

EXPOSITION SCHEDULE

MOVE-IN

SUNDAY, APRIL 22
3:00 PM TO MIDNIGHT

All exhibits must be set by 10:00 AM Monday, April 23. After this time, event coordinators reserve the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty meeting these set-up requirements, please contact us.

PITA AGM EXPO HOURS

Please note the following hours that your booth must be staffed:

MONDAY, APRIL 23
12:00 PM TO 4:30 PM

TUESDAY (APRIL 24) and WEDNESDAY (APRIL 25)
9:00 AM TO 4:00 PM

BREAK DOWN / MOVE-OUT

No booth should be dismantled before 4:00 PM

WEDNESDAY, APRIL 25
4:00 PM TO 11:00 PM

EXHIBITOR ASSISTANCE

The PITA AGM 2018 exhibitor liaison will be:

Keo Torre – pita2018@docomopacific.com – 671.xxx.xxxx

All exhibitors will be notified in writing if this schedule changes.

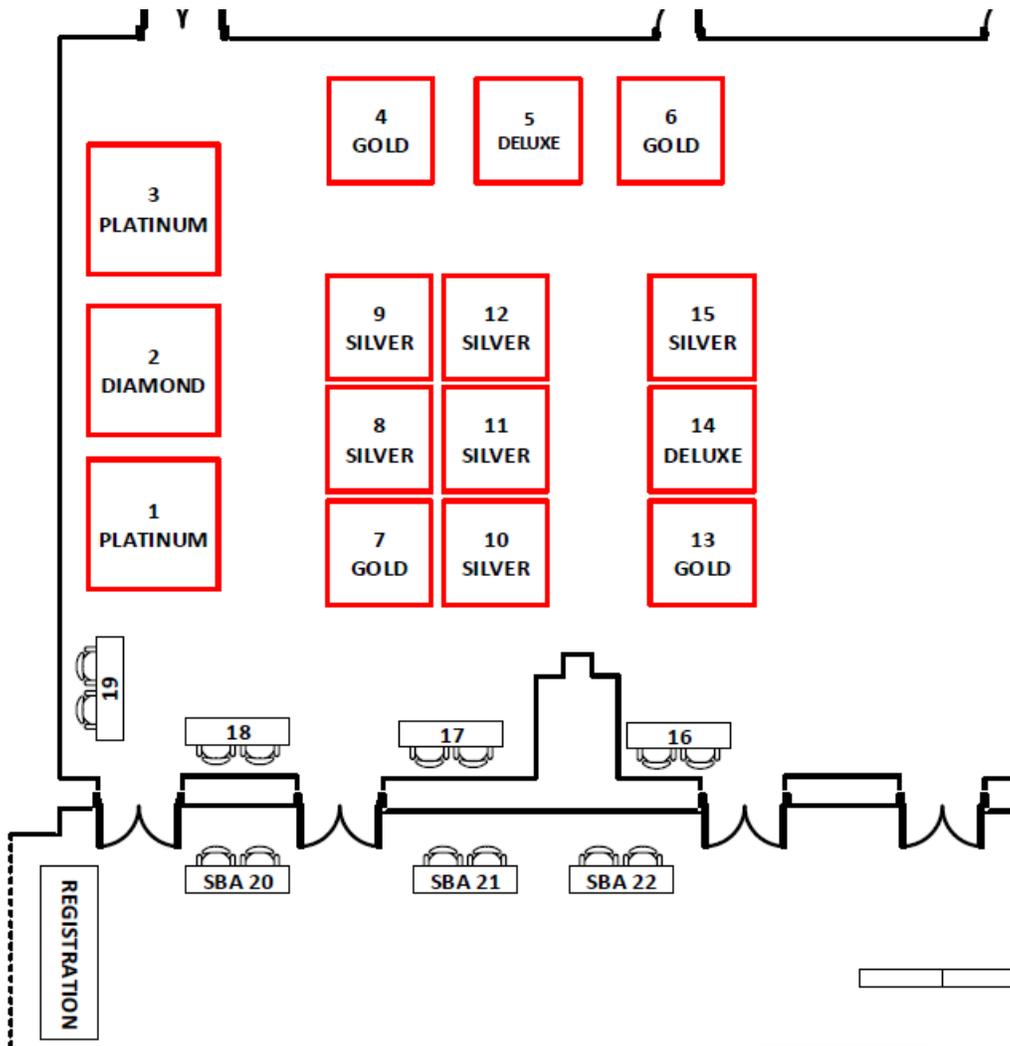
INTERNET ACCESS/TV RENTAL

Rates are as follows:

Internet – \$100 One (1) - 5M hand off for 2 days

TV - \$100 for 32" Flat screen for 3 days

Please email pita2018@docomopacific.com for rates for TV rentals.



