

## FinNext 2020 EXHIBITOR SERVICE KIT

January 21, 2020

Dear FinNext Sponsors,

FinNext 2020 is rapidly approaching and will be here before you know it. With about two months to go, it will be important to read this manual and meet all the deadlines. Let's get started.

The FinNext Exhibitor Service Kit includes the information you need to plan your participation for FinNext 2020. It includes rules and regulations for participating in the conference, schedule of events, deadline calendar, Tech Lounge hours, how to order electric, catering, shipping and much more.

AFP and Freeman, the official General Service Contractor, will be working hard to help ensure FinNext 2020 is a successful event for you.

Should you have any questions or need further assistance, please email us at [exhibiting@afponline.org](mailto:exhibiting@afponline.org). We look forward to working with you in the upcoming months.

Sincerely,  
The AFP Exhibits Team

**[www.FinNext.org](http://www.FinNext.org)**

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**FinNext 2020**  
**EXHIBITOR SERVICE KIT**



**FinNext 2020**  
**March 15-17, 2020**  
**New Orleans Marriott**  
**555 Canal Street**  
**New Orleans, Louisiana 70130**

**EXHIBITOR MOVE-IN**

**Sunday, March 15, 2020**  
**10:00 AM – 4:00 PM**

**TECH LOUNGE HOURS**

**Monday, March 16, 2020**  
**10:00 AM – 6:00 PM**

**Tuesday, March 17, 2020**  
**9:30 AM – 10:30 AM**

**EXHIBITOR MOVE-OUT**

**Tuesday, March 17, 2020**  
**10:30 AM – 12:00 PM**

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## CONFERENCE SCHEDULE AT A GLANCE

### Sunday, March 15

10:00 a.m. - 6:30 p.m.	Registration
10:00 a.m. - 3:00 p.m.	Pre-Conference Workshop – From Data to Reporting & Insights Through Power BI
1:30 - 3:00 p.m.	FP&A Roundtable: Implementing a Planning System <i>Sponsored by QueBIT</i>
3:30 - 5:00 p.m.	FP&A Symposium: Navigating Project Investment Decisions <i>Sponsored by Planful</i>
5:00 - 6:30 p.m.	Welcome Reception <i>Sponsored by Planful</i>

### Monday, March 16

7:30 a.m. - 5:00 p.m.	Registration
7:30 - 8:30 a.m.	Attendee Breakfast
8:30 - 10:00 a.m.	Opening Keynote – Daniel Pink
10:00 a.m. - 6:00 p.m.	Tech Lounge Open
10:00 - 11:00 a.m.	Tech Lounge Refreshment Break & Solution Showcase Solution Showcase – 10:15 – 10:25 a.m. – Adaptive Insights 10:35 – 10:45 a.m. – Planful
11:00 a.m. - 12:00 p.m.	Session Block #1
12:00 - 1:15 p.m.	Lunch & Tech Lounge Dessert Break
1:15 - 2:15 p.m.	Session Block #2
2:15 - 3:00 p.m.	Tech Lounge Refreshment Break & Solution Showcase Solution Showcase – 2:25 – 2:35 p.m. – Board International 2:45 – 2:55 p.m. – Unit 4
3:00 - 4:00 p.m.	Session Block #3
4:15 - 4:45 p.m.	Session Block #4
4:45 - 6:00 p.m.	Tech Lounge Reception

### Tuesday, March 17

7:30 - 10:00 a.m.	Registration
7:30 - 8:30 a.m.	Attendee Breakfast

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# FinNext 2020 EXHIBITOR SERVICE KIT



8:30 - 9:30 a.m.	Session Block #5
9:30 - 10:30 a.m.	Tech Lounge Open
9:30 - 10:30 a.m.	Tech Lounge Refreshment Break & Solution Showcase Solution Showcase – 9:40 – 9:50 a.m. – Longview 10:10 – 10:20 a.m. - OneStream
10:30 a.m. - 12:00 p.m.	Closing Keynote – Amy Vetter

*(Schedule as of 1/17/20)*

**[www.FinNext.org](http://www.FinNext.org)**

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## CONFERENCE CONTACT INFORMATION

### AFP Exhibiting Team

**Tina Carter, Events & Exhibits Specialist**

**Lubi Manova, Project Manager**

Email: [exhibiting@afponline.org](mailto:exhibiting@afponline.org)

### AFP Sales

Phone: 301.907.2862

Website: [www.AFPonline.org](http://www.AFPonline.org)

