

Booth Locations

This document provides information regarding Booth Locations.

General

Booth locations will be situated at lunches areas and high conference traffic spots.

Important:

- Booth locations measure 5 m² and include an electricity plug (110 V), a table and 2 chairs.
- Booth location sponsor packages also provide 1 free corporate pass and 2 passes with a 50% discount.
- An additional documentation table will be available for literature, magazines, surveys and the like brought along by sponsors and participants, but not more than 200 identical copies of each are allowed.
- Handing out of documentation: neither TBLI CONFERENCE nor the Conference Location will accept any marketing or information print material from non-Sponsors or non-Attendees.
- Booth material can be stored at the Conference Location and will be accepted by them not earlier than 2 weeks and no later than 1 day prior to the conference start date. Storage service is at no cost.
- Sponsors are required to email a list of all materials shipped and tracking numbers to TBLI CONFERENCE.
- Sponsors will be able to set up their booth at the assigned location **from 7:30 hrs** on the 1st conference day.
- All booth material remains the responsibility of Sponsors and senders and must have been removed by Sponsors and senders **at the end of the program of the final conference day**.
- TBLI CONFERENCE nor the Conference Location will be held responsible or liable for any booth material damaged or lost. Materials stored and not reclaimed will be removed at the end of the afternoon of the final conference day, without any responsibility or liability for TBLI CONFERENCE or the Conference Location.

Contacts

Please contact us for the conference specific delivery address label to send your Booth Location material.

TBLI staff responsible for Booth Locations assistance during set-up is:

Ms Stephanie Gerteiser
Manager Business Development & Programs
TBLI CONFERENCE™
T +31 20 428 67 52*103
E stephanie@tbligroup.com

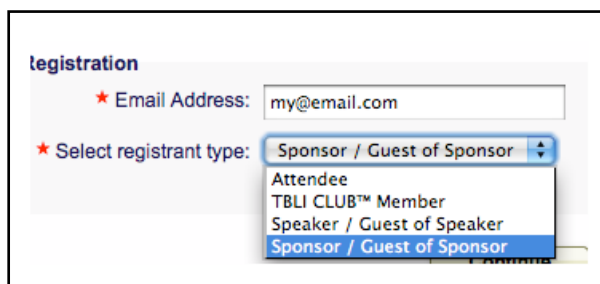
Registration of Booth Staff

As part of your sponsorship package you will receive a Registration discount code from us via email. This code can be used to register your Booth Staff for free. The code may be use for maximum 2 persons. The code only applies to the Full Conference Pass.

The registration process works as follows:

Go to bit.ly/us14register

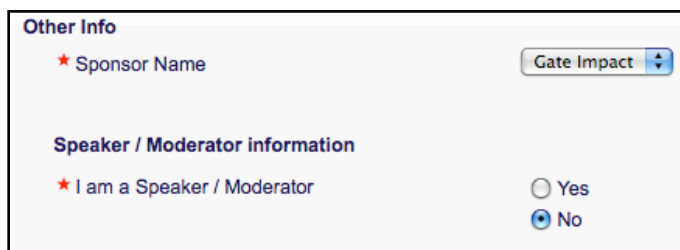
2. Enter your email address
3. Select the registrant type "Sponsor/ Guest of Sponsor" from the dropdown box:



The screenshot shows a registration form with the following fields:

- Registration**
- ★ Email Address:
- ★ Select registrant type: (dropdown menu is open showing options: Attendee, TBLI CLUB™ Member, Speaker / Guest of Speaker, Sponsor / Guest of Sponsor)

4. Enter your personal information.
5. Select the Sponsor's name and enter other information that is requested.



The screenshot shows the 'Other Info' section of the registration form with the following fields:

- Other Info**
- ★ Sponsor Name: (dropdown menu)
- Speaker / Moderator information**
- ★ I am a Speaker / Moderator: Yes No

6. Please select the Full Conference Pass and use the discount code from the email.
7. If you are registering both persons, please click the 'Add another person' button and repeat steps 1 – 7. Otherwise click 'Continue'.



The screenshot shows the registration form with the following buttons:

- or

8. Process payment using a credit card or PayPal account (if applicable)
9. Your registration is now confirmed, save the confirmation email; you may need to update any of the registration and/or attendee details.

For feedback please contact our office at +31 (0)20 428 67 52 or conference@tbligroup.com