



APEC Exhibitor Newsletter- January

Thank you for exhibiting and partnering at APEC 2020, hosted at the Ernest N. Morial Convention Center in New Orleans, LA. Please read this newsletter carefully and pass it on to any members of your team who would benefit from this information.

Exposition Schedule

Exhibitor Move-In

Saturday, March 14, 2020	8:00 AM – 5:00 PM
Sunday, March 15, 2020	8:00 AM – 5:00 PM
Monday, March 16, 2020	8:00 AM – 3:00 PM

*All Exhibitors must be set up and ready by 3:00 PM.

Exposition Hours

Monday, March 16, 2020	5:00 PM – 8:00 PM (Welcome Reception)
Tuesday, March 17, 2020	9:00 AM – 5:00 PM **NEW in 2020- Exhibit Hall Opening at 9:00AM
Wednesday, March 18, 2020	10:00 AM – 2:30 PM **NEW in 2020- Exhibit Hall Closing at 2:30 PM

*Reminder: All Exhibits must be manned during open expo hours.

Exhibitor Dismantle

Wednesday, March 18, 2020	2:30 PM – 8:00 PM
Thursday, March 19, 2020	8:00 AM – 2:00 PM

Current Floor Plan

Please click [HERE](#) to view the APEC 2020 online floor plan.

Approved Networking Times

Exhibitors are not allowed to host any other events can conflict with the APEC Official Schedule. Approved networking time are as followed:

Monday, March 16, 2020	Anytime after 8:00 PM
Tuesday, March 17, 2020	Anytime after RAP Sessions at 6:30 PM
Wednesday, March 18, 2020	Anytime after the Social Event at 9:00 PM

Exhibitor Services Manual

Please view the Exhibitor Service Manual [HERE](#) and scroll down to see APEC 2020. If you're having technical issues viewing the service manual or are having troubles logging into the T3 Expo website, please email help@t3expo.com.

Housing

Click [HERE](#) for a full list of hotels included in the APEC 2020 contracted room block. Rooms are available on a first come first serve basis and must be reserved by **February 3, 2020** in order to be eligible for the discounted rates.

There is a **1 Room Night non-refundable deposit for each hotel room (based on the negotiated rate at each individual property)**, which is due when hotel reservations are made. Each exhibiting company may secure a **maximum of 25 hotel rooms**. If more than 25 rooms are necessary, individuals not included the company's 25 rooms should contact the hotel directly as this **will not** count toward the company room block. To secure a company room block or individual hotel room, please contact exhibits@apcc-conf.org.



None of the contracted APEC hotel properties will be taking reservations over the phone. Hotel reservations can only be made via the housing links provided to you in the confirmation email sent to you once you've completed your 2020 conference registration.

Please note: All attendees will be charged for their full hotel stay 14 days out from APEC 2020. If you have secured housing but have not yet registered, you will be notified that they must register to attend APEC 2020 within a one week time period and if you do not register, your room will be cancelled automatically.

*** APEC has been notified that there are some "Fraudulent Housing Reservation Companies" reaching out to APEC attendees and exhibitors. IEEE APEC has reserved room blocks **directly** with event hotels. APEC **does not** endorse or have a relationship with **any** housing company. Please note that fraudulent hotel reservation companies may solicit APEC attendees and exhibitors posing as APEC's official housing company offering special discounted hotel rates. IEEE APEC is not responsible for and cannot guarantee any reservations made through any outside housing company.***

Registration

Registration for the badges included with your booth and partnership packages are available now. Click [HERE](#) to access the Registration page. As a reminder, each company receives 1 full conference exhibitor badge and unlimited exposition only badges. Companies with 400 square feet or more receive 1 additional Complimentary Badge. Also, a Diamond Partner receives 3 additional full conference badges, Platinum Partners receive 2 additional full conference badges and Gold Partners receive 1 additional full conference badge.

Please complete your registrations online at your earliest convenience. If you need your password for registration, please email apec2020@badgeguys.com

Partnership Opportunities

Drive your company forward by selecting to participate as a 2020 APEC Partner. [Click here](#) to view the **2020 Partnership Prospectus**.

Here are a few of the tremendous opportunities available to showcase your brand:

- **NEW! Digital Banner Ads** - \$5,000 for 15 second ad
- **Wednesday Evening Social Event Partner** - \$10,000
- **Wifi Partner** - \$15,000
- **Charging Station** - \$3750 (1 remaining)
- **Coffee Station** - \$3000 per day or \$10,000 for all days
- **Hotel Key Cards and Envelopes** - \$8500
- **Barista Station in the Hub** - \$2500 for Monday, \$5000 for Tuesday, \$2500 for Wednesday
- **Floor Decals** - \$1000

The following Partnership Levels are available:

- **Diamond Level Partner** - \$22,000 (2 available)
- **Platinum Level Partner** - \$11,000 (1 available)
- **Gold Level Partner** - \$8250
- **Silver Level Partner** - \$5500
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To reserve any of these partnership opportunities, [click here for the online order form](#).

Questions? Contact Carolyn Kline at exhibits@apec-conf.org or call 312-673-5374.