



EXHIBITOR INFORMATION KIT



25th–28th
FEBRUARY 2020

tcgffoodsafety.com

SEATTLE
USA

[#gfsi20](https://twitter.com/gfsi20)

GFSI
CONFERENCE



The Consumer Goods Forum and the GFSI Board are delighted to welcome you as an Official Exhibitor for the upcoming GFSI Conference. The Conference is taking place from Tuesday 25th - Friday 28th February 2020 at the Hyatt Regency Bellevue on Seattle's Eastside, USA.

Hyatt Regency
Bellevue on Seattle's Eastside

900 Bellevue Way NE,
Bellevue, WA 98004, USA
Tel: +1 425 462 1234
Fax: +1 425 646 7567
bellevue.regency.hyatt.com



This Info kit provides you with information in the run up to the conference in order to ensure you obtain the maximum benefits from our partnership.

We have sub-contracted the technical organization of the exhibition to FERN. For all questions and orders related to furniture, or even stand design & construction, please contact FERN Exposition Services, csr@triumphexpo.com directly (see contact details on page 14). PSAV is the exclusive provider of power and internet - please refer to page 8 for orders.

For all practical information regarding the conference in general and to view the latest version of the programme, please visit the official Conference Website at <http://www.tcgffoodsafety.com>

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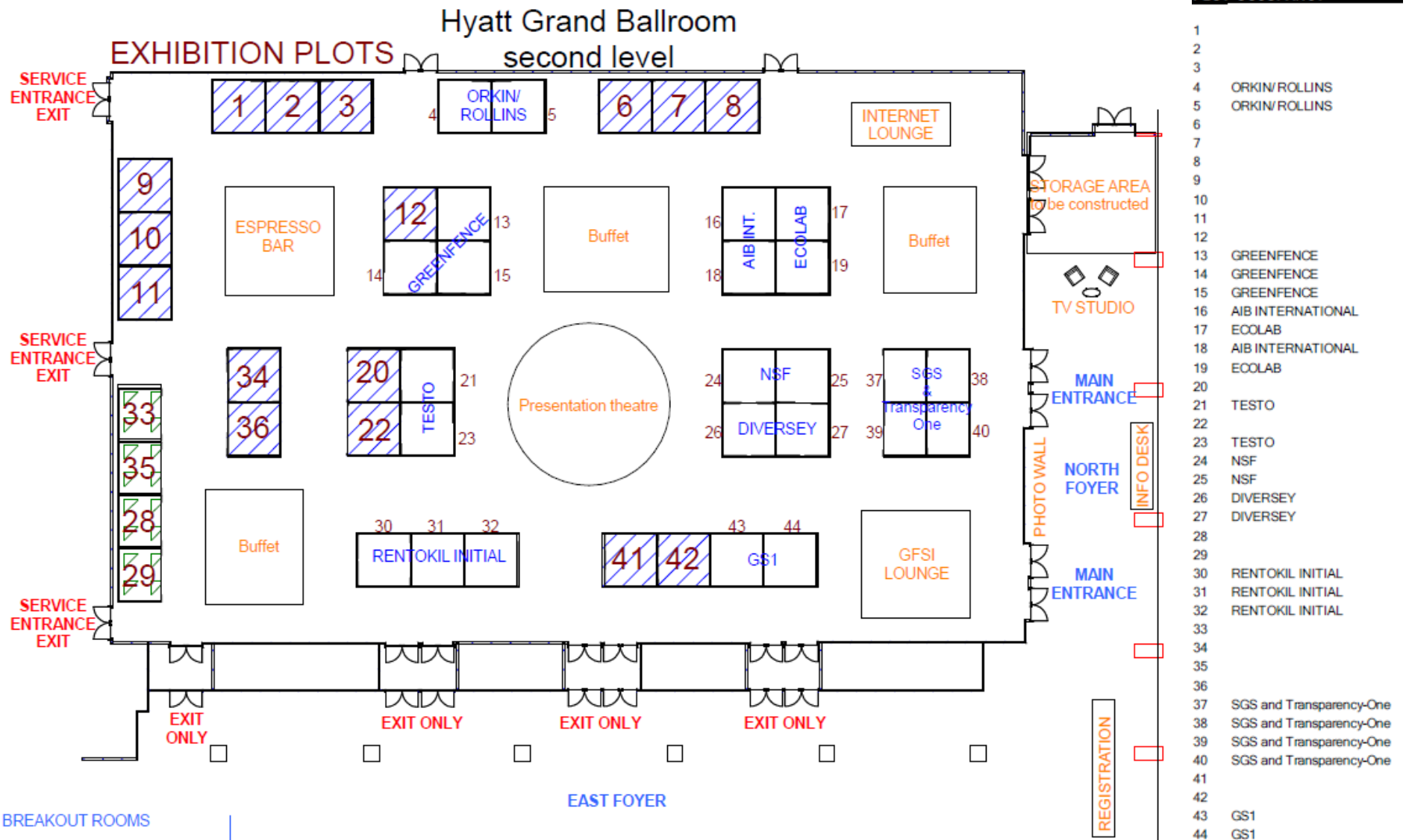
CONFERENCE AT A GLANCE

