

2nd Annual

Asset Management Conference

October 16-17, 2018 • Newport Beach, CA

Exhibitor Package

Pre-Event Checklist



Before the event, have you...

Made your hotel reservations?

Conference attendees are eligible for a discounted rate of \$173 per night, subject to availability at the Renaissance Newport Beach Hotel. You can make your reservation by calling +1.949.476.2001 and mentioning "CEATI." You can also reserve online at: <https://bit.ly/2sWozmV>
The deadline to reserve this rate is **August 23, 2018**.

Made your shipping and storage arrangements?

Shipments may arrive at the Renaissance Newport Beach Hotel no more than 2 days prior to the start of the event.

Provided the names and contact details for exhibitor attendees?

The full name and contact details for individuals using the conference passes are required by **September 20, 2018**. Please email andrew.barrett@ceati.com with their full name, email address, title, and phone number.

Submitted your exhibitor AV and high speed Internet request form?

The AV services request form, found on page 4 of this document, must be received at least **72 hours before show opening**. Please send this form by fax to (866) 706-9621.

Submitted your credit card authorization form?

The credit card authorization form, found on page 5 of this document, must be sent by fax to (949) 428-5741.

Important Dates



- Aug 23, 2018:** Hotel reservation deadline at the preferred rate
- Sept 20, 2018:** Last day to submit name and contact details for exhibitor attendees.
- October 12, 2018:** Last day for hotel to receive AV forms
- October 15, 2018:** Exhibitor Move In
2 - 5pm
- October 16, 2018:**
7am - 5pm Exhibition Hall opens (including meals & breaks)
6 - 7:30pm Exhibitor's reception in exhibition hall
- October 17, 2018:**
7am - 4pm Exhibition (including meals & breaks)
4pm - 7pm Exhibitor Move-Out



Exhibitor AV and High Speed Internet Request Form

Renaissance Newport Beach

4500 MacArthur Blvd
 Newport Beach, CA 92660
 714-352-4261 (phone)
 866-706-9621 (fax)



Name of Show _____

Show Dates _____ Booth # _____

Company Name _____

Company Address _____
Street City State Zip Code

Contact Person _____ Telephone # _____
Please print

E-Mail _____ Fax # _____

QUANTITY	AV	ADVANCE RATE PER DAY	FLOOR RATE PER DAY	INSTALL DATE/TIME	# OF DAYS NEEDED	TOTAL AMOUNT = RATE PER DAY X # OF DAYS
	Extension cord/Power strip	\$40	\$55			
	Flipchart package	\$75	\$95			
	19" LCD Monitor	\$145	\$185			
	46" LCD Monitor	\$565	\$690			
INTERNET						
	Internet – Wired Initial Connection	\$250	\$300			
	Internet - Wired Each additional connection	\$100	\$125			
	Internet – Wireless Initial Connection	\$50	\$75			
	Internet – Wireless Each Additional connection	\$50	\$75			

- All rentals are for usage per day unless otherwise indicated.
- All prices before taxes and service charge
- All orders not received 72 hours before show opening will be considered floor rate.
- Orders will be posted to credit cards 72 hours prior to first date of event and all orders cancelled within 48 hours of first date of event will be posted at full rental price.
- Please send completed request form via fax to 866-706-9621; For Questions, please call 714-352-4261

American Express
 MasterCard
 Visa

Card Number _____ Exp Date _____

Card Holder's Name _____

Card Holders Billing Address _____
(If different from above)

Signature _____
(Please sign order to authorize charge to credit card provided)



RENAISSANCE[®]

NEWPORT BEACH HOTEL

Policies and Procedures

Credit Card Authorization Form

Authorization Date: _____

I hereby agree to authorize The Renaissance Newport Beach Hotel to utilize my credit card to guarantee payment subject to the following terms. I fully understand that my card will be charged for the following: **(Please check all that apply)**

- All Banquet / Catering charges
- Guest Room and Tax Only (excluding incidental charges)
- Complete Billing Privileges to include all Banquet / Catering, Guest Room(s) and all related incidental charges
- Other _____

Customer Initials: _____

Name of Guest: _____

Date(s) of Event / Stay: _____

Company/Name of Event: _____

Type of Card: AMEX ___ Visa ___ M/C ___ Discover ___

Credit Card Number: _____

SVC Number: _____

Expiration Date: _____

Name on Card: _____

Card Holders Signature: _____

Phone Number _____

Please Fax this Form to 949-428-5741

Attn:

Group:

Shipping Instructions

All packages sent to the hotel for your program should be scheduled to arrive no more than two days prior to your start date.

Pallets will be accepted at a Fee of \$200.00 per pallet.

Please label all deliveries as noted below:

The Renaissance Newport Beach Hotel
4500 MacArthur Boulevard
Newport Beach, CA 92660
Name of Company or Conference
Attn: Your Name & Ryan Lytle
Box 1/Total Number of Boxes

We appreciate your cooperation and look forward to your arrival!