

October 3 – 5, 2022

Hilton Long Beach | Long Beach, CA

# RIMS WESTERN REGIONAL CONFERENCE

*Shaping the World Ahead for a Brighter Future*



Thank you for sponsoring the 2022 RIMS Western Regional Conference. Saying this event wouldn't be possible without great sponsors isn't just hyperbole, it's absolute truth! We hope the below information will answer your questions related to your sponsorship of the conference. Please also view our "Guide to Sponsorship" video and additional resources on our website at [www.rimswesternregional.com](http://www.rimswesternregional.com).

RIMS is working with Rhino Consulting to ensure you have the best sponsorship experience possible. We will be your point of contact for all conference logistics and can help you with any questions or special requests you have. Our goal is to ensure you receive every sponsorship benefit possible. If further assistance is needed, please contact the Rhino Consulting Team at [events@consultrhino.com](mailto:events@consultrhino.com).

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[All sponsor items are due August 1, 2022. Items submitted after August 1st may result in a loss of benefits.](#)

## ALL YOU NEED TO KNOW ABOUT VENDOR BOOTHS

### CONFERENCE "SWAG" BAG OPPORTUNITIES

- Responding to attendee feedback and being environmentally conscious RIMS Western Regional Conference has eliminated conference swag bags and other branded sponsorship opportunities, i.e., water bottles, notepads, pens, etc.
- WRC will focus our efforts on increasing attendee traffic to the exhibit hall. We encourage sponsors to showcase traditional swag items and high-quality raffle favors at their booths.
- We are expecting between 400 – 600 attendees.
- Swag item at your booth are the discretion of the sponsor organization. If you chose to provide a raffle item, you can "award" the winner in one of two ways highlighted below. This will be coordinated onsite at the conference, no need to coordinate this in advance.
  1. Hold a "business card" raffle independently of WRC. Sponsor will take care of all items pertaining to the raffle (i.e. raffle winner selection, attendee announcement, coordinating award pick up, etc.).
  2. Provide WRC the raffle winner's name and our emcee will reveal the award during a general session announcement. An example of this announcement is "ABC Company has generously raffled a \$500 Amazon gift card; the winner is Jane Doe. Please visit ABC Company's booth to claim your prize."

### VENDOR BOOTH INFORMATION

- One 6-foot-wide by 30-inch-deep banquet table with black floor length linen, 2 chairs, Wi-Fi access and a small waste basket will be provided. Booths will have a total of 7 feet width by 4 feet depth for booth materials. Please be sure all pop ups, posters and items stay within these boundaries.
- If electricity is needed for your display, please email [events@consultrhino.com](mailto:events@consultrhino.com) prior to September 1, 2022.
- For any additional AV needs, please complete the "Exhibitor Order Form" on page 4 and copy [events@consultrhino.com](mailto:events@consultrhino.com) when emailing it to the hotel.

- The exhibit area will be open to conference attendees on Monday, October 3rd at noon – 4:30 p.m., Tuesday, October 4th at 6:30 a.m. – 5:30 p.m. and Wednesday, October 5th at 6:30 a.m. – 3:00 p.m.
- The vendor room will be open for exhibitors to set up their area on Monday, October 3rd from 7:00 a.m. to noon. WRC requests all exhibit booths be set up before noon on Monday, October 3rd.
- Tear down can begin after 1:15 p.m. on Wednesday, October 5th.
- All items must be collected and removed by Wednesday, October 5th at 5:00 p.m. PST. The RIMS Western Regional Conference is not responsible for packaging or mailing any exhibit hall items.
- WRC has scheduled half hour extended networking breaks as well as extended networking lunches to maximize sponsorship exposure. All breaks and exhibit hall times are listed on the WRC website agenda.
- The exhibit area will be located in two places for the 2022 RIMS Western Regional Conference. The hallways of the conference space and around the perimeter of the general session ballroom. (Reference exhibit booth map on page 3.)

#### Positives of General Session Booth Location

- Brand visibility during all general sessions and meals.
- Networking during initial conference registration period.
- Networking during all meals.
- Room will be locked every evening.

#### Draw Backs of General Session Booth Location

- All conversations must end or move to another room when general session speakers begin presentations.
- No visibility to attendees during breakout sessions.