**All Refreshment & Lunch Breaks & Official Opening Cocktail take place at the Exhibition Area
with timing indicated below in red – all timings are subject to change**

	MONDAY 24 FEBRUARY	TUESDAY 25 FEBRUARY	WEDNESDAY 26 FEBRUARY	THURSDAY 27 FEBRUARY	FRIDAY 28 FEBRUARY
BREAKFAST		Welcome Coffee	Welcome Coffee	Special Sessions	Special Sessions
AM	GFSI Board Meetings (by invitation only)	Technical Working Group Closing Plenary and Meetings (by invitation only)	Optional Discovery Tour Programme (all day)	GFSI & YOU	Breakout Sessions
				Special Sessions	Networking Break 11.00-11.45
					Breakout Sessions
					Closing Plenary Session Ends at 13.00
LUNCH	Technical Working Group Opening Plenary and Meetings (by invitation only)	G2G & G2B Plenary and Workshops x 2 (by invitation only)		Delegate Lunch 12.15-13.30	GFSI Board & Sponsors Lunch
PM				Plenary Session	GFSI Board Meetings (by invitation only)
				Networking Break 15.00-15.45	
				Breakout Sessions	
Evening	GFSI TWG Dinner (by invitation only)	G2G/B Cocktail -TBC (by invitation only)		Official Opening Cocktail in Exhibition Area 17.15-18.30	Official Reception & Dinner
		GFSI Board & CPO Dinner (by invitation only)			