#### Kevin Boyle

Director of Access Sales

Phone: 301.961.8861

E-mail: [kboyle@AFPonline.org](mailto:kboyle@AFPonline.org)

#### Tim Momyer

Access Sales Executive

Phone: 301.961.8838

E-mail: [tmomyer@AFPonline.org](mailto:tmomyer@AFPonline.org)

#### David Pim

Access Sales Executive

Phone: 301.961.8891

E-mail: [dpim@AFPonline.org](mailto:dpim@AFPonline.org)

### Official General Service Contractor

#### Freeman

1000 Elmwood Park Blvd

New Orleans, LA 70123

Phone: 504.731.6137

Fax: 469.621.5612

E-mail: [FreemanNewOrleansES@freeman.com](mailto:FreemanNewOrleansES@freeman.com) Website: [www.freemanco.com](http://www.freemanco.com)

### Freeman Exhibit Transportation

Phone: 1.800.995.3579 (US & Canada)

1.817.607.5183 (International Shipping Services)

E-mail: [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

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## **EXHIBITOR RULES for FinNext 2020**

(Effective November 2019)

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### **1. EXHIBIT LOCATION**

All exhibits will take place in the “Tech Lounge” located in the Bissonet Room of the New Orleans Marriott, 555 Canal Street, New Orleans, LA 70130. (AFP reserves the right to alter the exhibit hall floor plan to ensure continuity of the display area.)

#### **TECH LOUNGE HOURS (local time)**

Monday, March 16, 2020	10:00 AM – 6:00 PM
Tuesday, March 17, 2020	9:30 AM – 10:30 AM

### **2. FUNCTIONS AND RECEPTIONS**

Exhibitors shall not host events during official conference hours that are outside of the hotel licensed by AFP in connection with the conference, including hospitality suites and function space.

#### **OFFICIAL CONFERENCE HOURS (local time)**

Sunday, March 15, 2020	10:00 AM – 6:30 PM
Monday, March 16, 2020	8:00 AM – 6:00 PM
Tuesday, March 17, 2020	8:00 AM – 12:00 PM

*Note: Conference Hours are subject to change at the sole discretion of AFP.*

### **3. SHIPPING**

Exhibitors utilizing the Freeman Warehouse should ship their booth materials to arrive by March 6, 2020 to avoid additional fees. Freeman will begin receiving shipments at the warehouse on February 17, 2020.

The New Orleans Marriott has a FedEx Business Center on-site. Shipments sent directly to the New Orleans Marriott will be charged additional hotel handling fees. Exhibitors shipping directly to/from the hotel will be responsible for any additional FedEx charges at the time of service paid directly to FedEx. AFP will not incur any additional costs.

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#### **4. EXHIBIT HALL RULES**

No one under the age of 21 is permitted to attend any conference function or is permitted in the exhibit hall at any time.

#### **5. PROHIBITED CONDUCT**

- A. Sponsors (or any conference attendee) are prohibited to utilize area other than their assigned exhibit space, at any AFP conference site. Prohibited conduct includes, but is not limited to, marketing, sales, distribution of promotional materials or any other activities conducted outside of your assigned exhibit space. This includes selling in the aisles or at any other event relating to FinNext 2020.
- B. Except for official AFP activities, no exchange of monies consisting of, but not limited to, cash, credit cards, checks, or signing of purchase orders or contracts is allowed within the confines of the Tech Lounge during the conference.
- C. Booth substitutions are not accepted for exhibiting companies except when there has been a merger or acquisition.
- D. AFP does not permit exhibitors to use balloons anywhere in the Tech Lounge.
- E. No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Engineering at the hotel and AFP. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.
- F. The logo for the Association for Financial Professionals is trademarked and cannot be used by any exhibitor in any manner (including on a booth or in promotional materials) for FinNext 2020 without the written permission of AFP.
- G. Except for signage within the approved limits of an exhibit space, signs are not allowed in any of the conference facilities unless approved in advance by FinNext 2020 management.
- H. Exhibitors are prohibited from dismantling their booth prior to the conclusion of the official exhibit hall hours.



## **6. EXHIBIT BOOTH EQUIPMENT**

### **A. Standard Booths**

Standard booth spaces shall be draped in a black 8' high backdrop and 3' high black side rails. Exhibitor shall also receive a 7" x 44" exhibitor identification sign as part of a standard booth. AFP does not allow the drape color to be replaced with any other color.

### **B. Carpet**

The exhibit areas will use existing hotel carpet, unless the exhibitor has purchased and arranged for the installation of custom carpet or flooring within the booth. Freeman provides custom carpet options, but exhibitors do not need to order carpet, and may also choose to use a third-party vendor for custom carpeting if preferred.

