

Educate. Empower. Protect.

North America Community Meeting

ORLANDO, FL | 12-14 SEPTEMBER 2017



Welcome to the 2017 PCI SSC North America Community Meeting Vendor Showcase Resource Guide

Thank you for supporting PCI SSC's 2017 North America Community Meeting. The Vendor Showcase adds tremendous value to the meeting. This pdf contains all of the key information you will require for finalizing details of your participation in the Vendor Showcase.

Exhibit Schedule

- The Vendor Showcase is a two day exhibition.
- Exhibitor set-up will be Monday, 11 September 14:00 to 17:00 and Tuesday, 12 September 8:00 to 12:00. No prior access to the venue will be granted. Breakdown and removal of vendor-owned items must be completed by Thursday, 14 September 2017 from 13:00 to 15:00.

Exhibit Set-up	Monday, 11 September	14:00 to 17:00
	Tuesday, 12 September	8:00 to 12:00
Exhibit Hours*	Tuesday, 12 September	14:30 to 15:15
Exhibit Hours*	Wednesday, 13 September	7:30 – 9:00
		10:15 – 10:45
		12:30 – 13:30
		15:30 – 16:00
		17:15 – 18:45
Exhibit Hours*	Thursday, 14 September	7:30 – 9:00
		10:15 – 10:45
Exhibit Teardown	Thursday, 14 September	13:00 – 15:00

**Exhibit hours may alter if general session does not end on time.*

Show Details

What's Included

- Each booth space is a 10" x 10" space and includes one identification sign, Internet, and company name listed in on-site program. Booth carpeting, furnishings, lighting, electricity, phone, etc. are not included and must be purchased separately by the exhibitor.

Location

- 2017 PCI Security Standards Council Europe Community Meeting
Walt Disney World Dolphin Hotel
1500 Epcot Resorts Blvd, Orlando, FL 32830
(407) 934-4000

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Registration

- As an Exhibitor you receive 2 complimentary passes. The Exhibitor passes will be listed under the "Exhibitor" registration type. Select this registration type when you proceed to register your staff. You'll see your company name in the drop down list.
- All Exhibitors must [register](#) for the Community Meeting. If you have any questions about registration, please email vendorshowcase@pcisecuritystandards.org

Accommodations

- A limited number of guest rooms have been set aside at the host hotel, the [Walt Disney World Dolphin Hotel](#), please visit the accommodation section of the [website](#).

Important Deadlines

- **Registration:** Space fills up fast; please register no later than 10 September 2017.
- **Hotel Accommodations:** There are a limited number of discounted rooms. Reserve by 18 August 2017.
- **Shipping:** Please utilize GES services for all shipments. All shipments should arrive no later than 7 September to GES warehouse. Please visit the [GES Services website](#) directly to schedule your shipment.
- **Company Logo:** Follow the "Booth Selection instructions" to select your booth; upload your company logo and company description as you want it to appear in the Program Guide and Mobile App, through the [Conference Harvester website](#) no later than **24 July 2017**.

Placing Orders

- To place orders for your booth, i.e. booth carpeting, furnishings, lighting, electricity, phone, etc. are not included and must be purchased separately by the exhibitor please do so through [GES Services](#).

Exhibit Materials

- For planning purposes, we are expecting approximately 1400 attendees.

Rules and Regulations

- In order to reserve a showcase location at the event or events selected on the preceding web page (each a "Vendor Showcase") at the corresponding PCI Security Standards Council Community Meeting (each a "Community Meeting"), the Vendor must pay in full to the PCI Security Standards Council the entire amount of the fee to be invoiced by the PCI Security Standards Council to the Vendor for participation in such Vendor Showcase(s) (the "Vendor Showcase Fee") at least 4 weeks before the first Vendor Showcase (the "Application Deadline").
- Each Vendor Showcase is a two day exhibition during specified times at the corresponding Community Meeting (except the Singapore Showcase, which is a one day exhibition.)
- In order to participate in any Vendor Showcase, Vendor must accept the terms of this 2017 PCI SSC Community Meeting Vendor Showcase Agreement (the "Agreement") by the Application Deadline.
- Assignment of space will be based on the order in which completed Applications (i.e. complete application information, acceptance of this Agreement, and full payment of the Vendor Showcase Fee) are received, with the exception of priority placement of premium package sponsors. Vendor exhibition space for each Vendor Showcase is subject to availability and is not guaranteed.

