



## Exhibitor Checklist

- ✓ Register your complimentary exhibitor registrants (see below).
- ✓ Register additional exhibitor registrants if necessary (see below).
- ✓ Hall A3 exhibitors/sponsors MUST purchase or provide carpet. Order carpet through the [Alliance Exhibitor Portal](#)
- ✓ 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 – find info through the [Alliance Exhibitor Portal](#)
- ✓ **May 26, 2023** is the discount deadline for anything through Alliance.
- ✓ Check out the [Alliance Quick Facts](#) document
- ✓ Purchase Bravura [Lead Retrieval](#). [Platinum, Gold and Silver sponsors receive complimentary lead retrieval]
- ✓ Familiarize yourself with the exhibitor schedule (see below).
- ✓ Update your [online booth profile](#) through a2z/personify

## Register Exhibitor Personnel

All exhibitor personnel must be registered for RISE23. You must purchase your booth before registering your personnel. Register your personnel by **May 26, 2023**.

**NON-SPONSORING EXHIBITORS:** For every 10' x 10' booth you receive 2 complimentary registrations for RISE23. Please fill out the mandatory information through this link: [Complimentary Exhibitor Registration Submission 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 10 complimentary registrations; Gold Sponsors receive 8 complimentary registrations; Silver Sponsors receive 6 complimentary registrations; Bronze Sponsors receive 4 complimentary registrations. Please fill out the mandatory information through this link: [Complimentary Exhibitor Registration Submission 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 RISE23. Purchase items by **May 26, 2023** for the discounted rate. Note: carpet is mandatory for exhibitors in Hall A3 of the George R. Brown Convention Center.

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 and audio-visual equipment
- Coordinate shipping. Ship items advance or directly to your booth
  - Advance warehouse can begin arriving on Friday, May 26, 2023

- Late to warehouse fees will begin after June 2, 2023
- Direct Shipments to the Convention Center (*details forthcoming*)

## Promoting Your Booth

### Exhibitor Scavenger Hunt

We will conduct a scavenger hunt for attendees through the mobile app. Sponsors get complimentary participation in the scavenger hunt. Non-sponsoring exhibitors can participate for [\\$250 and can purchase participation here](#).

### 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). Platinum, Gold and Silver sponsors get complimentary lead retrieval. Reach out to [support@bravuratechnologies.com](mailto:support@bravuratechnologies.com) with questions or for additional information.

### Scam Advisory: Marketing Lists

As a RISE23 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).

## RISE23 Exhibitor Schedule

<b>Sunday, June 25</b> 10:00am – 5:00pm	Exhibitor move-in and registration Hall A3 and Convention Center Foyer
<b>Monday, June 26</b> 7:00 am – 8:00 am 7:00am – 11:00 am 11:00 am – 12:15 pm 12:15 pm – 6:00 pm 12:15pm – 2:00 pm 5:00pm – 6:00 pm	Coffee Break in Hall A3 Exhibits open Break for exhibitors   All Rise/General Session 1 Exhibits open Lunch concessions for purchase Exhibitor networking and light refreshments in Hall A3 and Foyers
<b>Tuesday, Jun 27</b> 7:00 am – 8:00 am 7:00am – 11:00 am 11:00 am – 12:15 pm 12:15 pm – 5:45 pm 12:15pm – 2:00 pm 4:45 pm – 5:45 pm	Coffee Break in Hall A3 Exhibits open Break for exhibitors   General Session 2 Exhibits open Lunch concessions for purchase Exhibitor networking and light refreshments in Hall A3 and Foyers
<b>Wednesday, June 28</b> 7:00 am – 8:00 am 7:00am – 12:15 pm 12:15 pm	Coffee Break in Hall A3 Exhibits open Exhibitor move-out

*Exhibitors may not begin to dismantle their exhibit display or materials before 12:15 pm on Wednesday, June 28.*

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