### **C. Hanging Signs**

No hanging signs are allowed at this show.

## **7. EXHIBITOR APPROVED CONTRACTOR (EAC) FORM**

Exhibitors must submit an EAC Form for any third-party vendors needing access to their booth. All EAC forms must be emailed to [Exhibiting@afponline.org](mailto:Exhibiting@afponline.org) by **March 2, 2020**. Outside contractors will be required to supply a Certificate of Insurance (COI). The form is included in this kit.

## **8. NON-FLAMMABLE MATERIALS**

All materials used in the exhibit hall, ballrooms or any other room of the convention center, must be non-flammable and conform to the fire regulations of the convention center. Electrical wiring and equipment installation must conform to the applicable regulations of the convention center. Materials not conforming to such regulations shall be removed immediately at the exhibitor's expense. It is strictly against fire codes to block or lock any fire exits.

## **9. DISCARDED EXHIBIT MATERIALS**

Any exhibitors who discard their displays or any type of "bulk" material not considered normal refuse must make arrangements for its removal at their own expense. If the hotel has to remove these materials, the exhibitor shall be charged directly.

#### **10. EXHIBITOR CONFERENCE REGISTRATIONS**

Exhibitors receive complimentary exhibitor conference registrations based on the level of sponsorship. Full registrations grant full access to the entire conference, including educational sessions, general sessions and networking events. Expo Hall passes grant access to the Tech Lounge only.

Please email your attendee information to [exhibiting@afponline.org](mailto:exhibiting@afponline.org) by February 14, 2020. Include the following:

First Name, Last Name, Title, Company, Mailing Address, Phone, Email

Sponsors can purchase additional conference registrations at a discounted rate. Please use the Sponsor Registration Form in this kit to register additional members of your team.

#### **11. DEADLINES**

Exhibitors are expected to adhere to all deadlines set forth by AFP. Failure to meet deadlines as outlined in this kit may result in exclusion from conference materials.

## PREFERRED VENDORS

To place an order, see the Appendix for order forms.

### CATERING SERVICE

#### Marriott New Orleans

Contact: Jennifer Vizcarra  
Phone: 504.553.5570  
Email: [Jennifer.vizcarra@marriott.com](mailto:Jennifer.vizcarra@marriott.com)  
Website: <https://www.marriott.com/hotels/travel/>

### LEAD RETRIEVAL

#### EXPO LOGIC

Phone: 484.751.5131  
Website: <http://ww2.expologic.com/full-service-lead-management>

### HOUSING

#### Marriott New Orleans

555 Canal Street  
New Orleans, LA 70130  
504.581.1000  
[FinNext Online Reservations](#)

### PHOTOGRAPHY

#### Chris Martinez Photography

Phone: 504.439.8718  
Email: [chris@chrismartinezphotography.net](mailto:chris@chrismartinezphotography.net)

### INTERNET/ELECTRICAL/TELEPHONE SERVICE

#### PSAV

Contact: Andrew Winston  
Phone: 504.613.1870  
Fax: 855.869.6651  
Email: [1796exhibits@psav.com](mailto:1796exhibits@psav.com)

### SHIPPING SERVICES

#### Freeman Exhibit Transportation

Phone: 1.800.995.3579  
E-Mail: [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

#### FEDEX Office at New Orleans Marriott

Phone: 504.654.1057  
Email: [usa5038@fedex.com](mailto:usa5038@fedex.com)

## IMPORTANT DATES & DEADLINES

### ASAP

- Make Housing Reservations (based on availability/last day for group rate is 2/24)).....ASAP

### FEBRUARY

#### AFP

- AV Requirements for Solution Showcase due (Gold & Silver) ..... February 7
- Exhibitor registrations and assignments due ..... February 14
- Purchase additional sponsor registrations deadline..... February 14
- Splash page for the mobile app due (Gold) ..... February 14
- Banner ad requirements due ( Gold & Silver)..... February 14
- Mobile app push notification requirements due (Silver) ..... February 14
- Last day for group housing rate (based on availability) ..... February 24
- Download conference app and review your information ..... February 25
- Digital signage requirements due (Silver & Bronze) ..... February 28

#### PREFERRED VENDORS

- Freeman will begin receiving shipments at warehouse ..... February 17
- Freeman early deadline for discounted rate ..... February 23
  - Material handling
  - Transportation Services
  - Furnishings
  - Booth Cleaning
  - Exhibit Rentals/Booth Graphics
  - Booth Installation and Dismantling
- Lead Retrieval (Expo Logic) – last day for early pricing..... February 14
- Photography Services (Chris Martinez Photography)..... February 28