#### Positives of Hallway Booth Locations

- Networking during all breakout sessions and networking breaks.
- Ability to carry on conversations in foyer space after sessions have begun.
- More upbeat networking focused environment.

#### Draw Backs of Hallway Booth Locations

- No visibility to attendees during general sessions and meals.
- Hallways will not be locked overnight (If desired, booth items can be stored in separate secure room. Hilton property is locked and guarded overnight.)

- Booth location assignment process will begin after September 1, 2022. Assignment order will be determined by sponsorship level and date sponsorship confirmation was received. Due to the intimate nature of the WRC, no booth numbers are assigned. Booth tables will be marked with the company's name.
- Detailed view of the exhibit booth area is located on page 3.

### VENDOR BOOTH SHIPPING INSTRUCTIONS

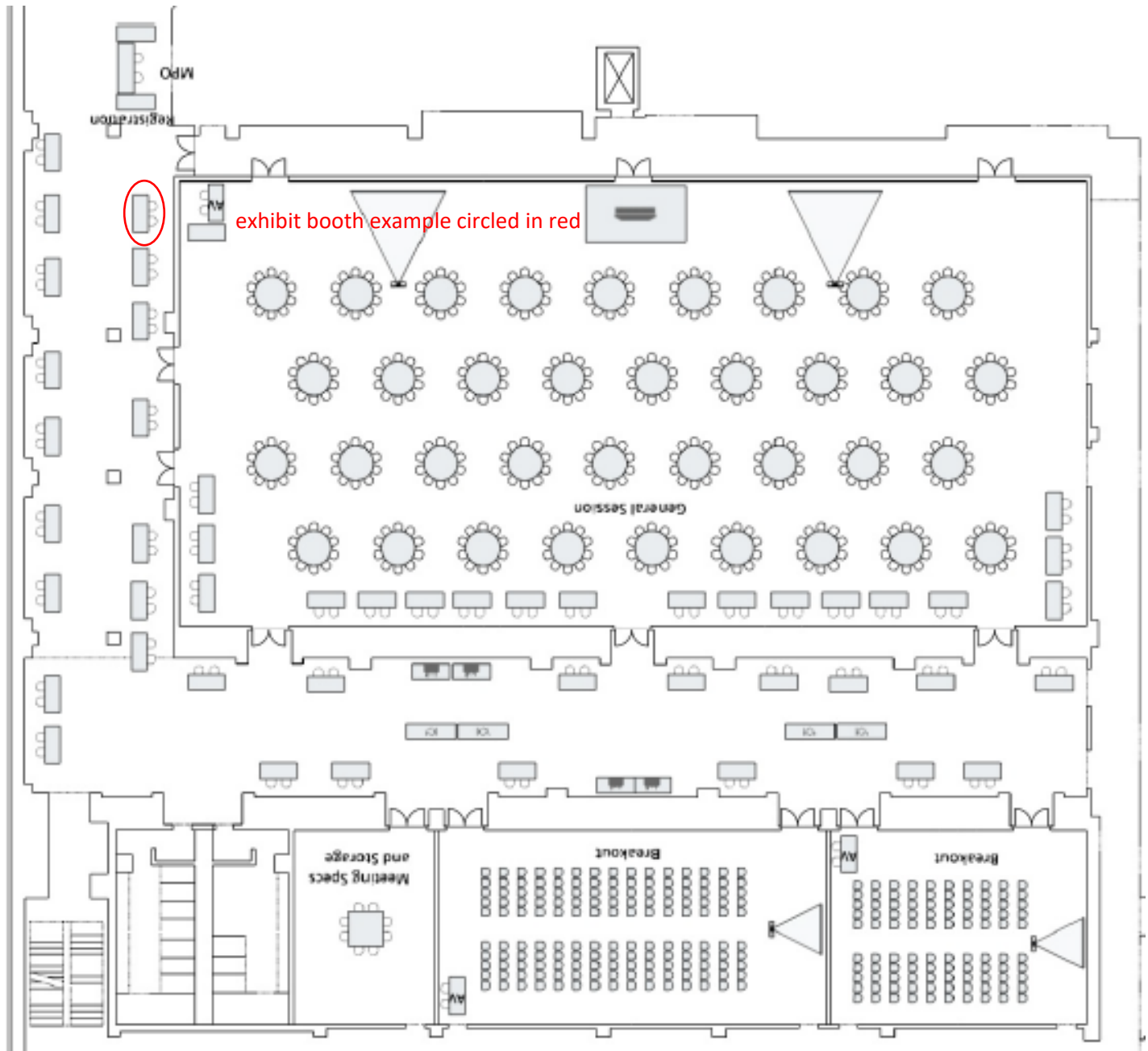
- **CRITICAL:** If you are shipping items for your booth to the Hilton Long Beach, you MUST complete the Hilton "Exhibitor Order Form" on page 4 and email it to [events@consultrhino.com](mailto:events@consultrhino.com) and Jennifer Pak at [Jennifer.Pak@hiltonlb.com](mailto:Jennifer.Pak@hiltonlb.com).
- Vendor booth items should be sent directly to Hilton Long Beach and should be addressed as follows:

