

AI Summit West

FEBRUARY 15-16, 2023 | Hotel Kabuki

ACCESS SCHEDULE & SPONSOR DEADLINES

RE • WORK

WEBSITE: [HTTPS://AI-SUMMIT-WEST.RE-WORK.CO/](https://ai-summit-west.re-work.co/)

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EXHIBIT / BOOTH DETAILS

Your exhibit will be in the Networking area of the Conference, where attendees will have their Breakfast, PM Networking Break and Drinks Reception (end of Main Day 1).

Provided at Exhibit Area:

- (1) standard 6' table (unless noted differently in contract)
- (2) chairs
- Complimentary Wi-Fi

Power will not be provided at each booth, but you can order through our AV provider along with monitors, etc. The AV order form can be found in the Sponsor Portal.

Anything you do must stay within the allotted space and not exceed 10 feet in height, and we ask it not exceed 3 ft in the sight line.

ACCESS SCHEDULE

EXHIBIT / BOOTH SET-UP (TIMES ARE IN PT)

DATE	TIME	SCHEDULE / NOTES
TUESDAY, 2/14	5:00 - 7:00 PM	EXHIBITORS CAN ARRIVE TO SET UP THEIR SPACE FOR THE MAIN CONFERENCE.
WEDNESDAY, 2/15	7:00 - 8:00 AM	ALL STANDS MUST BE READY FOR ATTENDEE ARRIVAL AT 8:00AM.

EXHIBIT / BOOTH BREAKDOWN

DATE	TIME	SCHEDULE / NOTES
THURSDAY, 2/16	1:15 PM	EXHIBIT AREA CLOSES AFTER THE CONCLUSION OF NETWORKING LUNCH
	3:00 PM	ALL EXHIBITORS MUST BE PACKED UP AND CLEAR FROM THE SPACE BY 3:00 PM.

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.

EVENT CHECKLIST & DEADLINES

DATE	ACTION ITEM
ASAP	LOGO & PROFILE FOR SIGNAGE AND WEBSITE PLEASE SEND LOGO IN .PNG/JPEG FORMAT
JANUARY 24	HOTEL BLOCK CUT OFF DATE LINK TO MAKE RESERVATION IN THE SPONSOR PORTAL
JANUARY 30	DELEGATE LIST RELEASED TO SPONSORS RE•WORK MUST HAVE RECEIVED FULL PAYMENT OF SPONSORSHIP PRIOR TO LIST BEING RELEASED
FEBRUARY 3	REGISTRATION DEADLINE FOR SPONSOR STAFF REGISTRATION LINK WILL BE SENT TO YOU VIA EMAIL FROM BECCA
FEBRUARY 7	SPONSOR PRE-EVENT WEBINAR BECCA WILL SEND A CALENDAR INVITE WITH THE 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
FEBRUARY 9	TRACKING & SHIPPING DETAILS PLEASE SEND BECCA AN EMAIL WITH YOUR TRACKING #S AND HOW MANY PACKAGES YOU SENT
FEBRUARY 20	FINAL ATTENDEE LIST LIST TO BE SENT DOCUMENT FROM BECCA (IF IN CONTRACT)