

AI in Finance Summit

APRIL 25 – 26, 2023 | Hilton London Tower Bridge

EXHIBITOR GUIDE & DEADLINES

RE • WORK

WEBSITE: [HTTPS://LONDON-AI-FINANCE.RE-WORK.CO/](https://london-ai-finance.re-work.co/)

EMAIL: CHARLOTTE.MELLOR@CORINIUMGROUP.COM

EXHIBITION STAND DETAILS

Your exhibition stand will be located in the networking area where conference attendees will convene during the welcome break, morning break, lunch, afternoon break and the drinks reception at the end of Main Day 1. All catering will be served in this room.

Re.Work will provide you with:

- (1) standard 6' table (unless noted differently in contract)
- (2) chairs
- Complimentary Wi-Fi
- Access to Power (Please ensure you bring an PAT tested extension lead)

You are permitted to erect pop-up booths/banners, backdrops, display screens etc provided that they keep within your allotted space of 2m x 2m and that your stand does not exceed 2.5m in height.

Please use the [AV order Form](#) in the sponsor portal if you wish to order additional AV items such as screens for your stand.

ACCESS SCHEDULE

EXHIBITION / BOOTH SET-UP

DATE	TIME	SCHEDULE / NOTES
TUESDAY 25TH APRIL	06.30 - 8.00 AM	EXHIBITORS CAN ARRIVE TO SET UP THEIR SPACE FOR THE MAIN CONFERENCE. ALL STANDS MUST BE READY FOR ATTENDEE ARRIVAL AT 8:15AM.

EXHIBITION / BOOTH BREAKDOWN

DATE	TIME	SCHEDULE / NOTES
WEDNESDAY 26TH APRIL	1:40 PM 3:00 PM	EXHIBITION AREA CLOSES AFTER THE NETWORKING LUNCH 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 FOR SIGNAGE AND WEBSITE PLEASE PROVIDE YOUR LOGO IN .PNG/JPEG FORMAT.
31 MARCH	HOTEL ROOM BLOCK CUT OFF DATE TO RESERVE ACCOMODATION FOR YOUR ONSITE TEAM, PLEASE REFER TO THE LINK IN THE SPONSOR PORTAL
11 APRIL	DELEGATE LIST RELEASED TO SPONSORS RE•WORK MUST HAVE RECEIVED FULL PAYMENT OF SPONSORSHIP PRIOR TO LIST BEING RELEASED
14 APRIL	REGISTRATION DEADLINE FOR SPONSOR ONSITE TEAM THE REGISTRATION LINK WILL BE SENT TO YOU VIA EMAIL FROM CHARLOTTE
18 APRIL	SPONSOR PRE-EVENT WEBINAR CHARLOTTE 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 BEING ONSITE
20 APRIL	TRACKING & SHIPPING DETAILS PLEASE SEND CHARLOTTE AN EMAIL WITH YOUR TRACKING #S AND HOW MANY PACKAGES YOU ARE SENDING
2 MAY	FINAL ATTENDEE LIST LIST TO BE SENT BY CHARLOTTE (IF IN CONTRACT)