

Greater Arizona eLearning Association  
**AZBSN** Arizona Broadband  
Stakeholder Network

Arizona Telecommunications and Information Council



*Broadband Stakeholder Roundtable*

May 28, 2019, 2:00-6:00 PM

Rio Salado College Conference Center

2323 W 14th St, Tempe, AZ 85281

Free Webinar - 2:30-5:00 PM

[www.arizonatele.org](http://www.arizonatele.org)

*Promoting fast, affordable and reliable Broadband for all Arizona Communities*

## Sponsor/Exhibitor Instructions

Thanks for participating!

First of all we want to thank you for your commitment to sponsor or participate as a nonprofit partner for the Arizona Broadband Stakeholder Network Roundtable May 29, 2019. We appreciate your support. Next, please review the Exhibitor Set-up instructions in this document and then complete our online Exhibitor Requirements Form on our web site to provide us information about your exhibitor requirements such as electric & Internet access. Please complete this form ASAP.

In this document you will find instructions that include:

- ✓ Setup times and instructions
- ✓ Registration of your company representatives
- ✓ Logo requirements and instructions for electric, Internet, exhibitor space, and parking
- ✓ Sponsor/exhibitor payments

### A few things you should know

- ✓ Tell Us What You Need! Please complete the *Exhibitor Requirements* form at the bottom of the **Instructions and Your Exhibitor Requirements** page **on our web site** to let us know your requirements for tables, electric, Internet, special requirements, etc.
- ✓ **Registration:** Please register all of your representatives that will be attending. This is important for name tags, reception planning, etc. **There is no registration fee required. You will find the link on the Exhibitor Instructions and Requirements Page.**
- ✓ We will send you an invoice for your sponsor fees. You can pay by check or credit/debit card.
- ✓ Please note that this is a participatory event for all attendees, including exhibitors. Your input is important, therefore, we encourage you and your representatives to participate in the Roundtable.
- ✓ As a **sponsor** your logo will be included on the web site and in our print materials. If you have not done so, **please send a logo ASAP** to be used for the web and a high-resolution logo for print (.jpg or .png preferred). **If you are a Platinum Sponsor, we will also include an introductory paragraph on the web site. Send logo to: [aticarizona@gmail.com](mailto:aticarizona@gmail.com)**

If you have questions, please contact me. We look forward to seeing you at the Roundtable.

Steve Peters,  
Roundtable Coordinator  
520-321-1309  
[aticarizona@gmail.com](mailto:aticarizona@gmail.com)

<https://bit.ly/2YdinE1>

# Sponsor/Exhibitor Instructions

## Arizona Broadband Stakeholder Roundtable

**May 28, 2019**

Rio Salado College Conference Center  
2323 West 14th Street Tempe AZ 85281

### Roundtable Coordinator

Steve Peters  
520-321-1309, aticarizona@gmail.com

### Parking and Exhibit Drop-off for Rio Salado

Free parking is available in the parking garage directly across the drive from the Conference Center.

Use the front entrance to the Conference Center to drop-off your exhibits and materials.

## Roundtable Schedule

2:00 - 6:00 PM

- ✓ 1:00 - 1:45 Exhibitor Setup
- ✓ 2:00 - 2:30 PM Registration, Showcase, Networking
- ✓ 2:30 - 5:00 PM Program
- ✓ 5:00 - 6:00 PM Reception, Showcase, Networking
- ✓ 6:00 - Exhibitors time to go home

## Exhibitor space, electric and Internet

### Tables, Electric and Internet

Set-up includes (no additional cost):

- ✓ Exhibit Table and chairs (table only, no pipe and drape booth)
- ✓ Electric
- ✓ Wi-Fi

Location selection will be first-come-first-serve. If you have your own booth or display you are welcome to use it. We will arrange space for you. There are no size limitations.

## Banners

If you are a Platinum sponsor, we will prominently display your banner. Please bring it with you at set-up time.

## Need More Info?

Thanks again for your support. We look forward to seeing you at the Roundtable. In the meantime, if you have questions or additional requirements give us a call or send us a note.

## Exhibitor Set-up Instructions

<https://bit.ly/2YdinE1>

Steve Peters, Roundtable Coordinator  
(520) 321-1309, aticarizona@gmail.com

<https://bit.ly/2YdinE1>