



SMART FABRICS Summit

SPONSOR LOGISTICS

www.smartfabricssummit.com

When	Tuesday, April 24, 2017
Where	Ronald Reagan Building and International Trade Center 1300 Pennsylvania Avenue NW, Washington, DC 20004 <i>To learn more and to view directions, parking and other details, please click here.</i>
Event Space	Atrium Hall
Time	7:45 am – 7 pm <i>Please click here to view the complete agenda.</i>
Dedicated Exhibit Time	Exhibits and sessions take place in Atrium Hall. During breakfast, coffee breaks, after the lunch keynote and closing networking reception exhibits are open. During presentations, exhibitors encouraged to participate in sessions.

What's Included	PLATINUM SPONSOR	GOLD SPONSOR	EXHIBITOR TABLES
Broad Sponsor Recognition >Logo on large screen; logo size in proportion to sponsorship level >Logo on Smart Fabrics Summit website sponsor page >Logo on signage	✓	✓	
Continental Breakfast Sponsor Signage during breakfast, recognition from podium following breakfast		✓	
Morning and Afternoon Break Sponsor Signage during breaks and recognition from podium prior to breaks	✓		
Networking Reception Sponsor Signage during reception; sponsor may provide logo napkins	✓		
Advertisement in Program Guide Logo in the Thank You ad	✓	✓	✓
List of Attendees Final list of attendees; emails included for attendees who provide permission to distribute	✓	✓	✓



SMART FABRICS Summit

	PLATINUM SPONSOR	GOLD SPONSOR	EXHIBITOR TABLES
Summit Registrations Sponsors and exhibitors receive complimentary registrations	3	2	2
Promotional Space One standard, skirted tabletop space in reception and break area	One 6-Foot Table	One 6-Foot Table	One 6-Foot Table

Exhibits

Each exhibitor receives:

- (1) 6 foot banquet table draped
- (2) chairs
- (1) waste basket

Requirements

Exhibit displays must be contained completely on top of 6 foot table. Any variances must be submitted to Mark Berriman for approval by March 23, 2018. meberriman@ifai.com.
Tables will be assigned on a first-come, first-serve basis. Sponsors will be given priority.

Set Up and Tear Down

Set Up

Tuesday, April 24: 6 – 7:30 am; must be ready by 7:45 am when attendees begin to arrive.

Tear Down

Tuesday, April 24: At the conclusion of the Networking Reception, around 7:30 pm.

Shipping of Materials

Shipping of materials to and from the event is the responsibility of the sponsor. If you plan to ship sponsor materials to the Summit, please use the shipping labels included on the sponsors webpage and secure to all packages. Include on the label the following:

Event Name: Smart Fabrics Summit

Booth Name: Your company's name

Date of Event: Tuesday, April 24, 2018

Deliver to Room (Name): Atrium Hall



For shipping out, sponsors are responsible for setting up their own pickup via FedEx or UPS. The UPS Store, located in the Ronald Reagan Building, can assist with receiving and shipping of boxes.

Questions about shipping, contact:

The UPS Store
(202) 503-2440

Exhibitor Services

Power & Internet

If your exhibit table requires power and internet, please complete the Exhibitor Services Form included on the sponsors webpage. These services are the responsibility of the sponsor and need to be ordered direct with The Ronald Reagan Building.

Questions about power & internet, contact:

Clare Battista
Event Planning Manager
cbattista@itcdc.com

Audio Visual Equipment

If your exhibit table requires rental of AV equipment, please complete the AV order form included on the sponsors webpage. Rental equipment needs to be ordered direct with Projection National Services.

Questions about AV equipment rental, contact:

itcexhibits@projection.com

Complimentary Registrations

Per your contract, sponsors receive an allotment of full event registrations. Upon execution and payment of contract, visit the exhibitor registration portal and use the login information provided via email to register.

Questions about registration, contact:

Jennifer AR Fisher
jarfisher@ifai.com | 651.225.6987



Overnight Accommodations

There are no room blocks associated with Smart Fabrics Summit 2018. If you need hotel room(s), please visit www.smartfabricssummit.com under Hotels for a list of properties near the Ronald Reagan Building and International Trade Center.

Non-Sponsor Advertisement in Program Guide

Full page	Color: 4 color CMYK No Bleed: 4.85 in wide x 7.83 in high With Bleed: 5.5 in wide x 8.5 in high w/ .25 bleed
Half page	Color: 4 color CMYK No Bleed: 4.85 in wide x 3.75 in high

All ad materials must be print ready and submitted by **March 9, 2018** to make the print deadline.