

Chief Data & Analytics Officer

UK 7-8 February, 2023

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 (3mx2m booth):

- (1) standard 6' table
- (2) chairs
- (1) basic linin
- Complimentary Wi-Fi

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 venue, please reach out to Molly at Molly.Alexander@coriniumgroup.com

ACCESS SCHEDULE

EXHIBIT / BOOTH SET-UP

DATE	TIME	SCHEDULE/NOTES
MONDAY, 6 FEB	TBD - Set Up Hours will be provided 2 weeks prior to the event	EXHIBITORS CAN ARRIVE TO SET UP THEIR SPACE FOR THE MAIN CONFERENCE. ALL STANDS MUST BE READY FOR ATTENDEE ARRIVAL AT 8:00AM ON 15 NOV

EXHIBIT / BOOTH BREAKDOWN

DATE	TIME	SCHEDULE/NOTES
WEDNESDAY, 8 FEB	5:50 PM	EXHIBIT AREA CLOSES AT THE CONCLUSION OF THE EVENT
	7:00PM	ALL EXHIBITORS MUST BE PACKED UP AND CLEAR FROM THE SPACE. BE SURE TO SCHEDULE PICK-UP FOR THURSDAY, 9 FEB!

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
13 JANUARY	COMPANY OVERVIEW INFORMATION & HIGH RESOLUTION LOGO DUE PLEASE HAVE YOUR COMPANY OVERVIEW INFORMATION DOCUMENT COMPLETED AND SENT TO MOLLY. ALSO, PLEASE PROVIDE YOUR HIGH RESOLUTION LOGO IN EPS/AI/PDF OR JPG/PNG.
17 JANUARY	NON-ILLUMINATED GRAPHICS FOR EXHIBIT BOOTH BACK-DROP DUE BACK WALL AT W2015MMM H2215MM (HIGH RES PRINT READY PDF) *NO TEXT/LOGOS/INFO WITHIN 90MM OF THESE DIMENSIONS)
20 JANUARY	SPONSOR PASSES REGISTRATION DEADLINE LINK TO REGISTER YOUR PASSES IS IN THE SPONSOR PORTAL SUBMIT AV ORDER (IF APPLICABLE) FOR YOUR BOOTH REFER TO THE SPONSOR PORTAL FOR THE AV ORDER FORM
24 JANUARY	DELEGATE LIST RELEASED TO SPONSORS CORINIUM MUST HAVE RECEIVED FULL PAYMENT OF SPONSOR
2 FEBRUARY	SPONSOR PRE-EVENT WEBINAR MOLLY WILL SEND A CALENDAR INVITE WITH THE TEAM'S 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 TRACKING NUMBERS DUE IF YOU ARE SHIPPING ANY MATERIALS OR GIVEAWAYS FOR YOUR BUSINESS MEETINGS PLEASE SEND THE TRACKING NUMBERS TO MOLLY SO SHE CAN HELP EXPEDITE PLACEMENT OF THEM AT YOUR BUSINESS MEETING SPACE
13 FEBRUARY	FINAL ATTENDEE LIST 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.