



Sponsor information



Staff passes

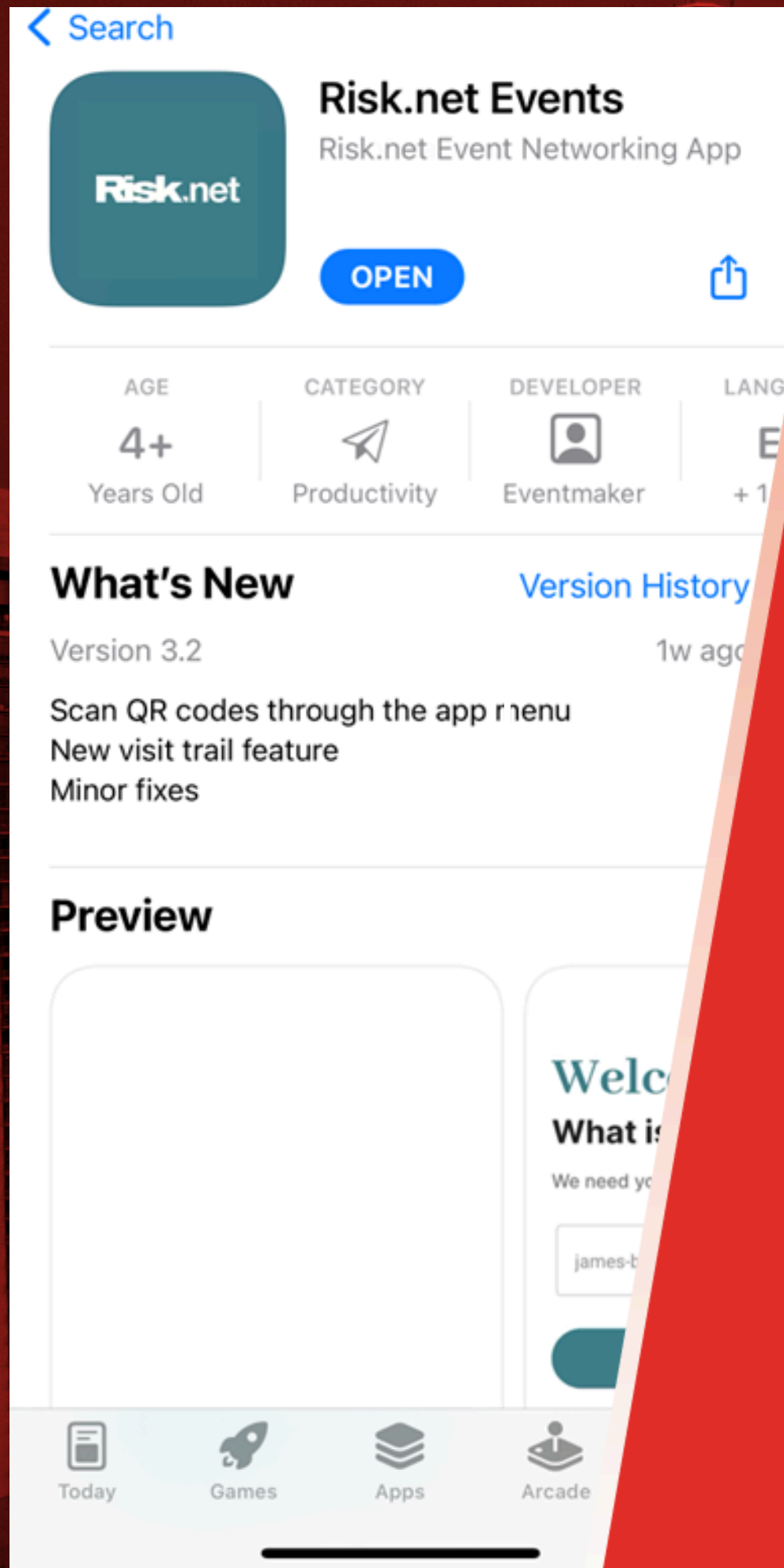
Include first name, last name, company, job title and email address for all staff passes.
Register your staff by November 3rd.



Delegate list

Pre event delegate list sent one week prior
(including name, job title & company)

Post event you will be sent your
dashboard access within 72 hours post event
showing all data from the event



Event App

- You will receive access on November 10th (Please let us know of any amends prior to delegates having access)
- Delegates will receive access on November 17th
- Once everyone has access, you can connect, set meetings, and schedule your personal agenda
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- Onsite you can scan delegates badges and capture data using your phone



Exhibition

As per your sponsor package,
you have an exhibitor booth.

Setup will be from 7:00am–8:00am
on Nov 24th. Break down will be from
3:45pm- 5:00pm (after the last break)

The final floor plan will be sent to you one
week prior to the event with your location.

Exhibition artwork is due Nov 16th

Here is the Counter template -

FabriluxCounter_Lightbox_Artwork_Specification
_XL_Displays

Artwork template -

Fabrilux3mx2m_Lightbox_Artwork_Specification
_XL_Displays

DELIVERIES

Deliveries prior to the event should not be received more than 24 hours ahead of the event. Please label each item with the following information. Without this information, items may be turned away as a security precaution

The London Marriott Hotel Grosvenor Square FAO: Name of Event Manager

Company Name Date of Event

Number of Boxes (i.e. Box 1 of xx)

A delivery/collection slip will be sent by the event planner.