

Greetings Exhibitors!

Can you believe we are only 8 weeks away from 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 successful meeting with you!

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

### **Company Description**

If you have not already done so, please submit your 50-word company or product description for the Onsite Program and online floorplan. You may upload your company description in your EventRebels profile. Please provide your 50-word description **no later than Monday, February 20<sup>th</sup>, after this date we cannot guarantee your description will be included in the Onsite Program.**

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

Please note: Your company information will be printed exactly as listed in your profile. Please confirm that all information is correct before submitting.

### **NEW! Sponsorship Opportunities**

RIA is excited to announce that several new sponsorship opportunities have been added to allow more ways for exhibitors to leave their mark on our convention. Please take a look at the attached sponsorship brochure to learn more about these new opportunities, which include:

- Product Demonstration Theaters
- Gobo Logos
- Floor Decals
- Banners
- Literature Racks and More!

Don't miss out! Increase your company's visibility by becoming a sponsor of the 2017 the International Restoration Convention & Industry Expo!

Interested? Contact Francine Garner at [fgarner@restorationindustry.org](mailto:fgarner@restorationindustry.org) for more information.

### **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.

### **Unauthorized Housing Vendors**

As an exhibitor at the 2017 International Restoration Convention and Industry Expo, you may be contacted by phone and/or email by outside housing companies to secure hotel reservations for the convention. The intent is to convince you that the offer is made on RIA's behalf, or that the soliciting company is a viable alternative to going directly to the hotel. These companies are not affiliated or working in partnership with RIA. Reservations made through these companies for our meeting cannot be guaranteed.

If you are contacted by anyone asking if you need a room for 2017 International Restoration Convention and Industry Expo, please get as much information as you can (their name, company name, phone number, etc.) and pass it along to our team at [events@restorationindustry.org](mailto:events@restorationindustry.org).

### **Exhibitor Resource Page**

The [Exhibitor Resource Page](#) is now open! This page serves as a one-stop shop for all the exhibitor-related information you need as you prepare to exhibit at the International Restoration Convention and Industry Expo.

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

### **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](mailto:kcovine@restorationindustry.org).

Please complete your registrations online at your earliest convenience.

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

See you in Palm Springs!

Sincerely,

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