

# Chief Data & Analytics Officer

**FS** March 1 -2, 2023

etc.venues - 4th floor

## SPONSOR GUIDE & UPCOMING DEADLINES

## EXHIBIT / BOOTH DETAILS

Your exhibit will be in the Networking area of the Conference, where attendees will have their Breakfast, AM/PM Networking Breaks.

Provided at Exhibit Area (8x10 booth):

- (1) standard 6' table
- (2) chairs
- (1) basic black linen

Your stand includes access to power, however, we recommend your team bringing a power strip onsite. If you would like to rent one via the AV team, please reach out to Molly at

Molly.Alexander@coriniumgroup.com

## ACCESS SCHEDULE

### EXHIBIT / BOOTH SET-UP

DATE	TIME	SCHEDULE/NOTES
WED, MARCH 1	7AM	EXHIBITORS CAN ARRIVE TO SET UP THEIR SPACE FOR THE MAIN CONFERENCE. ALL STANDS MUST BE READY FOR ATTENDEE ARRIVAL AT 8:00AM ON MARCH 1

### EXHIBIT / BOOTH BREAKDOWN

DATE	TIME	SCHEDULE/NOTES
THURS, MARCH 2	3:40 PM	EXHIBIT AREA CLOSES AT THE CONCLUSION OF THE EVENT
	5:00 PM	ALL EXHIBITORS MUST BE PACKED UP AND CLEAR FROM THE SPACE. DON'T FORGET TO SCHEDULE A PICK-UP VIA FEDEX/UPS, ETC!

Please note, you are responsible for setting up and breaking down of your own booth. We will have any shipped boxes waiting at your table.

# UPCOMING DEADLINES & DELIVERABLES

DATE	ACTION ITEM
JAN 27	<b>HIGH RESOLUTION LOGO DUE</b> PLEASE PROVIDE MOLLY WITH YOUR LOGO IN HIGH RESOLUTION FOR ONSITE PRINTING NEEDS
FEB 10	<b>SPONSOR PASSES REGISTRATION DEADLINE</b> LINK TO REGISTER YOUR PASSES IS IN THE SPONSOR PORTAL
FEB 15	<b>DELEGATE LIST RELEASED TO SPONSORS</b> CORINIUM MUST HAVE RECEIVED FULL PAYMENT OF SPONSOR
FEB 17	<b>AV ORDERS DUE</b> IF YOU WISH TO ORDER A MONITOR OR ANY AV FOR YOUR BOOTH, PLEASE DO SO BY UTILIZING THE ORDER FORM ON YOUR SPONSOR PORTAL
FEB 23	<b>SPONSOR PRE-EVENT WEBINAR</b> MOLY WILL SEND A CALENDAR INVITE WITH THE TEAMS LINK AND TIME. THIS IS A CHANCE FOR US TO REVIEW ANY OUTSTANDING ITEMS AND FOR YOU TO ASK ANY QUESTIONS YOU HAVE AHEAD OF YOUR TEAM GOING ONSITE
FEB 24	<b>TRACKING NUMBERS DUE</b> IF YOU ARE SHIPPING ANY MATERIALS OR GIVEAWAYS, PLEASE SEND THE TRACKING NUMBERS TO MOLLY SO SHE CAN HELP EXPEDITE PLACEMENT OF THEM AT YOUR BUSINESS MEETING SPACE
MARCH 7	<b>FINAL ATTENDEE LIST</b> LIST TO BE SENT FROM MOLLY BY EOD

\*These dates are subject to change. If they do, you will be notified via email by Molly Alexander and a new updated version of this document will be supplied.