



## Exhibitor Checklist

Purchasing your booth is only the first step to a successful RISE22. Following these tips will help ensure you have a rewarding experience:

- Register your complimentary exhibitor registrants (see below).
- Register additional exhibitor registrants if necessary (see below).
- Purchase/order your electricity or internet through the [Alliance Exhibitor Portal](#)
- Each 10' x 10' booth comes with a 6' skirted table and 2 chairs. Purchase/order additional furniture to jazz up your booth through the [Alliance Exhibitor Portal](#)
- Ship items advance or directly to your booth – find info through the [Alliance Exhibitor Portal](#)
- June 24, 2022 is the discount deadline for anything through Alliance.
- Check out the [Alliance Quick Facts](#) document.
- Purchase [Lead Retrieval](#).
- Familiarize yourself with the exhibitor schedule (see below).

## Register Exhibitor Personnel

All exhibitor personnel must be registered for RISE22. Register your personnel by June 24, 2022.

**NON-SPONSORING EXHIBITORS:** For every 10' x 10' booth you receive 2 complimentary registrations for RISE20. Please fill out the mandatory information through this link: [Complimentary Exhibitor Form](#) for your COMPLIMENTARY registrants **only**. *If you have additional exhibitors, you will need to register them at the reduced exhibitor rate of \$495. Please email Kristen Deutsch at [kdeutsch@nadcp.org](mailto:kdeutsch@nadcp.org) to get the exhibitors registration link.*

**SPONSORING EXHIBITORS:** Your number of complimentary registrants is dependent on your sponsorship level; Platinum Sponsors receive 6 complimentary registrations; Gold Sponsors receive 5 complimentary registrations; Silver Sponsors receive 4 complimentary registrations; Bronze Sponsors receive 3 complimentary registrations. Please fill out the mandatory information through this link: [Complimentary Exhibitor Form](#) for your COMPLIMENTARY registrants **only**. *If you have additional exhibitors, you will need to register them at the reduced exhibitor rate of \$495. Please email Kristen Deutsch at [kdeutsch@nadcp.org](mailto:kdeutsch@nadcp.org) to get the exhibitors registration link.*

## Preparing Your Booth

The [Alliance Exhibitor Portal](#) is your one-stop-shop to fully outfit your booth for RISE22. Purchase items by **June 24, 2022** for the discounted rate. Note: carpet is not mandatory for this year.

Here you can find how to:

- View booth diagrams and see what furniture is included in your booth package
- Purchase/order additional furniture or displays from Alliance
- Order electricity
- Purchase/order audio-visual equipment
- Coordinate shipping. Ship items advance or directly to your booth

- Advance warehouse can begin arriving on June 24, 2022
- Late to warehouse fees will begin after July 19, 2022
- Direct Shipments to the Gaylord Opryland is limited to only Sunday, July 24, 2022

## Promoting Your Booth

### Scavenger Hunt/Booth Prizes

We will conduct a scavenger hunt for attendees through the mobile app. Notify us about any prizes you are offering at your booth by June 24, 2022. We will include your prize information in our promotional information on the scavenger hunt. Email Kristen Deutsch at [kdeutsch@nadcp.org](mailto:kdeutsch@nadcp.org).

### Lead Retrieval

The [Bravura Lead Retrieval toolkit](#) is now available. Exhibitors can purchase Bravura Leads for their own device (\$250 for 2 users, \$125 for each additional user) or rent an iPhone (\$340 plus \$200 refundable deposit). Reach out to [support@bravuratechnologies.com](mailto:support@bravuratechnologies.com) with questions or for additional information.

### Scam Advisory: Marketing Lists

As a RISE22 exhibitor or attendee, you may receive emails from third parties claiming to have lists of conference attendees or related lists. Some may also lead you to believe they are associated with NADCP. These are fraudulent scams, and we urge you to not respond or participate in any way. If you have questions, contact NADCP directly at [kdeutsch@nadcp.org](mailto:kdeutsch@nadcp.org).

## RISE22 Exhibitor Schedule

### Sunday, July 24

8:00am – 7:00pm	Exhibitor move-in and registration Delta Lobby A & B/C/D
12:00pm – 7:00pm	Presidential Lobby
5:00pm – 7:00pm	Tennessee Lobby
5:00pm – 7:00pm	Governor’s Lobby

### Monday, July 25

7:45am – 8:45am	Networking Breakfast – food stations in all exhibitor lobbies
7:00am – 5:15pm	Exhibits open
1:15pm – 2:45pm	Lunch concessions for purchase
4:00pm – 5:15pm	Opening Reception – food stations in all exhibitor lobbies
5:30pm – 7:00pm	Opening Ceremony

### Tuesday, July 26

7:00am – 8:00am	Networking Breakfast – food stations in all exhibitor lobbies
7:00am – 5:00pm	Exhibits open
12:15pm – 1:45pm	Lunch concessions for purchase

### Wednesday, July 27

7:00am – 8:00am	Networking Breakfast – food stations in all exhibitor lobbies
7:00am – 12:00pm	Exhibits open
12:00pm	Exhibitor move-out

*Exhibitors may not begin to dismantle their exhibit display or materials before 12:00 pm on Wednesday, July 27.*

Call Kristen Deutsch, NADCP Director of Membership and Outreach, with any questions: 202-510-2978; email [kdeutsch@nadcp.org](mailto:kdeutsch@nadcp.org).