

Exhibitor Meeting Room Instructions

Due Date for Room Set: August 30, 2019

Thank you for renting a meeting room at SAP TechEd Las Vegas. This instruction sheet provides the necessary information to coordinate the details of your room.

IMPORTANT! Please be reminded that exhibitor activities that conflict with the [conference program](#) are not permitted. This includes breakfasts, receptions or any other activities occurring in Las Vegas during the published conference program schedule. For the purposes of this conference, a conflicting activity is defined as one that assembles over 50 conference attendees in one location.

Included in the meeting room fee are skirted tables, chairs, electricity, and a sign with your company name. The exhibitor bears all costs and responsibilities for additional services such as catering, audio visual, and Internet.

- **Room Locations** All rooms are located on Level 2 of the [Venetian|Palazzo Congress Center](#).
- **Main Contact for Room Set-Up** Contact Cory Brown, cory.brown@sands.com or 702.414.4136, to submit your request for room set-up by **August 30**. Be sure to include the room number and dates of the room reservation in your set-up request. Rooms may be set up to your preference: theater, classroom, etc. See page two of this document for a map of room locations and the seating capacities for various room set-ups.
- **Move-in** Rooms will be set and ready for move-in at 6 a.m. on the first day of your rental. Plan for additional furnishings, AV, and catering to be installed after 6 a.m. each day of your rental.
- **Catering** Find the catering menu in the [Exhibitor Manual](#). Contact Cory, cory.brown@sands.com or 702.414.4136, to place your request.
- **Additional Furnishings** (such as soft seating) Order from Freeman via the [Exhibitor Manual](#). **Please do not place any signs or furnishings outside the room.**
- **Audio Visual** Order from [FMP](#).
- **Internet and Phone** Contact the [Sands Expo](#) to order Internet or phone service. Wireless access is in public spaces throughout the convention center but cannot be guaranteed in the meeting rooms.
- **Keys** Security staff will lock all meeting rooms between the hours of 8 p.m. and 6 a.m. More details, such as where to pick up your keys, will follow as we approach the dates of the conference.
- **Signage** A sign with your company name will be located outside the room. Please do not place any additional signs outside the room.
- **Security** The security plan indicates that if anyone needs to enter your room after hours or does not have a badge, they may be asked to present an ID and a business card with your company's name on it.
- **Valuables** It is advised that nothing of value be left in meeting rooms when unattended.
- **Questions?** Please contact Kim Cansler, k.cansler@sap.com.



LEVEL 2 JUNIOR BALLROOMS

Room(s)	Sq. Feet	Theater	Classroom	Banquet	Reception
Bellini	14,400	1,440	600	960	2,057
Titian	14,400	1,440	600	960	2,057
Veronese	14,400	1,440	600	960	2,057
TenRooms	12,000	1,200	500	800	1,714
EightRooms	9,600	960	400	640	1,371
SixRooms	7,200	720	300	480	1,029
FourRooms	4,800	480	200	320	686
Three Rooms	3,600	360	150	240	514
TwoRooms	2,400	240	100	160	343
OneRoom	1,200	120	50	80	171
A or B	600	60	25	40	86

All ceiling heights are 16'3" at the lowest point