



EXHIBITOR KIT

Thank you for sponsoring the 4th Annual Liver Connect Conference. We truly appreciate your support, and we are pleased to have you joining us. To ensure your organization has a successful conference, please see important details below with logistics and exhibition information.

FAST FACTS

VENUE INFORMATION

Fairmont Scottsdale Princess
7575 E Princess Dr, Scottsdale, AZ 85255

AGENDA

Please [click here](#) to view and download the most up-to-date conference agenda!

EVENT LOCATIONS

Exhibit Hall	Princess D-E
General Session	Princess F-I
Industry-Sponsored Events	Princess A-C

EXHIBIT SPACE INFORMATION

We are proud to partner with GES and ensure seamless planning in sponsor's exhibit space. Depending on the level of sponsorship, each company will be receiving the following:

- Platinum Sponsors - 10x10 / 10x20 booth package
- Gold Sponsors - 12ft tabletop package
- Silver Sponsors - 6ft tabletop package

Each package includes installation & removal, pipe & drape, two chairs, wastebasket, & ID sign. Exhibit booth materials are required to be shipped to the warehouse prior to the event & GES will deliver materials to your designated exhibit space upon setup. See details below:



Exhibit Booth Management – GES

We are thrilled to announce our partnership with GES (Global Experience Specialists) to oversee the management of the Exhibit Hall at the upcoming Liver Connect Conference. This will enhance your overall experience and ensure a seamless exhibition process.

Important information regarding booth logistics and shipping information can be accessed through the official GES website: <https://ordering.ges.com/017601358/welcome>. We encourage you to review this site thoroughly for comprehensive details on booth specifications and shipping guidelines.

Important Reminders:

- **Mandatory Shipping:** To facilitate a smooth set-up and to adhere to event timelines, it is mandatory to ship all exhibit booth materials to the GES warehouse before the commencement of the Liver Connect Conference.
- **Order GES Services Early:** To receive the best pricing & ensure timely processing, we recommend placing your GES orders by Thursday, March 14.
- **Booth Number Assignment:** Please be advised that your booth number has been assigned, and you can find this information on the GES website along with other pertinent details.

We are confident that our collaboration with GES will contribute to a successful and well-organized Liver Connect Conference Exhibit Hall. If you have any queries or require further assistance, feel free to reach out to the GES team or our event coordinators.

EXHIBIT BOOTH INFORMATION

SETUP

Thursday, April 4
12:00 – 4:00 PM

BREAKDOWN

Saturday, April 6
1:30 – 3:30 PM



EXHIBIT HALL HOURS

The exhibition hall starts Friday, April 5th and will open at 7:30 AM on both days.

Friday, April 5

7:30 – 8:30 AM
10:10 – 10:30 AM
12:00 – 12:30 PM
6:00 – 8:00 PM

Saturday, April 6

7:30 – 8:30 AM
10:00 – 10:30 AM
12:15 – 1:00 PM

REGISTRATION & ONSITE CHECK-IN

Exhibitor registration should be completed by **Wednesday, March 13** within your exhibit portal. Check-in will be available in the Grand Foyer North starting on Thursday, April 4th at 12:00 PM.

IMPORTANT: Complimentary registrations also known as **booth staff** in the exhibitor portal may be utilized for booth personnel or senior staff and includes access to the exhibit hall, meals, and conference. Additional personnel above the complimentary registration amount will be charged a registration fee of \$1,500. To register additional personnel please [click here](#).

EXHIBITOR PORTAL

Please log into our **exhibitor management portal** and complete the deliverables listed below.

The administrator for your portal will be the individual in your organization receiving this exhibitor kit. The administrator will receive an email from TAG-Logistics to start completing tasks. If an email was not received, please contact logistics@taggrp.com.

In the event you have not completed an assigned task by the corresponding deadline you will receive an email reminder.

DELIVERABLE DEADLINES

- **Upon receipt of this exhibitor kit**
 - ❖ Company Logo
- **Monday, February 5, 2024**
 - ❖ Advisory Board (*Only Platinum Sponsors*)
- **Wednesday, February 14, 2024**
 - ❖ Industry Forum
- **Wednesday, February 21, 2024**
 - ❖ Industry-Sponsored Event (*Only Platinum Sponsors*)
- **Monday, March 4, 2024**
 - ❖ Conference Bag Inserts
 - ❖ Exhibit Booth Requirements
- **Wednesday, March 13, 2024**
 - ❖ Complimentary Registration
- **Friday, March 15, 2024**
 - ❖ Hotel Accommodations
- **Wednesday, March 20, 2024**
 - ❖ Exhibit Booth AV Requests
 - ❖ Networking Reception(s) RSVP
- **Wednesday, March 28, 2024**
 - ❖ Industry-Sponsored Event Slide Deck (*Only Platinum Sponsors*)

Please contact Tactical Advantage Group with any questions, etc. you may have related to your sponsorship.

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