

**Connecting to Win in 2010
PHRA 2010 Annual Conference & Exhibition
September 21 – 22, 2010**

100 Art Rooney Avenue
Heinz Field
Pittsburgh, PA

**IMPORTANT INFORMATION ENCLOSED PLEASE DIRECT THIS
MANUAL TO THE PERSON IN CHARGE OF EXHIBITING AT THIS
EVENT**

EXHIBITOR SERVICE MANUAL



Dear Exhibitor:

Thank you for reserving your booth for the Annual 2010PHRA Conference and Exhibition at Heinz Field. The following are some guidelines to ensure a successful and enjoyable show. If you have any questions or require an item not addressed in this manual please contact Liz Lamping at LLamping@pittsburghhra.org.

Space Rental Terms

Full Payment is due with the space rental form to confirm exhibit space and booth number request. Booth numbers have been assigned on a first-come, first-served basis by request. The PHRA will attempt to accommodate placement requests with regard to competitor booths, no guarantees are made in respect to booth location.

Current Booth Assignments

Booth 17 AllOne Health
Booth 13 American Cancer Society
Booth 26 Automated Card Systems, Inc.
Booth 68 Axios Advisory Group
Booth 14 Background Investigation Bureau, Inc.
Booth 57 Bureau of Labor Statistics
Booth 72 Callos Companies
Booth 36 Carnegie Mellon University - Heinz College
Booth 3 Colonial Life
Booth 60 Corporate Benefits Consultants, Inc.
Booth 55 Converge, Inc.
Booth 19 Development Dimensions International
Booth 39 Duquesne University Career Services
Booth 40 Duquesne University
Booth 62 ESGR
Booth 44 Family Services of Western Pennsylvania
Booth 43 Gatto Associates
Booth 29 Geneva College
Booth 53 Gregg Staffing Solutions
Booth 63 Humana
Booth 27 Henderson Brothers
Booth 12 Justifacts Credential Verification, Inc.
Booth 47 Keller William Real Estate/Victorian Finance
Booth 2 LaRoche College
Booth 24 Lee Hecht Harrison
Booth 23 Leader Business Coaching
Booth 1 Lytle EAP Partners - Lytle Drug Testing Services, Inc.
Booth 32 Manning & Napier Advisors, Inc.
Booth 71 McKinney Properties, Inc.

Booth 31 Michael Couch & Associates Inc.
Booth 11 NAS Recruitment Communications
Booth 20 O.C. Tanner Company
Booth 54 Oglebay Resort
Booth 6 PCI Human Resource Consulting, Inc.
Booth 41 PHRA
Booth 52 Pittsburgh Business Times
Booth 21 PNC Bank - Workplace
Booth 8 Post Gazette/Monster
Booth 4 Priority Management
Booth 5 Right Management
Booth 10 Riverset Credit Union
Booth 69 The Resumator
Booth 50 SHRM
Booth 51 SHRM
Booth 70 Silk Road Technology
Booth 22 SMC Business Councils
Booth 56 Staffmark
Booth 25 Systems Imaging
Booth 67 TowerMetriX
Booth 18 Trib Total Media
Booth 9 UPMC Work Partners
Booth 15 Vision Benefits of America (VBA)
Booth 16 Weleski Transfer

Included in Your Rental Fee

- One full conference pass
- Special Conference rates for additional booth staff
- Exclusive, non—conflicting exhibit hall hours to meet attendees
- Networking opportunities that include lunch on September 21st and 22nd, snacks on both conference days and a social including a drink ticket, dinner and a tour of Heinz Field. Complimentary listing and 50-word company description in onsite attendee brochure.
- Company listing on PHRA conference web site in “exhibitor” area
- 8 foot draped table
- Ability to hold an exhibitor prize drawing. Vendor prize and winner will be announced at the end of the conference
- Post event attendee list (no emails)
- Ability to do one pre-conference mailing to pre-registered attendees 6 weeks prior to event, **if registered and paid by 7/15/10**. We will provide the mailing list to a mail house of your choice or you may use the PHRA’s mail house. Contact the PHRA office for more details.

