



2025

# Partnership Guide

Your all-inclusive guide to your LIVE sponsorship including speaker information, important deadlines, and exhibitor information for **Broadband Nation Expo 2025**

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# Contact Us

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To make sure your participation at Broadband Nation Expo goes smoothly, we have prepared this resource doc with information to ensure your success at the event.

Our goal is to provide an excellent experience. Please do not hesitate to contact any member of our team with questions regarding the event.

## **SPONSORSHIP LOGISTICS**



**Derrick Ro**  
*Sponsorship Manager*  
**[Dro@questex.com](mailto:Dro@questex.com)**

# Important Deadlines & Dates



<b>ASAP</b>	<b>Company Description &amp; Logo Deadline</b> Send to <a href="mailto:Dro@questex.com">Dro@questex.com</a>
<b>OCTOBER 3</b>	<b>Speaker Information</b> Headshot, Bio, Presentation Information Send to <a href="mailto:rllowell@questex.com">rllowell@questex.com</a>
<b>OCTOBER 24</b>	<b>Speaker Presentation Deadline</b> Send to <a href="mailto:rllowell@questex.com">rllowell@questex.com</a>
<b>OCTOBER 16</b>	<b><u>Book Your Hotel</u> for a Discounted Rate</b>
<b>ASAP</b> No later than October 16	<b>Sponsor Registration Deadline</b>
	<b>Speaker/Panelist Registration Deadline</b>
<b>OCTOBER 31</b>	<b><u>Electric &amp; Labor Service Order Form</u></b>
	<b><u>Internet Service Order Form</u></b>
<b>OCTOBER 31</b>	<b>Tradeshow Furniture Order Deadline</b>
<b>OCTOBER 31</b>	<b><u>AV Exhibitor Order Form</u></b>
<b>NOVEMBER 12</b> Arrival Date	<b>Shipping Information</b>

## QUICK LINKS

[Partner & Exhibitor Resources](#)

# General

## SPONSOR REGISTRATION

As per your contract, you have complimentary passes. Please use [this link](#) to register and use the personalized password provided in your Welcome Email.

## COMPANY LOGO & DESCRIPTION

Please submit your company description along with your company logo ASAP for signage. High resolution is preferred (.eps, .psd, or .png). Ideally, ONE color version and ONE white version, transparent background. Send to [dro@questex.com](mailto:dro@questex.com)

## VENUE

### Omni ChampionsGate in Orlando

1500 Masters Blvd, Championsgate, FL 33896

**Exhibit Hall-** National Ballroom ABC

## EVENT TIMES - [VIEW THE AGENDA](#)

DAY	REGISTRATION	EVENT	EXHIBIT
Monday, Nov 17th	11:00am-5:30pm	1:00pm-7:00pm	5:00pm-7:00pm**
Tuesday, Nov 18th	7:00am-5:30pm	8:00am-7:00pm	8:00am-5:00pm
Wednesday, Nov 19th	7:30am-12:30pm	8:00am-5:00pm	8:00am-4:00pm

*\*Times are subject to change. Please use the website for the most up-to-date information*

*\*\* Exhibiting begins during the welcome reception*

## HOTEL INFORMATION

### Book Your Broadband Nation Expo Hotel Today!

Please click [here](#) to find the most up-to-date information regarding Broadband hotels.

# Exhibitor Information

## GENERAL

- Every exhibiting partner will have a 10 ft wide x 10 ft deep footprint unless otherwise stated in your contract. This space is to be furnished at your expense, unless agreed upon - Information applicable only if you have a BOOTH.
- Backdrops are to be no larger than 10 ft wide unless you have a larger booth. There is an 8-foot height restriction.
  - » **No side rail(s) or side walls are permitted.**
- The exhibit manual and forms to order furniture, AV or power and information on shipping can be found on the exhibitor resources page which is updated regularly.
  - » **Please visit the exhibitor resources page for the most up-to-date floor plan**
  - » **Please do not market your booth by the number as they are subject to change (Number may change - location will not)**
- No one under the age of 18, including infants, will be allowed into the Conference Sessions or Exhibit Space at any time including move-in or move-out.

## Insurance & Liability

- **HOW TO SUBMIT?** Please go [here](#) to purchase and submit your COI. Per your signed contract, all exhibiting companies must provide proof of insurance. Companies **WILL NOT** be allowed to exhibit without submitting proof of insurance.

### The following limits must apply:

- Comprehensive General Liability Insurance not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and \$300,000 with respect to damage of property; Automobile Liability Insurance providing limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$500,000 of individual and/or aggregate coverage; and naming Fierce Pharma Week and its affiliates and parent company, Questex, LLC, as additionally insured. Please be sure to identify the vendor and exhibiting company on the certificate, as many certificates look alike.

Insured:

- » **Primary Insured MUST be listed as the exhibiting company.**
- » **Event Name MUST be listed on the proof of insurance.**
- » **The following MUST be listed on your certificate as Additional Insured:  
Questex, LLC, 1111B S Governors Ave, STE 25792, Dover, DE 19904**

# Exhibitor Information

## **PACKAGE HANDLING**

Shipping Materials to the Hotel (this Section does not apply to Exhibit / Production / Decorating Companies & or Exhibitors). Please see Procedures and Regulations for Exhibit and Production Companies; and Package Handling.

