# Exhibitor Resource Document

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# Exhibitor Kit

Link to Freeman [**Online Exhibitor Portal**](https://www.freemanco.com/store/dashboard)

Link to Freeman [**Quick Facts**](https://www.freemanco.com/documents/quick-facts5?showId=534149&venueId=177000818&branchId=111&city=Las%20Vegas-NV&documentName=Quick%20Facts)

Freeman Discount Price Deadline: **January 14, 2025**

# Aria Exhibitor Services

Aria offers a wide variety of services for exhibitors including Electrical, Cleaning, Internet, Telecommunications, Audio Visual, Rigging & Hanging Signs, Food and Beverage, Plant and Floral and Business Services**. Discounted pricing ends January 21, 2025**

Order online today at [Aria Exhibitor Services](https://www.ariaexhibitorservices.com/Pages/Security/Login.aspx?ReturnUrl=%2f)

Login and search **for RMA International**

# Lead Retrieval

RCS offers a variety of options to assist exhibitors with lead retrieval. Contact them to find the option that best fits your need. Link to [**Lead Retrieval Form**](https://rmaintl.org/wp-content/uploads/2024/10/RCS-LR-Order-Form-RMAI-2025.pdf)

# Show Hours

EXHIBITOR MOVE-IN

Tuesday February 11, 2025 8:00 AM - 4:00 PM

EXHIBIT HOURS

Tuesday February 11, 2025 5:00 PM - 7:30 PM

Wednesday February 12, 2025 8:00 AM - 6:30 PM

EXHIBITOR MOVE-OUT

Wednesday February 12, 2025 6:45 PM - 8:30 PM\*

Thursday February 13. 2025 8:00 AM - 12:00 PM

Freeman will begin returning empty containers at the close of the show.

***\*Restrictions:*** *Exhibitor must tear-down and vacate exhibit hall by 8:30 pm. Exhibitor must be self-contained and not require freight/packaging from Freeman. Freeman shipments can be left labeled and ready for Freeman. Payment for shipping fees must be arranged in advance. Business center shipments must be delivered directly to Business Center staff and cannot be left in the exhibit hall.*

# Included with Your Booth

* Back and side draping
* One (1) 7” x 44” booth ID sign
* One (1) six-foot table, two chairs, wastebasket
* Company listing & product/service description in the program book
* Recognition on the conference website
* Conference registrations
* Two (2) per 10x10 booth
* Four (4) per 10x20 booth
* Eight (8) per 20x20 booth

# Exhibitor Registration

**Features**

1. See who is registered with your organization.
2. Select attendees from a list of company representatives and system populates contact information. Minimize errors and needless data entry.
3. System automatically calculates pricing including complementary and discounted registration.

**Remember!**

* The system cannot differentiate between booth staff and other attendees from your organization. Please make certain to tick the check box during the registration process to indicate your booth staff.
* Concerned about changes? You can exchange or swap your attendee registrations by following the instructions on the confirmation receipt.

**[Register My Attendees](https://rmaintl.org/events/2025-annual-conference/%22%20%5Cl%20%22registration)**

### Registration Discounts – Tiered Pricing

Tiered pricing is tied to two things, the period in which you register attendees (early, standard, late) and booth size. When registering online, the system is programmed to apply discounts (including comps) based on the number of attendees from each company.

