

WE'RE BACK IN LOS ANGELES!



ESPORTS PRODUCTION SUMMIT

NOV 16
SHERATON
UNIVERSAL
HOTEL

TABLETOP LOGISTICS

SHOW HOURS:

Tuesday, November 16, 9:30 AM - 5:00 PM

MOVE IN -

Tuesday, November 16, 7:30 - 9:30 AM

MOVE OUT -

Tuesday, November 16, 5:00 - 6:00 PM

TABLETOP EXHIBIT INCLUDES:

- 6 ft. draped table
- 2 chairs
- 5 amps of power provided
(extra power supply can be requested, see below **Additional Hotel Requests**)

ADDITIONAL HOTEL REQUESTS:

The deadline to make any additional power or WiFi requests with the Sheraton Universal Hotel is on **Monday, November 8**.

ORDERING POWER OR WiFi -

To order additional power supply and/or WiFi, please contact the Sheraton Universal Hotel directly. Fill out the **Hotel Request Form** [[download here](#)], and send directly to:

Krystal Reyes, Director of Event Technology,

m. +1 (562) 587-2873

e. krystal.reyes@encoreglobal.com [please CC: katie@sportsvideo.org]

MOVE-IN / ARRIVAL:

The tabletop showcase will be located in the West Ballroom. Check-in and badge pickup for tabletop exhibitors will open at 7:30 AM on Tuesday, November 16. Please note that general attendee registration will begin at 9:00 AM.

INBOUND SHIPPING -

Each box must be marked with company name, contact, and if possible, contact phone number. PLEASE NOTE: Shipped items for this event should **NOT** arrive prior to **3 days in advance** of the show.

SHIP TO ADDRESS -

Sheraton Universal Hotel / Att: SVG Esports Summit/West Ballroom

333 Universal Hollywood Dr.

Universal City, CA 91608

C/O - Company Name/Contact

Logistics continue on following page

Subject to change

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MOVE-OUT / DEPARTURE:

Move-out begins at 5:00 PM on Tuesday, November 16. All items must be packed and cleared out of the room by 6:00 PM.

OUTBOUND SHIPPING -

Please bring printed return shipping labels (FedEx / UPS / DHL) for each box you plan to ship from the hotel back to your office. All shipments will be sent from the Sheraton Universal Hotel on Wednesday, November 17.

SECURITY:

SVG cannot guarantee against loss or damage of any kind. We advise you to staff your table at all times and do not leave valuables unattended.

COVID-19 POLICIES:

The Sports Video Group has taken enhanced health and safety measures—for you, other attendees, exhibitors, and staff.

COVID-19 VACCINATION POLICY -

SVG has implemented a vaccinated-only policy for all upcoming in-person events. Attendees will be required to show proof of full vaccination onsite. If a participant is not fully vaccinated, they will not be permitted to participate in the Esports Production Summit.

The decision on mask requirements will be made prior to the event and will be in accordance with requirements set by the CDC, Governor of California, and the facility.

Please consider following safety suggestions:

- Consider touchless alternatives (electronic or digital) for engagement and/or materials.
- Limiting attendee handling of any products.
- Leaving time between breaks to clean and sanitize your display.

QUESTIONS:

If you have any questions, please contact us:

SVG Services

svgservices@sportsvideo.org

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