



Education & Events March 7-11, 2018
 Trade Show:
 Anaheim Convention Center North Hall March 8-10, 2018
 Anaheim Convention Center Main Halls March 9-11, 2018
 Anaheim, CA USA

EXPO WEST: EXHIBITOR-PRESENTED SEMINAR KIT

Inclusions	Required from Sponsor	Required from Show Management	Deadline	Completed
Pre- Show				
Recognition as Exhibitor Presented Seminar Host	Provide Company logo	.ai or .eps file (Only one logo and one company listing is permitted per session contracted - more than one logo and/or company listed is subject to a \$1,500 co-sponsorship fee)	ASAP	
Seminar is comprised entirely of exhibitor content.* Exhibitor is responsible for securing speakers and speaker deliverables. No involvement by New Hope Network Show Management.	<ul style="list-style-type: none"> • Session Title: 10 words or less. • Learning Objectives: list three learning objectives; explain what knowledge, skills or tools the attendees will gain. Max of 500 characters. • Description: explain the content of the presentation. Max of 1000 characters. • Speaker(s) Name & Title • Company Name • Speaker Bio • Headshot: 10 MB. Width:120 Height:150 	Submit through: http://newhopenetwork.west18eps.sgizmo.com/s3/	Session Title in for: <ul style="list-style-type: none"> • Attendee Brochure by Nov 17, 2017. • Nutrition Food Magazine Advertising by January 19, 2018 for March/April Edition. • Show Directory Map by January 19, 2018. • Show Signs by February 9, 2018 	
	<ul style="list-style-type: none"> • Presentation slides • Materials/product samples 	Submit through email to: hjohnson@newhope.com	Onsite Materials: February 23, 2018	
On-site				
Room set-up and Audio Visual	<ul style="list-style-type: none"> • Laptop for presentation • Product samples and or literature • Tablecloth for 6' table • Signage for inside the room 	<ul style="list-style-type: none"> • Room set-up: Theater style seating with stage at the front of the room. • Stage set-up: Podium, projection screen, and chairs for speakers. • Audio/Visual set-up: Podium microphone, lavalier microphone(s), LCD projector and projection screen. Any additional Audio Visual equipment may be contracted, but must be ordered through the official show vendor. Exhibitor is responsible for all additional AV charges. • Display Table: A 6' draped table will be provided at the back of the room. Your company may provide literature and products to seminar attendees. • Lead Retrieval Scanner: A scanner to collect attendee data is provided in all seminars. Show Management to arrange scanning staff. 	N/A	
Post Show				
Exhibitor receives Audio Recording of EPS	N/A	Will send 3-4 weeks after the Show ends.	April 13, 2018	
Exhibitor receives scan data post-show.	N/A	Will send 3-4 weeks after the Show ends.	April 13, 2018	

* Subject to New Hope Networks Standards Approval

Questions?

Heather Johnson, Sponsorship Coordinator
hjohnson@newhope.com p.303-998-9277