

RE • WORK

# AI IN FINANCE SUMMIT

**NY** April 20 - 21, 2023

etc.venues - 4th floor

## SPONSOR GUIDE & UPCOMING DEADLINES

WEBSITE: [HTTPS://NY-AI-FINANCE.RE-WORK.CO](https://ny-ai-finance.re-work.co)  
EMAIL: [CHARLOTTE.MELLOR@CORINIUMGROUP.COM](mailto:CHARLOTTE.MELLOR@CORINIUMGROUP.COM)

## 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 highly recommend that your stand builder and/or team brings a power strip onsite. If you would like to rent one via the AV team, please reach out to Charlotte.

## ACCESS SCHEDULE

### EXHIBIT / BOOTH SET-UP

DATE	TIME	SCHEDULE/NOTES
THURS, APRIL 20	6:30AM	EXHIBITORS CAN ARRIVE TO SET UP THEIR SPACE FOR THE MAIN CONFERENCE. ALL STANDS MUST BE READY FOR ATTENDEE ARRIVAL AT 8:00AM

### EXHIBIT / BOOTH BREAKDOWN

DATE	TIME	SCHEDULE/NOTES
FRI, APRIL 21	3:00 PM	EXHIBIT AREA CLOSES AT THE CONCLUSION OF THE EVENT
	4:30 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 on arrival for set-up.

# UPCOMING DEADLINES & DELIVERABLES

DATE	ACTION ITEM
MAR 17	<b>HIGH RESOLUTION LOGO DUE</b> PLEASE PROVIDE CHARLOTTE WITH YOUR LOGO IN HIGH RESOLUTION FOR ONSITE PRINTING NEEDS
MAR 27	<b>HOTEL ACCOMMODATION BOOKING DEADLINE</b> LINK TO BOOK HOTEL ACCOMMODATION CAN BE FOUND ON THE SPONSOR PORTAL
MAR 31	<b>REGISTERING TEAM PASSES DEADLINE</b> LINK TO REGISTER YOUR ATTENDEES CAN BE FOUND ON THE SPONSOR PORTAL
APRIL 6	<b>DELEGATE LIST RELEASED TO SPONSORS</b> RE.WORK MUST HAVE RECEIVED FULL SPORNSOSHIP PAYMENT
APRIL 7	<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
APRIL 13	<b>SPONSOR PRE-EVENT WEBINAR</b> CHARLOTTE 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
APRIL 19	<b>TRACKING NUMBERS DUE</b> IF YOU ARE SHIPPING ANY MATERIALS OR GIVEAWAYS, PLEASE SEND THE TRACKING NUMBERS TO CHARLOTTE SO SHE CAN HELP EXPEDITE PLACEMENT OF THEM AT YOUR BUSINESS MEETING SPACE
APRIL 24	<b>COLLECTION OF ITEMS FROM VENUE</b> COLLECTION OF ALL MATERIALS FROM THE VENUE. PLEASE ENSURE THIS IS SCHEDULED PRE-EVENT.
APRIL 25	<b>FINAL ATTENDEE LIST</b> LIST TO BE SENT FROM RE.WORK BY EOD

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