Important Conference Dates to Remember

Conference Brochure Ad (If purchased)	August 31, 2010
Electricity Orders	August 31, 2010
Logos and Company Descriptions to be published in the Conference Brochure	August 31, 2010
Exhibit Booth Staff Registrations – No registrations will be accepted on-site	September 9, 2010
Exhibitor raffle prize information to be published in the Conference Brochure	August 31, 2010
Direct Shipments to Show Site	September 21, 2010
Exhibitor Move-in - 6:30am to 10:00am <i>Carts, crates and other large items must be removed from the exhibit hall by 7:30 AM.</i>	September 21, 2010
Exhibitor Move-out - 11:15am to 12:30pm	September 22, 2010

Additional Exhibit Booth Staff Registrations – Must be received by September 9, 2010. No Exhibit Hall Staff badges will be issued on-site. Please have all of the booth staff complete the form below. Forms can be faxed to the PHRA office at 412-261-0773 or emailed to Liz Lamping at llamping@pittsburghhra.org.

EXHIBITOR STAFF REGISTRATION
The Pittsburgh Human Resources Association
62nd Annual Conference & Exhibition
September 21-22, 2010 – Heinz Field, Pittsburgh, PA

COMPANY NAME

BOOTH COORDINATOR CONTACT NAME TITLE

ADDRESS

CITY STATE ZIP

PHONE FAX

EMAIL

AGREEMENT

We understand and agree to hold harmless the Pittsburgh Human Resources Association (PHRA), the Society for Human Resource Management, Heinz Field, the official show contractor, their officers, directors, employees, and agents from any and all claims, demands or liabilities of any kind that we may have against them by any reason of any cause arising out of or in any way related to the conference.

We assume entire responsibility and hereby agree to protect, indemnify, defend and save the Association, Heinz Field, the official show contractor, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.

In addition, we acknowledge that PHRA, Heinz Field, and the official show contractor do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

X

Authorizing Signature Title

Exhibitor Registration

Exhibitor registration will take place on Tuesday, September 21st and will be from 6:30 am – 10:00am. Exhibitor registration will take place in the lobby entrance located at Gate B.

Any exhibitor that will need a large cart to set up their booth for the show will need to arrive at 6:30am and will need to be finished setting up by 7:30am. If you will require a large cart please let Liz Lamping LLamping@pittsburghhra.org know so that we can make arrangements for the show decorator to set up your table first.

If you are able to carry your items or use a small hand cart for your booth set up then registration will be 8:00am – 10:00am. All MUST be complete by 10am. At 10am Heinz Field staff will conduct a sweep of the room before the general guests are dismissed to the exhibit area.

Exhibitor tear down will take place from once all attendees are in the breakout session scheduled from 11:15am – 12:30pm. Tear down has to be complete before the break for lunch at 12:30pm.

Deliveries

- Heinz Field does not have storage facilities so all materials/decorations for the show must be delivered the day of the event on Tuesday, September 21st and must have a scheduled pick up for the final day of the show Wednesday, September 22nd. Please make arrangements with your shippers to make sure your shipment does not arrive any earlier than September 21st. All deliveries should be made to **Heinz Field, Gate 5 along Art Rooney Ave, ALL DELIVERIES MUST ARRIVE THE DAY OF THE SHOW – SEPTEMBER 21st.**
- Please let the PHRA know of any special instructions or needs – forklift, save shipping materials etc.
- All deliveries are subject to search.
- All deliveries must specify your booth number which can be found in this document or on the website.
- Objects larger than 17” x 11” and anything on wheels are not permitted on passenger elevators. Freight elevators are located on both the East and West sides of the building.