Due to storage capabilities, please plan to have your packages shipped to the following address no more than five business days prior to your arrival. Storage fees will be assessed if your group requires extensive storage space or if packages arrive more than five days prior to arrival or remains for more than 5 days following departure. Please let your conference services manager know the total number of boxes being shipped and communicate any special delivery times.

Please label incoming shipments in the following manner for proper delivery:

### **Labeling for Group Packages:**

Guest Name (receiving package)

Conference Name

Conference Dates

Omni Orlando Resort at Champions Gate

c/o: CSM

1500 Masters Boulevard

ChampionsGate, FL 33896

**Important: In order to assure that meeting materials arrive on time, please inform attendees who are shipping materials directly to the resort of the delivery limitations and requirements.**

# Exhibitor Information

## Business Center

24 Hour Access

Staffed Hours of Operation | Mon. - Fri.

8:30AM - 4:00PM

## Group Packages:

- Shipping and Receiving will receive, store and deliver all Group Packages.
- Materials are to arrive no more than 5 days in advance of the Group arrival date.

## SHIPPING AND RECEIVING CHARGES

### Inbound Boxes

- Inbound Boxes \$10.00 per box/envelope under 10 lbs.
- Inbound Boxes \$15.00 per box over 10 lbs.
- Inbound Cases \$50.00 each

### Outbound Boxes

- Outbound Boxes \$10.00 per box/envelope under 10 lbs.
- Outbound Boxes \$15.00 per box over 10 lbs.
- Outbound Cases \$50.00 each

### Incoming/Outgoing Freight

- Incoming/Outgoing Freight \$15.00 per envelope under 10 lbs.
- Incoming/Crate/Pallets | \$150.00 per pallet
- Outgoing/Crate/Pallets | \$150.00 per pallet
- Roll of Tape | \$6.00 per roll + tax

Shipping charges are in addition to the individual carrier shipping services

## PLEASE NOTE:

FedEx: Currently FedEx does not provide these services to our area, unless the package is specifically marked for hotel delivery.

UPS: Currently UPS does not provide delivery services to our area, unless the package is specifically marked for hotel delivery.

FedEx only provides Standard Overnight service to our area (Last delivery before 5:00PM)

## UPS - Ground (Current services)

- M-F One per stop per day (typically around 5:00PM)

## Saturday Delivery

- DHL - Current services (International only)
- Must have order pick up set in advance

# Exhibitor Information

## **LABELING OF PACKAGES**

Below is the correct labeling for all incoming packages to the Omni Hotel Resort at ChampionsGate.

### **Individual Guest packages must be labeled as follows:**

Guest's Name

Group Name

Date of Arrival

Omni Orlando Resort at ChampionsGate

1500 Masters Boulevard

ChampionsGate, FL 33896

### **Exhibit or Trade Show packages must be labeled as follows:**

Guest Name

Event/Conference Name

Company Name

Booth Number

Omni Orlando Resort at ChampionsGate

1500 Masters Boulevard

ChampionsGate, FL 33896

### **PLEASE NOTE:**

It is extremely important that all packages be labeled to the attention of the guest receiving the package.

### **Package Labeling Template:**

(Guest Name Receiving Package)

(Conference Name)

Omni Orlando Resort at ChampionsGate

1500 Masters Boulevard

ChampionsGate, FL 33896

Hotel Phone: 407-390-6664

Deliver to Room: \_\_\_\_\_

### **Exhibitor Move-In**

11/17/2025 8:00am - 4:30pm

Exhibitors must be completed with move in by 5:00pm on 11/17 in time for the kick-off welcome reception

### **Exhibitor Move-Out**

Wednesday, November 19th, 2025

3:00pm - 5:00pm

*\*Times subject to change*

# Speakers

## DELIVERABLES

**Deadline: Friday, October 24th, 2025**

- Session/Presentation Title - Standalone Only
- Presentation Abstract: Short description of the presentation topic - Standalone Only
- Speaker(s) / Co-Speaker Information: - Panelists / Track Chair / Standalone
  - » Full name
  - » Email
  - » Job Title
  - » Company
  - » Headshot (JPG in Color)
  - » 50-80-word bio (doc, docx, or pdf)
  - » Phone Number backup (just to reach out the day of)

Please send the above information to [rlowell@questex.com](mailto:rlowell@questex.com)

## SPEAKER PRESENTATIONS - STANDALONE SPEAKER ONLY

**Deadline: Friday, October 24th, 2025**

Email your presentation to Cassidy directly as a .pptx (PowerPoint) or .key (Keynote) file. Please see the presentation guidelines below.

### If Using PPT Slides:

1. Aspect Ratio: 16x9
2. Use large font with less text
3. Leave room in the bottom right-hand corner of all slides for webcam feed
4. CANNOT contain:
  - » Custom fonts
  - » Slide transitions or animations
  - » Embedded excel files
  - » SmartArt graphics

We will have AV support on site, but if you have specific AV requests for your session - especially video or audio files to be embedded in slides please let Riley know at your earliest convenience.

Please send the above information to [rlowell@questex.com](mailto:rlowell@questex.com)