



**June 22 - 24, 2026**

**📍 OMNI FORT LAUDERDALE, FORT LAUDERDALE, FL**

# Supplier Event Services Manual

**in**    **@hotecevents**

BROUGHT  
TO YOU BY  **HOTEL  
MANAGEMENT**

# General Information

## SUITE PACKAGE

### TABLE PACKAGE

Your table package includes (1) 6' table; your table will be (6'x30") 6ft wide by 30" in depth, 1-3 standard chair(s) (# based on delegate package), and a table sign with your company name and location. **Please note: Pop up displays are prohibited. Taping, nailing and/or hanging any signs or banners on the walls is prohibited.**

### SET UP

Suppliers will have access to the ballroom to begin setup of your table on Monday, June 22th from 2:00 PM – 4:00 PM. All tables should be ready by 10:00 AM Tuesday morning.

## SHIPPING

All packages are received by the hotel's Business Center. Hours of operation are Monday to Friday, 7am-6pm and Saturday 7am - 2pm. All packages received require a release signature before being released from The FedEx Store's custody to the intended recipient. Inbound and Outbound Package Handling Fees will be assessed and applied on a per package basis based on the weight of each package. These fees include the acceptance, storage, and delivery of the item to the required Event Space or guestroom. **The hotel will only accept shipments within 4 days of your program. Items received greater than 4 business days prior to pick-up/delivery are subject to a storage fee.**

Additional storage fees apply for outgoing storage held for greater than 2 business days. Storage fees will also apply to each empty packing container stored during the event. Packages or materials of excessive size, weight or value must be approved prior to arrival by Group's Convention Services Manager.

All outbound packages must have a completed carrier airbill affixed to each package prior to shipment. If a preprinted airbill is not available, The FedEx Store can provide shipping services via FedEx only.

## SHIPPING INFORMATION

The Following information must be on all packages to ensure proper delivery:

**ATTENTION: (Guest Name)**  
**Contact Phone: (Guest Cell Number)**  
**C/o FedEx Office at Omni Fort Lauderdale**  
**Group: Hotec Design 2026**  
**Arrival: June 20, 2026**  
**Property Address:**  
**1850 SE 17th st**  
**Ft. Lauderdale, FL 33316**  
**Number of Boxes: [# OF BOXES]**

## DISMANTLE

Dismantle begins Wednesday, June 24th after the 1:1 Meetings conclude at 5:00 p.m. All teardown must be completed by 8:00 p.m. on Wednesday, June 24th.

## ELECTRIC AND AUDIO VISUAL

All suppliers are responsible for their own electrical and audio visual, if needed. Please arrange your electrical order, equipment, etc. and payment directly with Pinnacle Live. The direct link for Hotec 2026 is listed here: [EXHIBITOR SERVICES REQUEST FORM](#). Please contact [1056@pinnaclelive.com](mailto:1056@pinnaclelive.com) should you have any questions.

## HIGH SPEED INTERNET

Basic Wi-Fi is complimentary in the hotel and meeting space. If you would like to purchase a hard line for your table, please contact [1056@pinnaclelive.com](mailto:1056@pinnaclelive.com).

# General Information

## BROCHURES

It is recommended that marketing collateral is limited to (150-175) pieces per table. Suppliers are encouraged to carry in their materials on the day of the event. For those suppliers purchasing electricity, consider bringing a laptop to showcase company products/services during your one-to-one appointments.

## SUPPLIER BADGES

Please pick up your badge at the Hotec registration desk on Monday, June 22nd between 2:00pm and 4:00pm.

## HOTEC PORTAL

The Hotec Portal is called GRIP. It will open for selections on May 25th, 2026 and close June 10th, 2026. Both suppliers and buyers will be able to select those who they are interested in meeting with. The system will auto-match appointments based on your rankings.

All finalized appointment schedules will be provided on Tuesday, June 23rd after breakfast. Each appointment will be twenty minutes in length followed by five minutes for the buyers to transition to their next appointment.