### MARCH

#### AFP

- Exhibitor Appointed Contractor (EAC) form due ..... March 2
- Certificate of Insurance (COI) due ..... March 2

#### PREFERRED VENDORS

- Internet/Network/Telephone Service (PSAV) ..... March 4
- Last day for shipment to arrive at Freeman warehouse (additional fee after this date)..... March 6

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## SPONSORSHIP LEVELS

### **GOLD –**

- 10x10 booth
- Solution Showcase – 10 minute timeslot
- 4 full conference registrations
- 2 Expo Hall registrations
- Sunday FP&A Symposium sponsor
- Welcome Reception sponsor
- Pre/post registration lists
- FP&A Quest
- Lanyards
- Splash page in the mobile app
- Banner ad in the mobile app
- Website recognition
- Mobile app inclusion
- Keynote recognition

### **SILVER –**

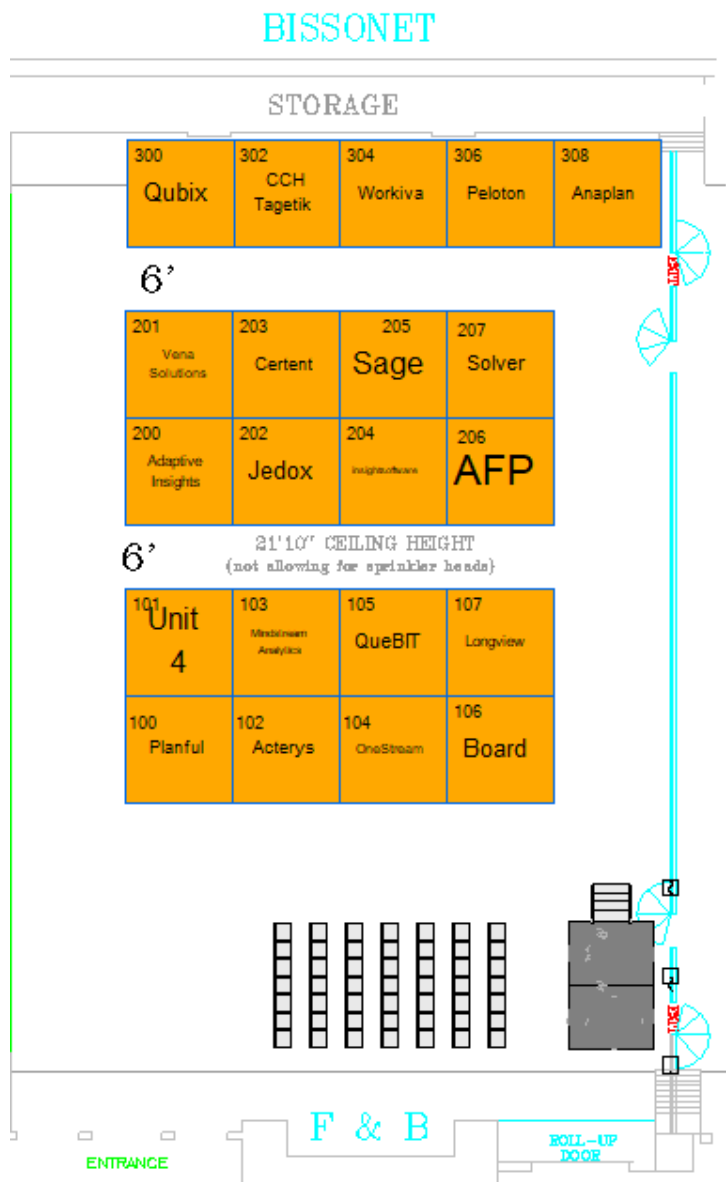
- 10x10 booth
- Solution Showcase – 10 minute timeslot
- 2 full conference registrations
- 2 Expo Hall registrations
- Pre/post registration lists
- FP&A Quest
- Banner ad in the mobile app
- Push notification in the mobile app (1)
- Digital signage
- Website recognition
- Mobile app inclusion
- Keynote recognition

### **BRONZE –**

- 10X10 booth
- 2 full conference registrations
- Pre/post registration lists
- FP&A Quest
- Topic tables at Monday lunch
- Digital signage
- Website recognition
- Mobile app inclusion

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## TECH LOUNGE FLOOR PLAN



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