All timings are subject to change

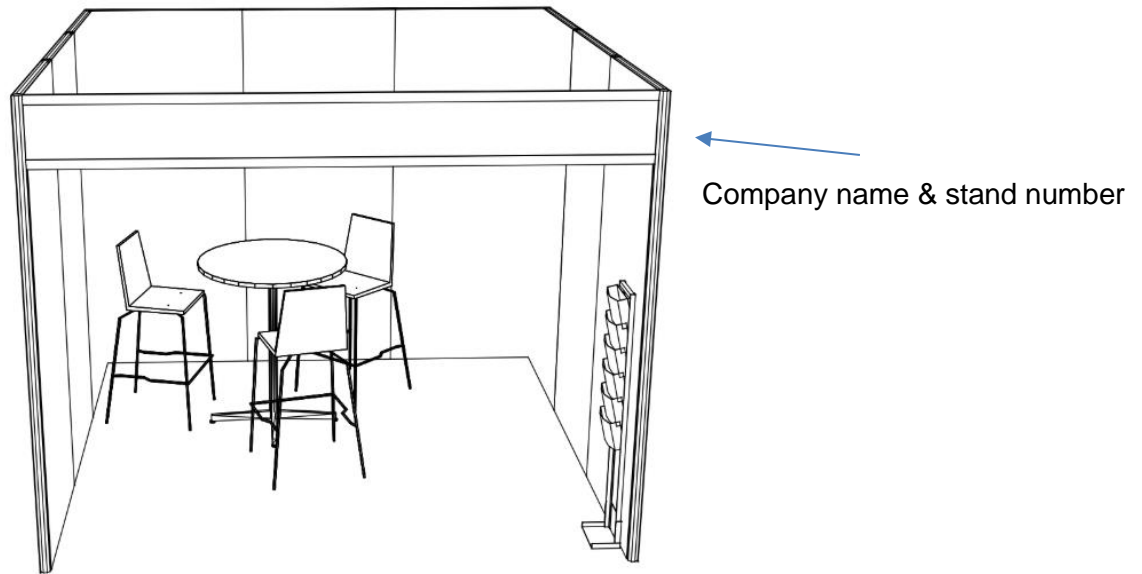
EXHIBITION FLOOR PLAN



YOUR CHECKLIST & DEADLINES

Deadline	Action
<i>ASAP and optional</i>	Post the Conference banner to advertise the GFSI Conference on your corporate website. Conference Banner upon request.
<i>ASAP and latest by 13th Dec 2019</i>	<p>Make sure you have used your complimentary registration and registered your other colleagues. Contact EGG / GFSI Conference Registrations & Accommodation team:</p> <p>Tel: +33 (0) 1 73 24 00 58</p> <p>Email: tcgffoodsafety@theconsumergoodsforum.com</p> <p>If you plan to have extra staff help you with the set-up of your stand, please inform CGF in advance. For security reasons, only registered delegates will have access to the Conference area during the Event.</p>
<i>ASAP and latest by 13th Dec 2019</i>	Exhibitors who build their own stand <u>MUST</u> inform and submit their proposal to CGF and The Hyatt Regency Bellevue for approval in writing.
<i>ASAP and latest by 13th Dec 2019</i>	<p>Confirm the equipment & furniture to FERN.</p> <p>Order additional furniture, equipment and printing via csr@triumphexpo.com</p>
<i>ASAP and latest by 13th Dec 2019</i>	For extra power or internet, submit the order form on page 8 to PSAV hrb@psav.com along with payment.
<i>As of 16th Dec 2019</i>	Last minute orders via csr@triumphexpo.com for furniture, equipment, printing and other services will depend on availability and possibly at higher rates.
<i>As of 19th February 2020</i>	Deliveries to The Hyatt Regency Bellevue will only be accepted 5 days prior to the event which is on Wednesday 19 th February 2020. Please refer to shipping services on page 9. Prior to 19 th February, or post event storage, please contact FERN csr@triumphexpo.com official exhibition company for warehouse storage.
<i>28th Feb 2020 by 15.00</i>	Ensure you take the necessary measures to have your equipment shipped back to your offices after the Event. If you do not want to dispose of the waste, please contact sybille.mackenzie@hyatt.com

STAND SIZE & EQUIPMENT



The “Ready to Move” in the exhibition package consists of 10 ft x 10 ft or 8 ft x 10 ft stand space. Included in the package are the hard-shell structure with a height of 8 ft, your company name and stand number, 1 table & 3 high chairs, 1 brochure rack, basic electricity 1kw, free WIFI and daily cleaning and overnight security. The shell scheme area is carpeted in blue.

We have sub-contracted the technical organization of the exhibition to FERN. For additional furniture, branding of back walls, or even stand design & construction, please contact csr@triumphexpo.com directly (see contact details on page 14). PSAV is the exclusive provider of power and internet, please refer to page 8 for the order form.



SET-UP AND DISMANTLING OF YOUR STAND

Set-up of the Exhibition: Tuesday 25th February 2020

- Exhibitors who use their own stand structure (already approved by The CGF) can arrive as of 10.00.
- Exhibitors who use the structure The CGF provide will have access to their stand as of 17.00.
- Exhibitors who bring their own stand structure should contact FERN at csr@triumphexpo.com.

CGF will not be responsible for:

- any set-up or dismantling of materials/equipment that is not part of the stand.
- the absence of any technical equipment/conditions that have not been previously requested.

Limited storage space only for marketing materials and packaging will be available in the Grand Ballroom, Level 2, Hyatt Regency Bellevue.

It is strictly prohibited to:

- Hang or fix anything on the walls / ceilings
- Build higher than 8 ft
- Block access to the emergency exits
- Use materials that might represent a security risk or might endanger people or facilities
- Use materials that might damage the hotel structure/image (nails, paint, glue, etc.)

Dismantling on Friday 28th February 2020:

Until 13.00 Stand must remain attended

By 13.30 All promotional material and items that exhibitors want to recuperate must be cleared

Exhibitors will be responsible for the removal of all items including brochures and panels. If you do not want to dispose of the waste, please contact Sybille Mackenzie, Senior Event Planning Manager, sybille.mackenzie@hyatt.com. There will be a fee of \$200.00 per Exhibitor to remove materials/garbage. Shipping of documents/equipment back to your offices must be organized in advance. The CGF and The Hyatt Regency Bellevue will take no responsibility for the shipment, cost of the shipment or safe delivery of any shipment leaving Bellevue, USA.

