inbound Shipping

- **Due to this event's location, the facility highly suggests using FedEx or UPS ONLY for any shipments you make. No rolling carts or cases will be allowed entry and access to Loading Dock will be denied without prior approval.**
- Microsoft will be pleased to accept any of your event materials ahead of your arrival. Please time your shipments' arrival for no earlier than **Monday, March 4th**.
- If you are required to use 3rd Party Contractor or need use of Loading Dock to have items delivered directly to the 6th floor an approved COI is required in advance of show by the facility. You will need to send a copy of attached COI from both you and the Shipping/Transportation Company for approval by **Monday, January 28th**. Once approval is confirmed from Microsoft, they will contact you to schedule move-in/move-out schedule. ****Please note: Delivery hours are from 7-9 AM and 5-7 PM Only.**

Ship To Address

Attn: Erik Naslund
11 Times Square
9th floor/Microsoft Corporation
New York, NY 10036
212-245-2100

Please have all shipments CLEARLY labelled with:
Sports Video Group: Sports Graphics Forum
Room: Central Park West

Outbound Shipping

- **Boxes must be prepackaged (packed, sealed, shipping label attached) prior to dropping off at the mailroom.**
- Materials left behind will be discarded.