### Grip Deadlines *\*subject to change*

Profiles Open for Updates	<b>4/27/2026</b>
Profiles Close for Updates	<b>5/13/2026</b>
Open for Selections	<b>5/25/2026</b>
Closed for Selections	<b>6/10/2026</b>
Schedule available for preview	<b>6/18/2026</b>

## HOTEL RESERVATIONS

Included in your package are 3 nights' hotel accommodation (6/22, 6/23, 6/24). Should you wish to arrive prior to the event or stay additional nights after the event, you must contact Lauren Lanni with your requested dates at [lianni@questex.com](mailto:lianni@questex.com). A group rate will be made available for pre- or post-event stay options based upon the hotel's availability.

# Top Tips for Suppliers Attending Hotec

The Hotec format is a simple and effective way to do business with a select group of top industry buyers. Some of you have attended Hotec several times and are familiar with the format but many are new to the concept. We hope you find these tips useful.

## BEFORE HOTEC

### Adhere to the Event Deadlines

This will ensure that you are well prepared for the event and that any special requirements you have are met. If you are unsure about anything, please ask us.

### Maximize your Sales Opportunities

Be sure your GRIP profile is completed accurately. Your company profile will be viewed by buyers when choosing their meetings. The more detailed your profile, the better your meeting schedule will be.

### Research the Buyers

Get to know the buyers attending Hotec by reading their profiles on GRIP. Make sure they are interested in meeting suppliers from your category. Look up their websites to be as knowledgeable about the companies you will be meeting at Hotec as possible. Buyer feedback shows they are very impressed when a supplier has done their research prior to the meetings.

### Meetings Preparation

Prepare for each meeting with a list of questions you'd like to ask each buyer. The key is to establish where there is a connection between your products and/ or services and the buyer's needs. In this respect, be prepared to just focus. Don't spend time talking through activities that may be of no interest to the buyer. Be a good questioner and listener rather than a pure salesperson. The discussion may range from broad strategic to detailed specific so be prepared to talk strategically about the development of your company and future activities.

Use PowerPoint sparingly. Sometimes it is unavoidable but remember most of the buyers will sit through a minimum of 20 meetings, so it can become tiring, particularly in the final sessions. Qualify what they are looking for and, if you have a PowerPoint, flip straight through to the salient points that can drive home your proposition.

### What to Bring to Hotec

Bring or send enough materials for your meetings. A display book is better than a laptop as it does not need charging. However, if you have something that is very visual and involves movement that can only be demonstrated properly via video, then obviously a laptop is the best option. Make sure you bring an adequate supply of business cards (a common oversight!). If you wish to give the buyers samples, it is best if you send these to their offices after Hotec, so they do not have excess baggage to take back with them.

## AT HOTEC

### One-to-one Meetings and Program Participation

Every part of the program has been designed to give you maximum networking opportunities. So please ensure that you are always punctual and participate in the full program. The one-to-one meetings will be managed by a timekeeper who will announce the beginning and end of each meeting so please listen for these announcements. We can also schedule additional meetings for you with buyers who have available appointments at an additional cost. To inquire come by the Hotec Hospitality Desk once you've received your finalized schedule.

# Top Tips for Suppliers Attending Hotec

## Network with the Buyers

During breakfasts, lunches, and receptions make sure that you sit next to different delegates. Target key people you want to meet, with whom you don't have one-to-one meetings. Buyer and supplier name badges are color-coded so that it is easy for you to tell who buyers are. We are always onsite to assist with introductions as needed.

## Networking with Your Peers

By networking with one another, suppliers get to share market knowledge, experiences, and contacts, thus forming key relationships which can prove very worthwhile in the future.

## Have Fun

We are sure that you will make many new and long-lasting business relationships and friendships with many of the delegates at the event.

## AFTER HOTEC

## Follow Up

Previous suppliers, who had great success from Hotec, have indicated that the best way to follow up with the buyers is not to call or e-mail them immediately after the event, but to allow some time for them to catch up on their work. In addition, if the buyers do not respond right away, keep following up. We have specifically asked the buyers to be honest and tell you if they have an interest or not. This way you can spend time serving those with the most interest in taking further discussions.



# Contact us

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

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Event Operations Manager

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