|  |  |  |
| --- | --- | --- |
| **10 x 10 Exhibit Space** |   | **10 x 20 Exhibit Space** |
| Attendees 1/2 – complimentary, with booth  |   | Attendees 1 to 4 – complimentary with booth  |
| Attendees 3 - full price |  | Attendee 5 - full price |
| Attendees 4/5 - 25% discount |   | Attendees 6/7 - 25% discount off current rate |
| 6+ - 50% discount off current rate |   | Attendees 8+ - 50% discount off current rate |
|  |  |  |

|  |  |
| --- | --- |
| **Member Exhibitor Pricing** |  |
| Member – Early Registration (10/1/24 – 12/17/24) | $1135.00 |
| Member Early – 25%        | $ 851.25 |
| Member Early - 50% | $ 567.50 |
|  |  |
| Member – Standard Registration (12/18/24 – 1/7/25) | $1,335.00 |
| Member Standard – 25% | $1,001.25 |
| Member Standard - 50% | $ 667.50 |
|  |  |
| Member – Late Registration (1/8/25 – 2/13/25)   | $1,385.00   |
| Member Late – 25% | $1,038.75 |
| Member Late - 50% | $767.50 |
|  |  |
| **Non-Member Exhibitor Pricing** |  |
| Non-Member – Early Registration (10/1/24 – 12/17/24) | $1535.00 |
| Non-Member Early – 25%        | $ 1151.25 |
| Non-Member Early - 50% | $ 567.50 |
|  |  |
| Non-Member – Standard Registration (12/18/24 – 1/7/25) | $1635.00 |
| Non-Member Standard – 25% | $1226.25 |
| Non-Member Standard - 50% | $ 817.50 |
|  |  |
| Non-Member – Late Registration (1/8/25 – 2/13/25)   | $1735.00   |
| Non-Member Late – 25% | $1301.25 |
| Non-Member Late - 50% | $867.50 |

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### How to Change an Attendee or Edit a Registration

If you need to edit your registration, you may do so at any time by [returning to the registration](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fregister.rcsreg.com%2fr2%2frmai2023%2fga%2fclear.html&c=E,1,EMo_SH779ySDu2bXh9tv6wS4TACP8TjSBQEm3CgdSsx08ajKgctDDQchguZnnmIH_KLWIE8S6yJhwQtYennXGJAU284V-DrTT3axNoyJGi3n-E62zZw,&typo=1) site and logging into your record using your confirmation number (25-###) and email address (you@yourcompany.com). Please use the 'Edit Your Existing Registration' section to login. Note: Cancellations may not be processed through the online system.

### Attendee Listings

As an exhibitor, you are entitled to three advance (and one final post-event) listing of registered attendees with contact information (restrictions apply, see TOU).  Below are the dates you can add to your calendar to help you track these listings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 45-day Advance | 12/28/2024 |  | 30-day Advance | 1/12/2025 |
| 15-day Advance | 1/27/2025 |  | 10-day post | 2/21/2025 |
|  |  |  |  |  |

### Terms of Use (TOU)

Sponsor agrees to only use the Attendee List for advance marketing for the Annual Conference, to NOT add information from the Attendee List to their databases, and to NOT share the information from the Attendee List outside of their organization. Sponsor understands that misuse prohibits sponsor from receiving Attendee Lists and subjects sponsor to a per occurrence penalty of $3,000 members /$5,000 nonmembers.

# [Book my Stay at the Aria](https://book.passkey.com/event/49939749/owner/1464789/home)

### You can reserve your room [HERE](https://rmaintl.org/events/2025-annual-conference/#hotel-and-travel), or call the Aria Reservations Desk at (702) 590-7757 or (866) 359-7757.  Advise them your group is Receivables Management Association International. Room block closes **January 20, 2025**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday 2/9/2025 | $179.00 |  | Wednesday, 2/11/2025 | $209.00 |
| Monday 2/10/2025 | $179.00 |  | Thursday, 2/12/2025 | $179.00 |
| Tuesday, 2/11/2025 | $209.00 |  | Friday, 2/13/2025 | $209.00 |

Group rates as listed do not include applicable taxes and $35 daily reduced resort fee. Group rates are for single/double and include WiFi access (over nights of stay).

### Rooming Pirates

RMAI does NOT work with outside vendors to book rooms at the Aria. You should **NEVER** be contacted by anyone representing themselves as working on our behalf. The only notifications you receive will come as email reminders from an RMAI staff member. These calls are considered “Rooming Pirates” and have the potential to be scammers.

