Exhibit Setup Guide

Thank you for joining us for the AnitaB.org Hopperx1 New York City event. In this guide, you will find information to help you with your exhibit experience at the event, as well as answer some of the logistical questions you may have.

Event Date:
Monday, November 4, 2019

Exhibit Timeline
Set-up Hour: Monday, November 4, 7 a.m. – 8 a.m.
(One hour before the event begins)

Exhibit Hour: Monday, November 4, 8 a.m. – 4:30 p.m.
(Breakfast is provided from 8 a.m. – 9 a.m.)

Break-down hour: Monday, November 4, 4:30 p.m. – 6 p.m.
(All tabletop exhibits must be cleared by 6:00 p.m. on Monday, November 4)

Exhibit Location
The sponsor tabletop exhibit is located in the New York Marriott Marquis on 5th floor. Attendees will be able to easily drop by between sessions and during breaks. Tabletop exhibit layout will be determined by the Hopperx1 New York Team and sponsors will hold the same table for the duration of the Career Fair.
Staffing
Your tabletop exhibit should be staffed for all busy times, including keynotes, lunches and breaks. Each person who staffs the table needs to be registered for the event. Tabletop must not be dismantled before the exhibit closes on the day of the event. Early dismantle will affect future tabletop exhibit assignment.

Tabletop Exhibit Inclusions
Each tabletop exhibit will include:
- One (1) 6’ feet draped exhibit table
- Two (2) chairs per table
- One (1) power strip per table
- Access to the event Wi-Fi
- One company identification sign per sponsor
Platinum sponsors will have two (2) 6’ draped exhibit tables in their exhibits.

Tabletop Exhibit Rules and Guidelines
- All exhibit materials must be contained on or under this table for the duration of the show. No full or empty boxes may be stored anywhere around the assigned table. All boxes must be broken down and stored under the table or discarded before exhibits open.
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Floor standing banners are not permitted in front or on the side of the tabletop. Any pop-up banner MUST be placed behind your exhibit table. There will be approximately three (3) feet behind the table which includes the space needed and room for your provided chairs.
- Do not bring Exhibit Pop-Up Displays unless approved by Show Management.
- Exhibitors are encouraged to display promotional items on the tabletop. Table display banners must not exceed five (5) feet in height and four (4) feet in width and/or floor standing display banner stands (behind your table) must not exceed eight (8) feet in height and three and a half (3 ½) feet in width. Exhibitors may be asked to remove any display items not in compliance with these guidelines.
- No tape, adhesive, or any items are to be used to hang or attach signs or display materials to the venue facility walls.
- Please do not leave valuables at your tabletop unattended. There will be no security in the exhibit area.
- Demonstrations or live interviews must be confined to the limits of the space contracted. Exhibitors may not solicit in the hallway or in any other location in, around or outside the venue except at their tabletop exhibit.
- We do not offer exhibit cleaning. However, there will be hotel staff who will handle pre-event vacuuming, emptying of trash, along with basic cleaning needs.
- All tabletop exhibits must be cleared by 6 p.m. on Monday, November 4.
Tabletop Assignment Policy
Tabletop space location will be assigned based on the sponsorship level and date of agreement. Show Management reserves the right to determine final tabletop exhibit assignments. Hopperx1 New York team reserves the right to relocate tabletop displays to ensure maximum exposure for exhibiting companies to the event attendees, the exhibit space is efficiently utilized, and in accordance with fire code regulations.

Giveaway Item Guidelines
You may bring giveaway item to share with the attendees when they visit your exhibit table. You can hand carry these materials or you can ship them prior to your arrival. All giveaway item must be approved in advance by Friday, October 25. Please send a picture and short description of the giveaway item to Hx1NewYorkExhibit@AnitaB.org for approval.

Deliveries and Collection
New York Marriott Marquis FedEx Office will handle and manage your shipment. If you plan to ship your tabletop exhibit supplies, the packages should arrive no earlier than Wednesday, October 30 to avoid additional storage fees. Email Hx1NewYorkExhibit@AnitaB.org with the number and size of boxes shipped and tracking numbers. This is the best way to ensure your shipment is properly stored and delivered to the Exhibit location.

To ensure your shipments arrive at the proper destination, label your shipments as follows:
(Guest Name) (Guest Cell Number)
c/o FedEx Office at New York Marriott Marquis
2019 Hopperx1 NYC - Name of exhibiting company: (provide your company)
1535 Broadway
New York, NY, 10036

Make sure you use the shipping labels and information (Appendix 1) provided at the end of this document.

New York Marriott Marquis FedEx Office operating hours:
Mon – Fri: 7:00 a.m. - 7:00 p.m.
Saturday: 8:00 a.m. - 5:00 p.m.
Sunday: 8:00 a.m. - 5:00 p.m.

