

Greetings Exhibitors!

Thank you for exhibiting at the International Restoration Convention & Industry Expo taking place April 5 - 7 at the Palm Springs Convention Center and Renaissance Palm Springs Hotel in Palm Springs, CA. We are looking forward to a great meeting with you!

Please read this email carefully and pass it along to any members of your team who would benefit from this information.

Exhibitor Service Kit

Please take a moment to familiarize yourself with the [Exhibitor Service Kit](#) provided by Alliance Nationwide Exposition & Event Services, which contains order forms for exposition-related services.

It is important that the order forms in the manual be completed and returned prior to the deadline dates to ensure the lowest pricing and availability of products and services. Please reference each form for specific due dates, below are some important deadlines:

- March 3rd – Alliance will begin accepting advanced freight at warehouse
- March 7th – Deadline to receive discount rates on orders through Alliance
- March 22nd – Deadline to receive discount rates on Internet and AV orders through PSAV
- March 30th – Deadline to receive discount rates on Lead Retrieval services
- March 31st – Alliance will begin accepting freight at show site

Exhibit Hall Schedule

Exhibitor Set-Up

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|--------------------------|---|
| Tuesday, April 4, 2017 | 12:00 PM – 5:00 PM (for booths 20 x 20 or larger) |
| Wednesday, April 5, 2017 | 8:00 AM – 4:00 PM (all booths) |

Exhibit Hall Hours

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|-------------------------|--------------------|
| Thursday, April 6, 2017 | 12:45 PM – 3:45 PM |
| Friday, April 7, 2017 | 10:00 AM – 1:30 PM |

Exhibitor Dismantle

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| Friday, April 7, 2017 | 1:45 PM – 8:00 PM |
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Exhibit Hall Floor Plan

Please click [here](#) to view the 2017 International Restoration Convention & Industry Expo online floor plan.

Company Description

Please review and/or update your company's 25-word description associated with your company's EventRebels profile. This information will be printed in the onsite program and online floorplan.

Please click [here](#) to access your profile. If you have questions about your login credentials, please email kcovine@restorationindustry.org.

Hotel Information

Hotel rooms have been reserved at the Renaissance Palm Springs Hotel at a reduced rate of \$219/night (not including tax) for participants of the RIA convention. This rate will be available until **February 27, 2017**, or until the group block is sold out. Click [here](#) to make your reservations. If you wish you make your reservation via telephone, please call 888-682-1238 and be sure to mention the RIA Convention.

Registration

As an exhibitor, your company receives **two** complimentary full exhibitor registrations per 10x10 booth space. Additional exhibitor registrations are available at discounted rates. To add or update your company's registrations, please click [here](#) to log into your EventRebels account. If you have questions about your login credentials, please email kcovine@restorationindustry.org.

Please complete your registrations online at your earliest convenience.

Sponsorship Opportunities

Increase your company's visibility by becoming a sponsor of the 2017 the International Restoration Convention & Industry Expo! Please click [here](#) to review our various advertising and sponsorship opportunities. We encourage you to lock-in your participation early!

Interested? Contact Francine Garner at fgarner@restorationindustry.org for more information.

If you have any questions or need any additional information, please do not hesitate to contact me.

See you in Palm Springs!

Sincerely,

Kristen Covine
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