14.00-18.00 Dismantling of the Exhibition structures



flawless performance. dramatic results.

Exhibitor – AV, Internet and Power Order Form
Hyatt Regency Bellevue
Bellevue, WA

Company Name:	Billing Contact:
Event Name:	Phone:
Ballroom Name or Booth #:	On-Site Contact:
Set-up Date:	Set-up Time:
Show Start Time:	Show End Time:
Load out Date:	Load out Time:

If you have a special request or need additional equipment, please call PSAV at 425.454.3844

Audio / Visual Equipment	Qty	DAILY RATE Advanced On-Site	Days Used	Total	Ordering Instructions
Laptop Computer, Win 10 OS		\$265 \$300			
Floor Stand for Monitor		\$80 \$100			
32" Monitor (On Table Stand)		\$625 \$700			
46" Monitor (On Table Stand)		\$725 \$800			
55" Monitor (On Table Stand)		\$825 \$900			
LCD Projector, 6' screen (3K lumen, size permitting)		\$690 \$720			
LCD Support, Client provides projector		\$225 \$300			
Wireless Mic w/ powered speaker (Lav or Handheld)		\$265 \$300			
HSIA (High Speed Internet) Services					
Daily Wi-Fi Access (1 device, shared bandwidth, 2Mb)		\$145 \$240			
Weekly Wi-Fi Access (1 device, shared bandwidth, 2Mb)		\$375 \$600			
Wired Access (1 device, shared bandwidth, 2Mb)		\$570 \$760			
Weekly Wired Access (1 device, shared bandwidth, 2Mb)		\$1,200 \$1,800			
Static IP Address (In addition to internet access)		\$150 \$250			
Custom SSID (Custom network with name of your choice)		\$490 \$600			
Dedicated Bandwidth		Call for pricing.			
Power Distribution					
5A Power Drop (Power strip and ext. cord incl.)		\$50 \$60			
Single Phase 20A Power Drop		\$145 \$160			
100A Three Phase Power		Call for pricing.			
Miscellaneous					
Easel		\$25 \$35			
Flipchart Package (post-it paper, markers)		\$100 \$110			
Rental Totals					
EQUIPMENT TOTAL			1		
DELIVERY/SETUP/PICKUP/SERVICE CHARGE (REQUIRED) - 24% OF LINE 1			2		
SUBTOTAL - ADD LINE 1 AND LINE 2			3		
WA STATE SALES TAX - 10% OF LINE 3			4		
TOTAL AMOUNT DUE - ADD LINE 3 AND LINE 4			5		

Notes or Specific Information regarding your order:	
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Return for Processing to:	
Mail to: PSAV Hyatt Regency Bellevue 900 Bellevue Way NE Bellevue, WA 98004	Fax to: 425.454.3559 Email to: hrb@psav.com





Delivery Instructions and Storage

Deliveries for events will be accepted by Hyatt Bellevue, Conference Venue, as of Wednesday 19th February 2020.

Prior to 19th February, or post event storage, please contact FERN csr@triumphexpo.com official exhibition company for warehouse storage. Vendors will be responsible for charges incurred.

RECEIVING/SHIPPING:

ATTN: YOUR NAME & Hold for Arrival (date)
Hyatt Regency Bellevue
900 Bellevue Way NE Bellevue,
WA 98004

All business packages should also include a label with the following information:

- **Company name**
- **GFSI Conference**
- **25th – 28th February 2020**
- **Grand Ballroom**
- **Sybille Mackenzie (GFSI Conference)**
- ***If shipping multiple boxes please label 1 of 10, 2 of 10 etc.***

Deliveries for events will be accepted as of Wednesday 19th February 2020.

All vendors will be responsible for their own shipping/receiving charges as follows in addition to charges incurred through shipping provider (i.e. FedEx, UPS, etc.). They will also be subject to the following handling fees:

\$7.00 per box weighing less than 25lbs
\$ 10.00 per box weighing 25- 100lbs
\$25.00 per box weighing more than 100lbs
\$200 for each pallet the hotel ships and/or receives

Storage of both boxes and pallets is complimentary for up to 5 days prior to the start date and following the event end date.

