

restaurant
manager

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The Best of Both Worlds



**2017
ARC**

Phoenix, AZ
January 19-21

EXHIBITORS GUIDE

**Thank you for sponsoring the 2017 ASI Resellers Conference at the
Pointe Hilton Tapatio Cliffs Resort! Enclosed are important details
pertaining to your sponsorship.**

2017 ASI Reseller Conference



#2017arc

EXHIBIT INFORMATION

Booth Set-up/Breakdown

Exhibit tables will be assigned based on sponsorship level. Exhibitors may not change their table on-site without approval from conference management. Conference management is not responsible for any lost or stolen items. Please do not leave valuables at your table unattended.

Booth Set-up

Wednesday, January 18 from 1–5 pm

Exhibit Hours

Thursday, January 19 from 7-8 am, 10:45-11:45 am, 2:45–3 pm

Friday, January 20 from 7–8 am, 10–10:15 am and 1:15–3 pm

Booth breakdown and load-out:

Saturday, January 21 from at 9:30 am–8 pm

If you need to have access to the room outside of these hours, please contact Sharon Riggs at riggs@actionssystem.com or by calling 301.445.6100, ext. 107.

Electric and Internet

All exhibitors will be given a user name and password for Internet access. If you would like electric for your sponsor table, contact riggs@actionssystem.com. The cost for both electric and the Internet is included in your sponsorship fee.

IMPORTANT: Download Restaurant Manager Version 20 prior to the conference

If you will be showing Restaurant Manager at the ASI Resellers Conference, please make sure have Version 20 downloaded. You can access the latest edition of Restaurant Manager before you get to the show. Just go to: <https://s3.amazonaws.com/dealerdownloads/RM20/RM20.0.2016.10260.exe>

Installation Guide: https://dealer.rmpos.com/rm20docs/install_guide/html5/Default.htm

Key Deadlines

DEADLINE	ITEM	DETAILS
12/15/16	Logo	Please send logo as a high-resolution eps. Logo will be for the Reseller conference website, presentations at select events, signage for the event you are sponsoring & pre/post-show email.
12/15/16	Sponsor Page	Provide us with copy for the web page or provide a link to your own sponsor page.
12/15/16*	Insert/swag (inserts must be printed out/all items must be mailed to Sharon Riggs prior to the conference)	Placed in goodie bags that resellers will get when they register at conference.
12/15/16*	8-1/2" x 11" insert (inserts must be printed out and mailed to Sharon Riggs prior to the conference)	Hotel room drop.
1/19/16	Bingo Prize	Drop your prize off at the registration desk.

*Please note, these deadlines only apply to those companies that have Diamond and Platinum Sponsorships.

Please send all materials to Sharon Riggs at ASI. **Materials must arrive on or before December 15, 2016.** Materials arriving after this date may not be distributed at the conference and/or additional rush fees will be incurred. These items **may not** be brought with you to the conference.

Sharon Riggs
Senior Marketing Manager
ASI
1734 Elton Road
#219
Silver Spring, MD 20903

Conference Registration

All individuals from sponsoring companies must register for the conference on the Sponsorship website:

http://www.actionsystems.com/2017rc_sponsors/registration.html.

We would like for our vendor partners to have a chance to network with resellers both in the exhibit hall and during other events during the conference; therefore, conference passes include:

- >> Access to all sessions
(except Sunday's advisory committee meeting)
- >> All food and beverage functions
- >> Outing/Activity on Saturday

If there are additional representatives from your company that would like to attend the conference, additional conference passes can be purchased for \$599 per person. Please send the full name and e-mail address of these individuals to riggs@actionsystems.com and indicate that they are additional sponsor conference attendees.

Agenda



You can view the conference agenda by either scanning the QR code or by going to:

www.actionsystems.com/2017rc_sponsors/agenda.html

Hotel Reservations

You may reserve hotel rooms at the Pointe Hilton Tapatio Cliffs Resort in Phoenix, AZ through this website: http://actionsystems.com/2017rc_sponsors/hotelinfo.html. This links directly with the hotel. Rooms are \$219 per night.

Please note, a credit card is required for all individuals registering and is for guarantee purposes only. Your card will not be charged for any fees until check in. You will be required to present a credit card at check in.

Package Handling

Hilton Onsite Services Hours of Operation

7:30 am – 3 pm, Mon – Fri

Shipments to the Hotel

Should exhibit freight be sent to the Resort the below fees will apply.

Rental rates listed above may change without notice as rental fees from our suppliers are subject to change.

EQUIPMENT RENTAL CHARGES

Pallet Jack Rental	\$34 per day
Inbound & Outbound to USA destination	\$6 per box/ \$3 per letter
Outbound International*	\$15 per box
Any parcels/pallets over 50 lbs	15 cent per pound

*requires Customs Form to be filled out for inbound and/or outbound exhibit freight

All boxes are stored in the Shipping and Receiving area at the Hilton and guests are messaged to contact us for delivery instructions. Parcels/freight should arrive no more than 3 days prior to the event. The cutoff time for overnight shipments is 2 pm Mon – Fri both Fed Ex and UPS. Due to the Hilton’s receiving dock space limitations, the maximum size trailer accepted is 47 feet in length.

Shipment labels should read:

Pointe Hilton Tapatio Cliffs Resort
 Attention: (Recipient’s Name)
 (Group Name)
 Exhibitors – Please include company name
 11111 N. 7th Street
 Phoenix, Arizona 85020

*Label boxes 1 of 4, 2 of 4, etc.

Shipments from the Hotel

All parcels and freight being shipped out of the resort requires a Pointe Shipping Instruction Form to be filled out and signed. Only authorized signers can bill to the master accounts. Suite numbers must be on shipping forms to ship out parcels. Prior arrangements must be made if paying by credit card. All outgoing parcels and freight will be assessed a reasonable and customary service charge. Packaging of material is the guest's responsibility due to Pointe Hilton Tapatio Cliffs Resort's liabilities. Insurance is an extra charge.

Decorating

For help with decorating your booth including the use of plats, additional chairs, etc., please contact:

Courtney Keisling, Account Executive
Southwest Conference Planners, a DMC Network Company
480.609.5314
ckeisling@swcp.net

Third-party Booth Set-up

If you plan to have a third-party help to set up/break down your booth in Phoenix, please contact Sharon Riggs at riggs@actionssystem.com or 301.445.6100, ext. 107 so that she can make sure that your vendor has access to the exhibit hall.

Post Show Exposure

Any questions or follow up regarding post show exposure can be directed to Sharon Riggs, Senior Marketing Manager at riggs@actionssystem.com. We will also have a survey to fill out at the end of the show so that we can know how to improve the conference for future years.

Thank you and we look forward to seeing you in Phoenix!