VENUE INFORMATION

Hyatt Regency Guam
 1155 Pale San Vitores Road
 Tumon, Guam 96913-4206
 Tel: (671) 647-1234 Fax: (671) 647-1235
www.guam.regency.hyatt.com

Room Reservations

Please mention **PITA AGM - DOCOMO** to secure the special event rate:
\$165 + 11% tax per night, double occupancy
resvdept@hyattguam.com

BOOTH FURNISHINGS

Diamond Patrons:

- Deluxe 12' x 12' (Diamond) booth space in a prominent location; located in main Expo Hall
- One (1) table and (2) chairs with coverings
- 8' draped back wall and 3' draped side rails
- Electricity: 20 amps
- Table Signage with company name and QR code (*optional*)

Platinum Patrons:

- Deluxe 10' x 10' (Platinum) booth space in prominent areas located in main Expo Hall
- One (1) table and (2) chairs with coverings
- 8' draped back wall and 3' draped side rails
- Electricity: 20 amps
- Table Signage with company name and QR code (*optional*)

Gold Patrons:

- Deluxe 10' x 10' booth space; located in main Expo Hall in a premium location
- One (1) table and (2) chairs with coverings
- 8' draped back wall and 3' draped side rails
- Electricity: 20 amps
- Table Signage with company name and QR code (*optional*)

Sponsors and Deluxe Exhibitors:

- Deluxe 10' x 10' booth space; located in main Expo Hall
- One (1) table and (2) chairs with coverings
- 8' draped back wall and 3' draped side rails
- Electricity: 20 amps
- Table Signage with company name and QR code (*optional*)

Table Exhibitors:

- Standard 6' x 6' Table space; Ballroom or Foyer
- One (1) table and (2) with coverings
- Electricity: 10 amps (*may be provided upon request*)
- Table Signage with company name and QR code (*optional*)

Diamond patron, please provide your company banner for display in the main Conference Room.

Exhibit Hall Regulations:

Exhibitors are required to comply with the hotel's policies at all times.

No materials can be affixed to ballroom walls or ceilings without prior approval from the Event Services Staff or hotel management.

It is the exhibitor's obligation to leave the Exhibit Hall, floors and walls in the original condition.

General security service in the Expo and Foyer area is provided by PITA AGM, beginning 4:00 PM Monday April 23 to 5:00 PM Wednesday, April 25.

Exhibitor Materials/Supplies Shipments:

Please make requests directly with the hotel for air-freight or courier shipments and storage.

Hyatt Regency Guam
1155 Pale San Vitores Road
Tumon, Guam 96913-4206
Tel: (671) 647-1234 Fax: (671) 647-1235

Customs Information:

Upon entry into Guam, the consignee or vendor will need to provide the following:

- **Commercial Invoice**
- **Airway Bill or Bill of Lading (if freight)**
- **Baggage tag (if checked in as baggage)**

The following addresses 4% Guam Use Tax questions:

- If items that enter Guam are for resell, there will be no "4% use tax" assessed. However, a business license from the local company that will resell the items is required.
- If the items that enter Guam are to be re-exported out of Guam after TechNet, there will be no "4% use tax" assessed. Customs will, however, require a carnet or some type of outbound document to certify the commodities will actually be re-exported at a specified date.
- If the items that enter Guam are for demonstration or advertising purposes and will remain on island for the same purpose after TechNet, there will be a "4% use tax" assessed. However, the local company that will use the commodities for display or demonstration purposes will be the company responsible for paying the 4% use tax.

Guam Customs Office: (671) 642-8071 or (671) 642-8056



22ND AGM & TRADE SHOW
CELEBRATING 22 YEARS



For more information on PITA AGM 2018, conference agenda, special events,
and recreational activities, visit

www.docomopacific.com/pitaagm2018

PITA Website:

<http://www.pita.org.fj/>

Information about Guam is available on the Guam Visitors Bureau website:

www.visitguam.org

If you have any questions regarding the PITA AGM Conference and Exposition,
please contact:

Pita2018@docomopacific.com