# Cancellation Policy

* Written cancellations received by September 23, 2024 will be processed minus a $150 administrative fee.
* Written cancellations received between September 24, 2024 and November 30, 2024 will be processed minus a cancellation fee of 50% of the booth amount.
* NO REFUNDS will be made for cancellations received on or after December 1, 2024.

# Insurance

Exhibitor shall carry their own insurance covering all risks (liability, fire, theft, damage, etc.). RMAI and Aria Resort & Casino assume no responsibility for the safety of properties of the exhibitors. RMAI will exercise reasonable care in safeguarding exhibitor’s property. At all times during exhibitor’s use of exhibit space, exhibitor shall maintain: statutory workers’ compensation insurance, in accordance with the laws of the State of Nevada; employers’ liability insurance with limits of at least $1 million per accident covering all of the meeting groups’ personnel performing work at the Aria Resort & Casino in connection with the contract; commercial general liability insurance with contractual indemnity coverage and combined single limits in the minimum amount of $3 million per occurrence for personal injury and property damage. Exhibitor shall name RMAI, their parent company, subsidiaries, and affiliates as additional insured parties. Insurance shall be issued by a company with a current AM Best Company rating of at least A:VII and may be obtained through one or a combination of insurance policies. **Exhibitor MUST submit a copy of this certificate to RMAI by January 15, 2025.** Submit to: Aurora Sain (asain@rmaintl.org)

[**Certificate Sample**](https://cookies.rmaintl.org/uploads/2022/10/COI-Sample.pdf)

# Shipping

**Freeman Shipping Information**

*(exhibit/booth contents)*

Warehouse shipping address:

Exhibiting Company Name / Booth Number
RMAI Annual Conference 2025
C/O Freeman

6675 W Sunset Rd
Las Vegas, NV 89118
USA

**Warehouse shipping information**

* Ship early to avoid delays and save money.
* Freeman will accept crated, boxed or skidded material beginning January 13, 2025 at the above address.
* Material arriving after January 31, 2025 will be received at the warehouse with an additional after deadline charge.
* Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
* Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 AM - 2:30 PM.
* Certified weight tickets must accompany all shipments.
* If required, provide your carrier with this phone number: (888) 508-5054.

**Show site shipping address:**

Exhibiting Company Name / Booth Number
RMAI Annual Conference 2025
ARIA Convention Center
C/O Freeman

3730 Las Vegas Blvd
Las Vegas, NV 89158
USA

Show site shipping information

* Freeman will receive shipments at the exhibit facility beginning February 11, 2025.
* Shipments arriving before this date may be refused by the facility.
* Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
* Certified weight tickets must accompany all shipments.
* Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
* If required, provide your carrier with this phone number: (888) 508-5054.

For important Marshalling Yard information, [click here](https://www.freemanco.com/store/shipping-information#marshalling-yard-information) and review the marshalling yard section of the "Where & when do I ship my mater

### Aria Business Center

Items being shipped to RMAI **must** arrive at the Aria between February 3 and February 10, 2025. Please forward the tracking number and shipper (UPS, FedEx, etc.) to Events Manager (sdone@rmaintl.org) to allow RMAI to track package to hotel and locate on-site.

**Sender is responsible for any business center fees that may apply.** Please contact the Business Center in advance at the number listed below to make payment arrangements.

Aria Resort and Casino

RMAI Annual Conference

Sender: **YOUR COMPANY NAME**

Attention: Sylvia Done

3730 Las Vegas Blvd, South

Las Vegas NV, 89158

(702) 590-9750

bsc@aria.com

All items and materials brought into the facility (via Freeman or Aria Business Center) are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

# Exhibitor Appointed Contractor Form

[Link to EAC form](https://rmaintl.org/wp-content/uploads/2022/10/Exhibitor-Appointed-Contractor.pdf)