Additional days will be charged \$5 per day per box and \$25 per day per pallet and will be stored only if secure storage space is available (this space is limited).

SHIPPING COMPANIES: FedEx 1-(800)742-5877
UPS 1-(800)463-3339

Deliveries are Monday – Saturday throughout the day

Scheduled pickups are Monday – Friday at 2:30PM

Please note: All outgoing packages must be in the receiving dock by 2:00pm in order to be processed and shipped out by 2:30pm

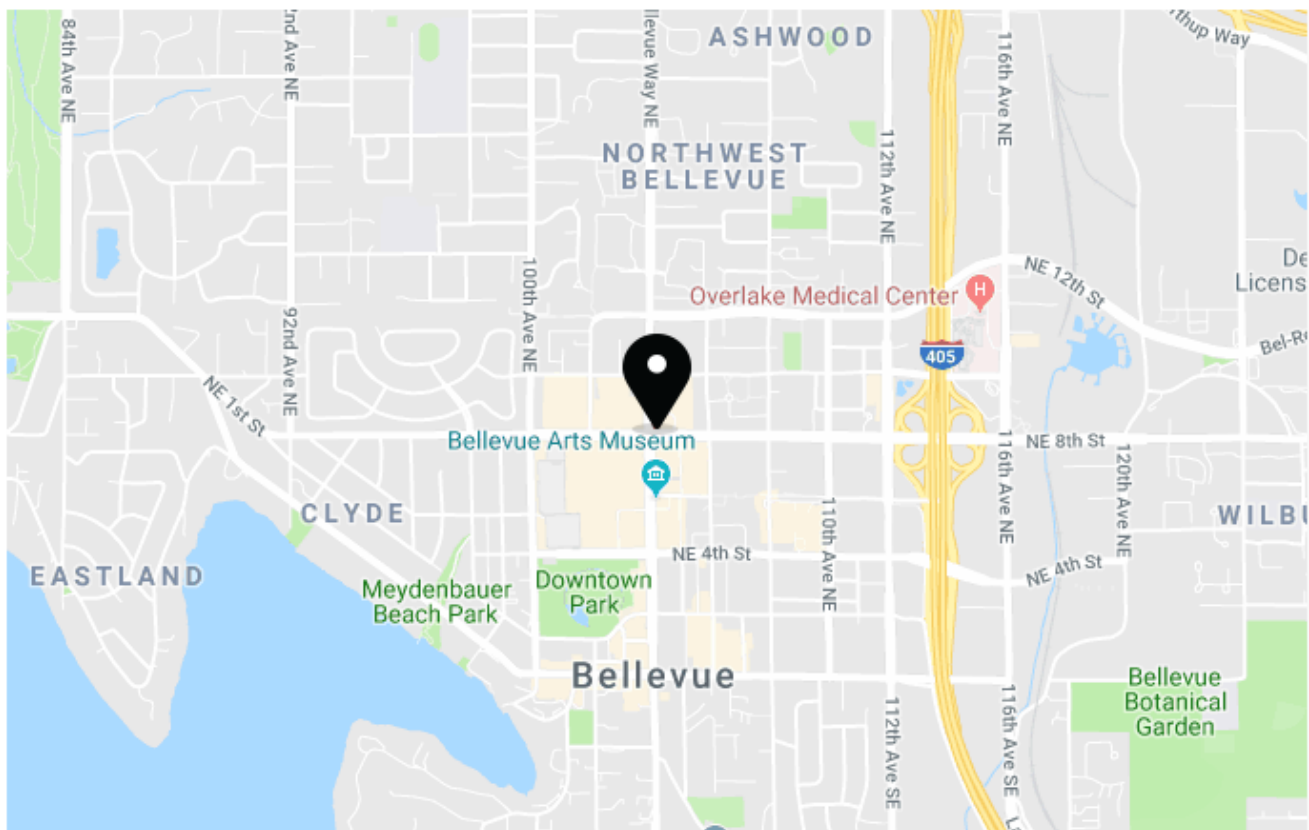
PRACTICAL INFORMATION

Official Conference Venue & Hotel

Hyatt Regency Bellevue on Seattle's Eastside
 900 Bellevue Way NE, Bellevue, WA 98004, USA
 Tel: +1 425 462 1234
 Fax: +1 425 646 7567
bellevue.regency.hyatt.com

Access

- Seattle-Tacoma International Airport – 17 miles
- Amtrak King Station – 11 miles
- Seattle Ferry Terminal/Cruise Terminals of America – 11 miles



The CGF has negotiated a number of rooms at The Hyatt Regency Bellevue on Seattle's Eastside at preferential rates for GFSI Conference participants until **21st January 2020**, or until the contingency is sold out, whichever comes first. You can [book your room online](#). Rooms will be booked on a first come, first served basis. For group bookings, please contact our [Registrations Team](#).