All deliveries should be addressed as follows:

**Heinz Field – Nikkie Dvorchak
Attn: Jim Tabaka/PHRA Conf/Booth #
900 Art Rooney Avenue**

Pittsburgh, PA 15212

Load In and Load Out Information

- Pallet Jacks are not permitted in the club lounges.
- Carts are not permitted on the slates and granite.
- A forklift is available for your use. The forklift delivers items to the doors of the Club Lounge. The client is responsible for moving items from the doors to the desired location.
- We will provide your event with carts.
- Objects larger than 17" x 11" and anything on wheels are not permitted on passenger elevators. Freight elevators are located on both the East and West sides of the building.
- The North Service Tunnel will be used for load in and load out.
- Load in will occur between the hours of 9am – 5pm.

Directions to the North Service Tunnel on Reedsdale

From 279

Use the 7A exit. At the second stop light, the intersection of Allegheny and Reedsdale, go straight. Take the second street on the left. This will bring you beside the Carnegie Science Center. Make a left on to Allegheny Avenue at the light. (Heinz Field will be directly in front of you.) Make a right on to Reedsdale. The stadium will be on your right. There will be a guard's booth on the interior of the metal gate. Pull up to the door and the guard will assist you. If you pass the gate, make a right on to Art Rooney Avenue, a right on to North Shore Drive which will become Allegheny Avenue then a right on to Reedsdale.

From Downtown

Use the 7A exit. This is a left exit. At the, the intersection of Allegheny and Reedsdale, go straight. Take the second street on the left. This will bring you beside the Carnegie Science Center. Make a left on to Allegheny Avenue at the light. (Heinz Field will be directly in front of you.) Make a right on to Reedsdale. The stadium will be on your right. There will be a guard booth on the interior of the metal gate. Pull up to the door and the guard will assist you. If you pass the gate, make a right on to Art Rooney Avenue, a right on to North Shore Drive which will become Allegheny Avenue then a right on to Reedsdale.

Decorations

- All decorations must enter and exit Heinz field through the North Service Tunnel on Reedsdale.

- Heinz Field does not permit confetti, smoke, fog, mist, bubbles, food burners, chocolate fountains, candles or anything may set off the smoke and fire detectors.
- All decorations must be free standing. They can not be hung on the walls, wood, or windows.

Exhibitor Raffle Items

If you are participating in the exhibitor raffle prize drawing at the close of the conference on September 22 please bring your item to the event to display at your booth. If you would like to have your item mentioned in the conference brochure for the attendees to view and to help direct traffic to your booth during the dedicated exhibit hall time please email your raffle item details to llamping@pittsburghhra.org no later than August 31, 2010.

Exhibitor Game

This year we will be playing an exhibitor game to ensure that all conference attendees stop by all booths in the exhibit hall. Attendees will be given a Conference Game Card that will be stamped when the attendees visit each exhibitor's booth. Once the card has been stamped by all 70 exhibitors the attendee will be able to drop their completed Game Card in the prize drum located in the Registration Area to win Penguin Game Tickets. The winner of these tickets must be present. The drawing will take place during the Exhibitor Prize Raffle held at the close of the Conference on Wednesday.

Food and Beverage

Heinz Field does not permit any food and beverage to be brought into the facility from an outside source. If you arrive at Heinz Field with any food and/or beverage item you will be asked to dispose the item outside of the facility.

Parking

East Club Lounge - \$5.00

East Club Lounge at Heinz Field
Enter Suite Entry B, adjacent to Gate B
Parking available in Gold Lot 1

North Club Lounge - \$5.00

Sections 1-12

North Club Lounge at Heinz Field
Enter Suite Entry B, adjacent to Gate B
Parking available in Gold Lot 1

Valuables

There will not be a security guard on-site overnight so all valuables such as a laptop, TV, games or anything of value should be taken home the night of September 21st. The PHRA and Heinz Field will not be held accountable for any items damaged or lost during the conference.

Cancellation Policy

All cancellation and refund requests must be in writing. Cancellations received on or before June 30th will receive a full refund, less a \$125 administrative fee. Cancellations between July 1 and July 31 will receive a 50% refund. No requests for refund will be granted after July 31st.

