

Sponsorship & Exhibitor Information

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Many computers and companies cache webpages for faster loading (a copy of the page is stored on your computer or company server). While this allows for faster page viewing, with a page like this it often means you are not looking at the most recent version of the page.

Please bookmark this page. As the conference gets closer, we'll list set-up times, shipping address and other useful information for our Sponsor and Exhibit Partners.

What's Included & What to Expect

When you get to your Tabletop, you will have one (1) six-foot table with a tablecloth and two (2) standard banquet chairs. Each table will be two (2) feet away from the table next to you and will be back-to-back with the exhibitor behind you.

Please plan to have all your exhibit items on top of, or under your exhibit table. You will not be able to have floor supported signage or displays, and anything that is not on the table will need to be stored 100% under the table.

Packages and Shipping

For hotel's shipping and receiving form. https://eventnow.encoreglobal.com/myevents/result/index/show_id/c1ebf62d-e8b2-ed11-83fe-0022482b294e/ The hotel contracts with FedEx to manage all packages coming in and out of the hotel. Packages that are sent that do not follow the instruction on the shipping form may be turned away by the hotel.

Please ensure that you have confirmed that the package has been delivered to the hotel before you attempt to retrieve your packages, and that your on-site representatives have all tracking numbers for your packages. While not necessary unless explicitly called out in the shipping instructions, we always recommend that each package should have its own shipping label and tracking number rather than a single tracking number that shows "1 of 4".

Many hotels use several different storage areas for boxes and use the tracking number to locate the box on the property. If each box has its own number, each box can be tracked separately should they be separated during storage.

We also suggest that you pre-print any return labels that you may need and send them with your on-site reps. If you are using a company to ship from the hotel other than FedEx, we suggest that you confirm with the hotel's shipping department that they have normal pick-ups with your carrier; if not, you may need to schedule a pick-up.

Please Note: Neither the EWC nor the show management has any control over the hotel's shipping and receiving department. We do suggest that you keep all tracking numbers and, when requesting a package, first confirm that it was delivered, get the name of the person that signed for it and be ready to supply the tracking number. When sending a package from the hotel, keep a copy of any forms you supply to the hotel and get a receipt for any packages you hand-off to the hotel along with the name of the person you turn them over to.

Booth Assignments

Will be emailed to the primary contact person by April 10, 2023.

Exhibitor Agenda with Set-up and Tear-down

All times are tentative; please confirm times on this page 1 week prior to the conference.

During the listed set-up and open hours, the Exhibit Hall will be unlocked and unguarded. Once the room is locked for evening, the Exhibit Hall will be inaccessible to attendees and exhibit staff and will be guarded by hotel security. Please do not leave valuables unattended in the Exhibit Hall at any time.

Set-up The day before the conference:

Monday, April 24, 2023

***6:00 – 8:00 PM Exhibitor Check-in** (See check-in notes below)

6:00 – 9:00 PM Exhibitor Set-up

9:00 PM Sharp the Exhibit Hall (Solutions Room) Locked – all exhibitors must exit

Tuesday, April 25, 2023

6:30 – 7:30 AM Exhibitor Check-in

6:30 – 7:30 AM Exhibit Hall (Solutions Room) Unlocked for Set-up

8:00 AM – 4:30 PM Solutions Room Open

4:30 PM – 6:00 PM Exhibitor Teardown and Loadout

6:00 PM Exhibit Hall Returned to the Hotel

** **Please Note: Exhibitor Check-in on Monday, April 24th** will take place in the Marquee Ball Room Center and at the Loading Dock. You will have the option of driving up to the back loading dock. **(see birds eye view of hotel for map)** and unloading directly into the ballroom, or you may walk through the hotel and come in through the conference center. If you use the loading dock, you will be asked to unload your car and deliver your items to your booth quickly, then return to park your car before setting up your booth.*

Booth Power and Extras

Encore is the hotel's provider for power and any extras that you may need. We have negotiated a 20% discount on all items that may be ordered through Encore, but have no further control over their pricing or services. Below is the link and instructions for ordering through Encore - your 20% discount code is: **EWC20**

Link: [Encore EventNow | Audio Visual Solutions | Order Online \(encoreglobal.com\)](#)

Instructions

https://eventnow.encoreglobal.com/myevents/result/index/show_id/c1ebf62d-e8b2-ed11-83fe-0022482b294e/

Alliance of Women pre-conference event: April 24.

If you are not a part of the EWC Golf tournament please join the Alliance of Women for their free half day session and networking.

<https://allianceofwomen.org/events-locations/?location=CA#events-section>

Easy Ordering

As the preferred Technology Provider of Anaheim Marriott, Encore is committed to making your experience as easy and stress-free as possible.

Self-service option available through our online store – EventNow

Step 1
Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2
Browse our technology catalog

Step 3
Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNow

offers a range of solutions for any exhibitor:

As the preferred Technology Provider of Anaheim Marriott, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

We make it easy

- Easy ordering options**
- Confirmation email is sent with your order details**
- We regularly maintain and service all equipment**
- Encore delivers, installs, and tests equipment**
- After the show, Encore picks up your rental equipment**

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request>

Encore representative will be in touch with you.

Need assistance or products/solutions not offered in EventNow?

Email your Encore on-site contact directly:

MarriottAnaheim@encoreglobal.com

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Questions

If you have questions or comments, we'd love to hear from you! Please email or call Joe at joe@stageoneevents.com or 925.519.4181 and we'll get you taken care of.



Do not contact Debra or Liz from EWC&R, they will only refer you to Joe.