Visa

Delegates are invited to check visa requirements for their country of citizenship before travel. If you require an invitation letter for a visa, please contact us.

Welcoming Times & Areas

The Consumer Goods Forum team will welcome you to the GFSI Conference as of Monday 25th February. Delegates are invited to register and to collect the conference documentation from the Welcome Desk upon arrival.

The Delegates' Welcome Desk at Hyatt Regency Bellevue on Seattle's Eastside will be opened:

- Tuesday 25th February from 07.00 – 09.00 (For Discovery Tour participants only)
- Tuesday 25th February from 17.00 – 19.00.
- Wednesday 26th February from 07.00 – 19.00.
- Thursday 27th February from 07.00 – 18.30.
- Friday 28th February from 07.00 – 13.00.

Dress Code

Smart casual is recommended for the business sessions and evening social events with casual dress for the Discovery Tour.

Badges

For communication and security reasons, you are requested to wear your badge at all times including the official dinner.

Conference Location

Plenaries, Breakouts & Special Sessions take place at the Hyatt Regency Bellevue on Seattle's Eastside.

Conference Language

All presentations will be given in English. Simultaneous interpretation will be provided into other languages if it is requested by 10 or more delegates.

Log in to the CGF Events App

The CGF Events app is our exclusive tool for you to network amongst delegates and access conference information before and during the conference. Access to the event will be available 6 weeks before the conference starts.

Executive Summary

An Executive Summary of will be sent by email to delegates and will also be made available on the GFSI website after the conference.

Speakers' Presentations

Speaker's presentations will be available upon completion of our evaluation questionnaire. Availability of presentations is entirely at the discretion of the speakers.



Evaluation

It is very important for us to get your feedback on this conference to better understand your needs. We will ask you to rate the speakers after each day via an online questionnaire. After the event we will ask you for 5 minutes of your time to fill in a more general online evaluation questionnaire so that we can continue to evolve to meet your needs.

What to do in Seattle

To plan a visit of the surrounding areas before or after the conference, please consult:

- [Seattle, Washington](#)
- [Bellevue, Washington](#)

Questions?

For any questions regarding registration and accommodation, contact:

EGG / GFSI Conference Registrations team

EGG, 11, rue de Rouvray, 92200 Neuilly sur Seine, France

Tel: +33 (0) 1 73 24 00 58

tcgffoodsafety@theconsumergoodsforum.com

For any other inquiries, contact The Consumer Goods Forum at foodsafety@theconsumergoodsforum.com or call +33 (0) 1 82 00 95 68.

For more information about the GFSI Conference, visit www.tcgffoodsafety.com.



YOUR MAIN CONTACTS

For commercial questions

Marie-Ange Amenabar
Head of Sponsorship and Partnerships
Tel: +33 9 75 75 11 98
Email: ma.amenabar@theconsumergoodsforum.com

For operational questions

Christina Leung Vermorel
Senior Manager, Events
Tel: +33 1 82 00 95 68
Email: c.leung.vermorel@theconsumergoodsforum.com

For stand equipment, furniture and personalised branding

FERN Exposition Services
Phone: 877-607-1010
Fax: 206-431-4846
Email: csr@triumphexpo.com

For delivery instructions to Hyatt Regency Bellevue as of Wednesday 19th February 2020

See page 9 & 10

For local storage prior to Wednesday 19th February, or post event storage

FERN Exposition Services
Phone: 877-607-1010
Fax: 206-431-4846
Email: csr@triumphexpo.com

For registration and accommodation

Contact EGG / GFSI Conference Registrations & Accommodation team:
Tel: +33 (0) 1 73 24 00 58
Email: tcgffoodsafety@theconsumergoodsforum.com