

**From:** Joe Smith joe@stageoneevents.com  
**Subject:** URGENT: FBINAA Exhibitor & Sponsor Information  
**Date:** August 12, 2019 at 11:14 AM  
**To:** tradeshows@lasershot.com



We're Excited to see you in just 3 weeks in Newport Beach! **Please take a minute to read this email now; it has some very important info that we need to get from you** and that we need to share with you. All of this information (as well as any updates and/or changes) will also be posted to the conference website at (this is a great page to bookmark): [http://www.fbinaacc.com/sponsors\\_info.html](http://www.fbinaacc.com/sponsors_info.html)

#### **Information we need to get from you ASAP**

Please reply to this email and supply us with the info below as soon as possible:

- **Please submit an electronic graphic of your company logo suitable for the conference program to Conference Chair Eric Sonstegard at [fbinaalosangeles@gmail.com](mailto:fbinaalosangeles@gmail.com) by Monday, August 12th. Logo should be HiRes and ideally in a PNG format with a transparent background. If you can't do that, please send a HiRes JPG and we will try to work with it.**
- Please give us the name of your company as you would like it on your badges (Please note: we will copy and paste this so please watch grammar, caps, spelling, etc.)
- Please confirm the name (as you would like it on the badge) of each person attending with your firm. Attentional attendees beyond what your exhibit or sponsorship package include are available at \$449.
- Our Exhibit Hall has grown and we had to redesign the space. I've attached our new floor plan. Please take a minute to give us your 1st, 2nd and 3rd option of Booth or Table Top number **based on the package you purchased**. Booths will be assigned on Wednesday, August 14th based on the order that you registered. If we have not received your booth selection by this time, we will assign the best available booth. **Please Note:** *Table Tops T7 & T8 will be moved to the Pavilion the night of Sept 4th for the Reception and Poker Tournament.*
- **Optional:** If you would like us to be able to share your contact info with attendees, please supply us with your company URL and the email and phone number for each of your firm's attendees.
- **You're Invited:** On the evening of September 4th, we will host a No-Limit Texas Hold'em Poker Tournament to benefit our Youth Leadership and College Scholarship programs. Some of our Sponsorship packages include entry. Buy-in will be \$50 with unlimited \$25 re-buys during the first hour. The winner of the tournament will win a 50-inch 4K HDVR Smart-TV. **If you are interested in playing, please click [HERE](#).** Buy-ins will be collected the night of the tournament.
- **Optional:** If you are interested in including any promotional material in the conference attendee's welcome bag, please mail the material to (*Materials must be received by Thursday, August 29th*):  
FBINAA-Eric S. Sonstegard  
12610 Hillside Drive  
Moorpark, CA 93021

#### **Information that will be helpful to you**

Please be sure to bookmark [http://www.fbinaacc.com/sponsors\\_info.html](http://www.fbinaacc.com/sponsors_info.html) and visit this page if you have any questions

- Onsite, if you have questions or need anything, please start at the Registration/Information desk. If it's not open, or you need something after hours, please contact our Event Manager, Joe Smith at 925-519-4181.
- **Exhibit Hall Set-up** is currently set for Tuesday at 3:00 PM. Please watch the URL above and we will keep you updated as the Expo company lets us know when they expect to have the pipe and drape set - we'll let you set-up as soon as they are done.
- **Exhibit Hall Bread-Down** is at 2:45 PM on Thursday (or as soon as the attendees are in for the 2:30 session). Please note, the hotel will be turning the space to set-up for our banquet and will need you to be ready to clear your space ASAP. If you are not at your booth to breakdown at 2:45 PM, the hotel and/or the Exhibit company may move your items so that they can break the tables, chairs and drape down and get the space turned for the banquet.
- The official Conference Agenda is posted at: <http://www.fbinaacc.com/agenda.html>
- Shipping information for the hotel is available on the conference website at: [http://www.fbinaacc.com/sponsors\\_info.html](http://www.fbinaacc.com/sponsors_info.html)
- **Power & Internet:** If you would like Power and/or Internet at your booth, please order directly through PSAV by using the attached form. Please do not send the form back to us, but return it to the PSAV contact listed on the bottom right of the form. Do not wait until the last minute to return this form. PSAV is not associated with the FBINAA and is the hotels exclusive vendor for these items and may charge additional for last minute orders.

Let me know if you have any question. Please watch your email and the website for additional information and we look forward to seeing you in Newport!!

Joe

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Joe Smith, CMM