Shipping Labels
All event packages being shipped to the property must follow the address label (noted above) to prevent package routing delays. You may use and fill out the Client Delivery Label (Appendix 1) and attach to the outside of each item being delivered to and collected from the venue.
Loading Dock
All large materials must come up via the Loading Dock. The New York Marriott Marquis loading dock is accessible via the driveway off W45th Street.

If you are arranging for a courier to pick up your items at the conclusion of the event, they can be picked up between 4:30 p.m. – 9:00 p.m. on Monday, November 4th; between 7:00 a.m. and 7 p.m. on Tuesday, November 5th. Please ensure all items are fully labeled and pre-paid at the conclusion of the event.

NOTE! Neither Hopperx1 New York nor Marriott Marquis is responsible for packaging and shipping of exhibit materials. Any items left at the venue beyond the event time frame may be disposed of without warning. We cannot accept liability for any items that are left before or after these dates and the venue cannot be held responsible for any damage or theft of items onsite. Please be sure to make arrangement for the New York Marriott Marquis FedEx Office or independent shipping professionals are in place in advance to assist with such needs.

Hotel Business Center
The New York Marriott Marquis has an on-property FedEx Business Center which offers the following services:
- Post & Parcel
- Overnight delivery/pickup
- Copy and printing
- Internet/computer access
- Fax services

For questions specific to the FedEx Business Center and their offerings, you can contact them directly at 212-575-5047.
Parking
New York Marriott Marquis offers valet and transient parking. There are other parking places to park near the Marriott Marquis. To see parking rate at Marquis and other parking places, click here.

Transportation and Driving Direction
There are 3 airports available in New York:
- LaGuardia Airport (LGA) - 9.5 miles from hotel.
- John F Kennedy International Airport (JFK) - 18.5 miles from hotel.
- Newark Liberty International Airport (EWR) - 16.5 miles from hotel.

For transportation options, rates, and driving direction, click here.

The event venue is located in the heart of Midtown Manhattan, so please take travel times into consideration.

Questions?
If you have any questions about the exhibit, please contact Hx1NewYorkExhibit@AnitaB.org.

AnitaB.org
Hopperx1 New York Team
Appendix 1: Client Delivery Labels

Delivery Label to Venue: please use this form when sending your packages to the event

To:
New York Marriott Marquis
FedEx Office
1535 Broadway
New York, NY, 10036
Tel: (212) 575-5047

FAO
Your Representative's name

Your Telephone Number:

Your Company Name

Your Events Manager's name
Jackie Panebianco

NAME AND DATE OF EVENT
Hopperx1 New York City - November 4, 2019

Package ______ of _______

Please complete and securely attach one label to the outside of each of your packages

Delivery Label from Venue: please use this form when arranging pick-up of your packages after the event

To:
Contact (must be a member of your company):
Company Name:
Address:

Country:
Contact telephone number:
Collection date:
Courier:
Courier reference:

Package ______ of _______

Please complete and securely attach one label to the outside of each of your packages
PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at 212.575.5047. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

<table>
<thead>
<tr>
<th>(Guest Name) (Guest Cell Number)</th>
<th>FedEx Office Business Center</th>
<th>Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/o FedEx Office at New York Marriott Marquis</td>
<td>New York Marriott Marquis</td>
<td>Mon – Fri: 7:00am - 7:00pm</td>
</tr>
<tr>
<td>1535 Broadway</td>
<td>1535 Broadway</td>
<td>Saturday: 8:00am - 5:00pm</td>
</tr>
<tr>
<td>New York, NY, 10036</td>
<td>New York, NY 10036</td>
<td>Sunday: 8:00am - 5:00pm</td>
</tr>
<tr>
<td>(Convention / Conference / Group / Event Name)</td>
<td>Phone: 212.575.5047</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: 212.302.2306</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:usa5667@fedex.com">usa5667@fedex.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Box ____ of ____

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to New York Marriott Marquis with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of New York Marriott Marquis, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company’s or decorator’s specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of $70.00 per hour with a minimum of $35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at New York Marriott Marquis, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.
UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at 212.575.5047; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient’s signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

<table>
<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>PACKAGE PICKUP OR DROP OFF BY GUEST</th>
<th>PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>$2.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>0.0 – 1.0 lb.</td>
<td>$2.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>1.1 – 10.0 lbs.</td>
<td>$10.00</td>
<td>$15.00</td>
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<tr>
<td>10.1 – 20.0 lbs.</td>
<td>$15.00</td>
<td>$25.00</td>
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<td>50.1 – 60.0 lbs.</td>
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</tr>
<tr>
<td>60.1 – 150.0 lbs.</td>
<td>$35.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Pallets &amp; Crates*</td>
<td>$250.00 or $0.75/lb. &gt; 333 lbs.</td>
<td>$250.00 or $0.75/lb. &gt; 333 lbs.</td>
</tr>
</tbody>
</table>