Hilton Long Beach  
 Attn: Kisha Cravin  
 701 West Ocean Blvd.  
 Long Beach, CA 90831-3102

PLEASE HOLD FOR (INSERT YOUR IN-PERSON REP NAME HERE)  
 (INSERT Contact Cell Number)

Group: RIMS Western Regional Conference  
 Dates: October 3, 2022 to October 5, 2022

## EXHIBIT HALLWAY & GENERAL SESSION VENDOR BOOTHS MAP



### MORE QUESTIONS

View our "Guide to Sponsorship" video and additional resources on our website at [www.rimswesternregional.com](http://www.rimswesternregional.com).

If you have a question that is not answered in the video or additional resource documents, please contact [events@consultrhino.com](mailto:events@consultrhino.com).

Thank you again for sponsoring the 2022 RIMS Western Regional Conference!

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EXHIBITOR ORDER FORM

(EVENT NAME)

(EVENT DATES)

(EXHIBITOR / COMPANY NAME)

(COMPANY ADDRESS)

(TELEPHONE NUMBER)

(ON-SITE CONTACT NAME)

Table with columns: ELECTRICAL OUTLETS, QTY, AMT. Rows include 120V 15 AMPS, 20 AMPS, 208 V 30 AMPS, 1Ø Additional Day, 208 V 30 AMPS, 3Ø Ea Add'l AMP, and Additional Day.

Table with columns: EQUIPMENT RENTAL, QTY, AMT. Rows include Extension Cord, Power Strip, Power Distribution Boxes (20 AMP Quad Box, 60 AMP Quad Box), Banner Hanging (Less than 11' Long, 11' - 20' Long, 21' or larger), and Hard-Line Internet.

Table with columns: PACKAGE HANDLING CHARGES, QTY, AMT. Rows include Standard Box (up to 50 lbs, Over 50 lbs) and Pallets.

Booth or Table Number: \_\_\_\_\_

Set-up Date/Time: \_\_\_\_\_

Removal Date/Time: \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

PLEASE NOTE:

- 1. Above prices do not include connecting equipment or special wiring.
2. All cords must be of the three-wire, ground type. Unless supplying your own power cords/power strips, please include the cost of renting these items when sending your payment.
3. Any additional electrical requirements or charges not listed on this form will require Engineering Department approval.
4. All 208 Volt service and water service require labor.
5. Orders with payment must be received a minimum of ten (10) working days prior to the set-up day to qualify for the rates listed.
6. Please add 10.25% Sales Tax to all orders listed above.

TOTAL CHARGES \_\_\_\_\_

I HAVE READ AND WILL COMPLY WITH ALL RULES AND REGULATIONS ACCOMPANYING THIS FORM:

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(DATE)

Email to: Jennifer.Pak@Hiltonlb.com

PLEASE BE SURE TO INCLUDE AN EMAIL ADDRESS. ONCE FORM IS COMPLETED YOU WILL RECEIVE AN EMAIL WITH THE CREDIT CARD AUTHORIZATION FORM TO FILL OUT.

Hilton Long Beach
701 West Ocean Blvd., Long Beach, CA 90831-3102
Tel: 562 983-3400 Fax: 562 983-1200