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- Vendor exhibition space is approximately ten feet by ten feet in Orlando and three meters by three meters in Barcelona and Bangkok, although measurements for Singapore may differ slightly. Chairs and table/booths will not be provided with the exhibition space in any location.
- Each booth space only includes drape or hard walls on two or three sides; one identification sign, Vendor listing on event microsite and on-site program (Orlando only). Furnishings, lighting, electricity, phone, drayage, taxes etc. are not included and must be purchased separately by the Vendor from approved suppliers.
- Nothing can be affixed to walls, floors, or ceilings. Vendors will be responsible for damage arising from Vendor's conduct.
- In order to appear in event collateral, Vendor must provide its logo and description to be used in the event collateral no later than three months prior to the event. If such materials are not timely and correctly submitted, Vendor will not appear in event materials.
- **Complimentary Registrations:** Upon receipt of Vendor's completed Application and full payment by the Application Deadline, the Vendor contact listed on the Application will receive an email with instructions on how to register using the two (2) complimentary passes. These passes are to be used for the representatives that will be staffing the Vendor Showcase on behalf of the exhibiting Vendor company.
- **Exhibitor Information Online Guide:** An Exhibitor Information password protected site will be provided with remaining details (i.e. shipping, orders, set-up, removal, showcase hours, etc) approximately one month prior to the event. A link to the site will be sent to the contact listed on the Application.
 - Exhibitor Rules of Conduct: Â PCI SSC has establish Rules of Conduct for exhibitors in a Vendor Showcase that may be modified and updated from time to time by PCI SSC.Â These Rules shall be made available to Vendor Showcase participants either electronically or through other means. Â Such rules shall include but not be limited to proper conduct in the exhibit hall, minimum age of attendees, proper dress, use of sound or recording devices, food and beverage policies, use of approved meeting and conference rs, compliance with all rules and regulations of the Venue and the jurisdiction in which the meeting is conducted.
- **Insurance and Liability:** Vendor hereby agrees to obtain and maintain throughout each Vendor Showcase the following insurance coverages with insurance carriers having an AM Best Rating of at least A: VIII or better (or equivalent rating of other recognized rating standard):
 - Commercial General Liability insurance with contractual indemnity coverage with minimum limits of \$3 million per occurrence. This requirement can be fulfilled with a combination of a Commercial General Liability policy and an Umbrella policy. The policy shall name the following entities as Additional Insureds: (a) PCI Security Standards Council, LLC, (b) each applicable Vendor Showcase venue (each a "Venue"), which (i) for the North American Vendor Showcase is the Walt Disney Swan and Dolphin Hotel, (ii) for the European Vendor Showcase is the Fairmont, and (iii) for the Asia Pacific Vendor Showcase is, InterContinental Bangkok and (c) for each Vendor Showcase, each applicable Venue's parent, subsidiaries, and affiliates, as their interests may appear. Please note that we will accept the Indemnity to Principal Provision as an alternate to the Additional Insured requirement
 - Commercial Auto including coverage for Owned, Non-Owned, and Hired Auto Liability with limits not less than \$1 million. This requirement is based on the availability in your home country, or waived (in the case of auto for countries like New Zealand, Germany, Israel, Japan, Australia, and Sweden)
 - Statutory Worker's Compensation Insurance, Worker's Compensation Requirement is provided as part of the Spanish Social Welfare scheme. However, please note that based on the vendors base of operations Worker's Compensation/Employer's Liability insurance may either be provided as part of the country's social welfare scheme or waived
 - Vendor hereby acknowledges and agrees that upon request by either the PCI Security Standards Council or the applicable Venue, Vendor must provide acceptable certificates evidencing the insurance required pursuant to this Agreement, and that any Vendor failing to provide such certificates for any Vendor Showcase may be removed or excluded from participation in that Vendor Showcase.
- Neither the PCI Security Standards Council, nor any of its members, officers, representatives or employees will be responsible for any injury, loss or damage that may occur to or by Vendor or its employee's or property from any cause whatsoever prior to, during, or subsequent to the applicable Community Meeting. Vendor acknowledges and agrees that the nature of the facilities available for each Community Meeting, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable materials and various other factors, make it reasonable that Vendor shall assume the entire risk and cost of any and all injury, loss, or damage

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caused to or by Vendor and/or its employees or other representatives in connection with each Community Meeting. By submitting this Agreement, Vendor assumes all such risk and releases PCI Security Standards Council and its members, officers, representatives and employees from any and all claims for any such loss, damage or injury.

- **Payment:** If Vendor fails to timely pay the entire Vendor Showcase Fee or fails to abide by any of the terms set forth above, PCI Security Standards Council may terminate this Agreement and the Vendor's booth and participation at each Vendor Showcase, immediately upon notice (by email or otherwise) to the Vendor's contact specified above, and without refund of any monies previously paid. Full payment is required by the Application Deadline in order to receive the full benefits of participation in the Vendor Showcase (i.e. listing on Web page and in applicable event collateral).
- **Cancellation by Showcase Exhibitor:** Any request for cancellation by an Exhibitor must be directed to PCI Security Standards Council in writing. If the request is received by PCI SSC on or before March 6, 2017 for Orlando, April 3, 2017 for Barcelona or February 1, 2017 for Bangkok, the total paid for the applicable Vendor Showcase minus a \$200 processing fee will be refunded. If the request is received on or after March 7, 2017 for Orlando, April 4, 2017 for Barcelona or February 2, 2017 for Bangkok, no refund will be issued or required.
- **Cancellation by PCI SSC or Meeting Venue:** It is possible that a particular meeting may be cancelled for any number of reasons including but not limited to: Strikes, pandemic or widespread disease, terrorism, cancellation of key speakers, low anticipated registration, weather, or many other reasons that may make travel or holding the event impossible or impractical. PCI SSC shall, in its sole and exclusive judgement, have the right to cancel this Agreement for any reason that may make the Showcase impossible or impractical to conduct. Should the Showcase be cancelled by PCI SSC vendor deposits and payments will be returned within 60 business days of the cancellation announcement. Return of Vendor Showcase deposits and payments shall be the sole and exclusive remedy for Vendors in a Showcase. In no event shall PCI SSC be responsible for expenses incurred by an Exhibitor for hotel expenses, airline fees or real or potential lost business arising from cancellation of a Showcase by PCI SSC.
- **Questions:** If you have any questions, please contact vendorshowcase@pcisecuritystandards.org

Questions/Contact

- For any questions prior to the show, please contact vendorshowcase@pcisecuritystandards.org. Onsite concerns or questions should be addressed directly to Regina Young, Sr. Program Manager +1.781.876.6226.