Package weights will be rounded up to the nearest pound.
* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of $250.00 or $0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

<table>
<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>STORAGE FEE AFTER 5 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>No Charge</td>
</tr>
<tr>
<td>0.0 – 10.0 lbs.</td>
<td>$5.00</td>
</tr>
<tr>
<td>10.1 – 30.0 lbs.</td>
<td>$10.00</td>
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<tr>
<td>Pallets &amp; Crates</td>
<td>$50.00</td>
</tr>
<tr>
<td>Over 6.5’ in Size</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of $70.00 per hour with a minimum of $35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of $100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.
New York Marriott Marquis
Decorator Package Shipping Instructions

DECORATOR SHIPPING INSTRUCTIONS
FedEx Office is proud to be a partner of New York Marriott Marquis in offering Guest Package Services on-site. This service includes receiving all inbound packages shipped to the hotel’s physical address. FedEx Office staff is on-site in both the Business Center and the Parcel Office to meet the needs of the guests and employees of the hotel.

FedEx Office understands the role of the Decorator. As such, a customized workflow has been created to allow FedEx Office to effectively operate the parcel area of the property without impeding the work of the Decorator.

INBOUND PACKAGES
Two different options are available for every Decorator package arriving at the property's loading dock.

A. Immediate Release Packages
Provided that the Decorator is on the property and ready to take possession/custody of the packages upon their arrival, FedEx Office will complete an immediate release of the Decorator labeled packages to the Decorator as soon as packages are received from the carrier.

B. Received and Processed Packages
Any Decorator packages received and processed by FedEx Office that are stored overnight will incur applicable receiving fees. Payment by the Decorator will be required at the time of package release. As a sign of our partnership with Decorators, we are pleased to offer discounts of the retail handling fees assessed on processed packages.

To provide a seamless experience for guests, and reduce confusion regarding package locations, Decorators are encouraged to emphasize the off-site receiving address for event shipments. This workflow will avoid FedEx Office handling fees on Decorator packages delivered directly to the property.

OUTBOUND PACKAGES
FedEx Office is available to setup an outbound shipping desk within or near the meeting space to handle outbound shipments, as long as advanced notice and approval is provided during the event planning stages. Outbound handling fees apply to all outbound packages taken into possession by FedEx Office.

FedEx Office Business Center
New York Marriott Marquis
1535 Broadway
New York, NY 10036
Hotel Ext: 6641
Phone: 212.575.5047
Fax: 212.302.2306
Email: usa5667@fedex.com

Operating Hours
Monday–Friday: 7:00am - 7:00pm
Saturday: 8:00am - 5:00pm
Sunday: 8:00am - 5:00pm

Guest Package Office
Hotel Ext: 6147
Phone: 212.302.2030
Email: pm5667@fedex.com

TERMS AND CONDITIONS
Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of $100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.
HOW TO SCHEDULE OUTBOUND SHIPPING

A FedEx Office Team Member can be made available at the meeting room listed below to assist and accept outbound packages. During this time, shipping supplies will be available to support all of your packaging and shipping needs.

Meeting Room: ___________________________________________________________________________
Date: ___________________________________________________________________________________
Start Time: _______________ End Time: _______________________________________________________
Event Name: _____________________________________________________________________________
Event Contact Name: ______________________________________________________
Contact Phone Number: _____________________________________________________

The FedEx Office Business Center can also accept packages during normal business hours. Packaging supplies (boxes, tape, cushioning, etc.) are available for purchase at the FedEx Office Business Center during the hours listed. Complimentary FedEx Express® shipping supplies and airbills are also available 24 hours a day.

Follow these 4 steps to expedite the processing of your package

1. Complete a Shipping Airbill Form and be sure to include a FedEx account number, as well as your personal or business return address and not the address of the property.
   Please note: Outbound handling fees are applied to all packages, regardless of carrier, and are assessed in addition to the shipping/transportation charges.
2. Ensure all of your packages are properly sealed.
3. Affix the carrier’s airbill form to each outgoing package.
4. Take your package(s) to the FedEx Office processing area during the times listed above or to the FedEx Office Business Center during normal business hours.

Once you have completed the steps above, FedEx Office will process your package(s) into the FedEx Office Package Tracking System and securely store them until release to the carrier. Retain your tracking number(s) and you’re all set! With FedEx Office Guest Package Services, it’s that simple.

OUTBOUND HANDLING FEES

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