



# UEFI PLUGFEST

SEPTEMBER 19-20, 2013 NEW ORLEANS, LA

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## GENERAL LOGISTICS

### Location:

Hyatt Regency New Orleans  
Celestin E - 3rd floor of the hotel  
601 Loyola Ave  
New Orleans, LA 70113  
+1 (504) 561-1234

### Date:

Thursday, September 19 – Friday, September 20  
9:00am – 5:00pm

### Setup:

Wednesday, September 18  
6:00pm - 9:00pm

### Breakdown:

Friday, September 20  
5:00pm – 7:00pm

### Registration:

Registration will be located on the 2nd floor of the Hyatt near the escalators, and will be open starting Sunday, September 15 at 5:00pm. Please be sure to check in before heading to the Plugfest.

### Meals:

Continental breakfast and lunch will be provided for all UEFI Plugfest attendees on Thursday and Friday. There will be a hosted dinner reception on Thursday evening. The Hyatt also offers multiple onsite dining options. More information on the available options can be found on the Hyatt website.

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## ONSITE ACCOMMODATIONS

The UEFI Plugfest will take place in Celestin E, which is located on the 3rd floor of the Hyatt Regency. The room will be set for general sessions/presentations, and will also include designated areas for testing and demonstrations. Each attending company will have an assigned test area. The test areas will contain:

- Table, (2) chairs, wireless internet and 110V power
- If hard line internet is needed, please contact Maresa Fowler at [maresa@linuxfoundation.org](mailto:maresa@linuxfoundation.org)
- To order additional power or AV equipment, please order through PSAV using these [order forms](#).

### Please Note:

Testers are expected to provide all of their own hardware (including mice, keyboards, monitors, and cables). Monitors can be rented through PSAV via the order forms attached above.

### Security

The UEFI Plugfest is located in a public hotel, and the doors to the ballroom will be locked each night. However, we do not recommend leaving any AV equipment in the room overnight. If you are staying at the hotel you may move the items to your guest room, otherwise please let Maresa Fowler know what needs to be stored and we will help move this to our onsite storage room (please note that this room will also be locked but will still be accessible to hotel staff). Please note again that this is a public hotel and that we highly recommend not leaving any items unattended throughout the event.

### Hotel Reservations ([View Hotel Map](#))

Hyatt Regency New Orleans

\$199/Night + Tax - [Make a Reservation](#)

Holiday Inn New Orleans Downtown-Superdome

\$119/Night + Tax - [Make Your Reservation](#)

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## DIRECTIONS AND TRANSPORTATION

The Hyatt Regency New Orleans is located approximately 12 miles from Louis Armstrong International Airport and is easily accessible via taxi, shuttle, or limousine service.

- **By Taxi:** A cab ride costs approximately US\$33.00 for one or two persons and US\$14.00 per person for three or more passengers. Pick-up is on the lower level outside the baggage claim area. There may be an additional charge for extra baggage. Taxis are required to offer a credit card payment option.
- **By Airport Shuttle:** Shuttle service is available from the airport to the hotels in the Central Business District (where the Hyatt and Holiday Inn are located) for \$20.00 (per person, one-way) or \$38.00 (per person, round-trip) and includes three bags per person. Call 1-866-596-2699 or visit the Airport Shuttle website for more details and to make a reservation. Ticket booths are also located on the lower level in the baggage claim
  - **By Airport Limousine:** Airport Limousine is the official limousine service for Louis Armstrong New Orleans International Airport. Convenient kiosks are located in the baggage claim area and no hassle curbside pickups are available. Rates begin at \$58 for 1 or 2 passengers. Visit their website for more information and reservations.
  - **By Car:** For custom driving directions to the Hyatt Regency New Orleans, please [click here](#).

### Parking

Valet parking is available at the Hyatt Regency at a daily rate of \$40 per night plus tax. Self-Parking is also available at the Girod Street Garage, which connects to the hotel at 1301 Girod Street. Please note that the Girod Street Garage is not affiliated with the hotel, but it does connect to the hotel on the second floor elevator landing.

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## INBOUND SHIPPING

It is important to follow the instructions below to ensure the safe delivery and receipt of your equipment. In order for the shipment process to run smoothly and efficiently, all participants will ship their equipment directly to the Hyatt. All companies are responsible for their own shipping and handling charges. To expedite handling of your package(s), please ensure all items are delivered to the hotel one or two days prior to the event.

All packages should be addressed to:

**Hyatt Regency New Orleans**  
**Hold for Guest (Guest Name/Company)**  
**601 Loyola Ave.**  
**New Orleans, LA 70113**

In addition to your official shipping label, you will need to affix a label with the following information on each package.

**Hyatt Regency New Orleans**  
**(Event Name) (Arrival Date)**  
**Hold for Guest (Guest Name) (Guest Cell Number)**  
**(Guest Company Name)**  
**601 Loyola Ave.**  
**Celestin E**  
**New Orleans, LA 70113**  
**Box \_\_\_ of \_\_\_**

Please see the [FedEx Shipping Form](#) for details on all handling and storage fees. Note: all fees can be billed to a guest room or paid via credit card upon receipt. To receive your package(s) onsite at the Hyatt, please visit the FedEx office located on the 2nd floor of the hotel near registration.

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## OUTBOUND SHIPPING

All equipment must be removed from Celestin E by 7:00pm on Friday night.

All outbound shipments must be coordinated through the onsite FedEx office, located on the 2nd floor of the hotel, which is open from 7:00am - 7:00pm Monday-Friday and Saturday from 10:00am – 5:00pm.

To expedite the process for outbound shipments, please affix a completed carrier airbill to each package (please note that you do NOT need to use FedEx for outbound shipping, though boxes and FedEx shipping supplies are available at the FedEx office).

Pick-up of all out-bound packages by non-standard couriers (other than FedEx or UPS) must be coordinated at the onsite FedEx location. Out-bound handling fees will be applied to each package (in addition to standard shipping rates).

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