# RMAI Sponsor Resources 2026

**Quick Links** – jump to desired section of document.

|  |  |  |
| --- | --- | --- |
| [*Aria Exhibitor Services*](#_Exhibitor_Services_Available) | [*Lead Retrieval*](#_Lead_Retrieval) |  |
| [*Attendee Listings & Terms of Use*](#_Attendee_Listings) | [*Registration Discounts*](#_Registration_Discounts) |  |
| [*Sponsor Cancellation Policy*](#_Exhibitor_Cancellation_Policy) | [*Rooming at the Aria*](#_Book_my_Stay) |  |
| [*Hall Hours*](#_Hall_Hours) | [*Shipping*](#_Cancellation_Policy) |  |
|  |  |  |

# Order Services via Aria Exhibitor Services

Aria offers a wide variety of services for exhibitors including:

* Electrical
* Cleaning
* Internet
* Audio Visual
* Food and Beverage
* Plant and Floral
* Business Services

**Discounted pricing deadline is not yet available.**

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 needs. Link to [**Lead Retrieval Form**](file:///\\Server16\Shared\Annual%20Conference\2026%20Conference\Vendors\RCS\RCS%20LR%20Order%20Form%20RMAI%202026.pdf)

# Hall Hours

For booths located inside ballroom.

MOVE-IN

Tuesday February 10, 2026 8:00 AM - 4:00 PM

EXHIBIT HOURS

Tuesday February 10, 2026 5:00 PM - 7:30 PM

Wednesday February 11, 2026 8:00 AM - 6:30 PM

MOVE-OUT

Wednesday February 11, 2026 6:45 PM - 8:30 PM**\* (with *restrictions)***

Thursday February 12, 2026 8:00 AM - 12:00 PM

# Sponsor Cancellation Policy

* Written cancellations received by September 23, 2025 will be processed minus a $150 administrative fee.
* Written cancellations received between September 24, 2025 and November 30, 2025 will be processed minus a cancellation fee of 50% of the total.
* NO REFUNDS will be made for cancellations received on or after December 1, 2025.
* NO REFUNDS will be issued for No-Show exhibitors, including cancellations due to weather, travel delays or illness.

# Registration

Once registration opens in early October and your booth payment has been received in full, you may begin registering your team.

* The system does not distinguish between booth staff and other attendees from your organization. Be sure to select the **booth staff** checkbox during registration.
* The system will automatically apply any complimentary or prepaid registrations, followed by any tiered exhibitor discounts that may apply. ***If your organization has a preference as to who should receive complimentary or prepaid registrations, we recommend registering those attendees first.***

### How to Edit or Change an Attendee Registration

If you need to update your registration, you may do so anytime through the registration portal:

1. Return to the registration portal and select **“Edit My Existing Registration.”**
2. Log in using your confirmation number (26-###) and the email address listed on your confirmation (e.g., you@yourcompany.com).
3. Click **“LookUp”** next to the attendee’s name.
4. Make any necessary updates to the attendee information and proceed through checkout.
5. A new confirmation will be generated once your updates are complete.

Cancellations may **not** be processed through the online system. After reviewing the cancellation policy, you may submit requests to [sdone@rmaintl.org](mailto:sdone@rmaintl.org).

### Attendee Cancellation Policy

# Written cancellations received by September 23, 2025 will be processed minus a $150 administrative fee.

# Written cancellations received between September 24 and November 30, 2025 will be charged a 50% cancellation based on the amount paid.

# No refunds will be made for cancellation received on or after December 1, 2025

* Due to commitments required of RMAI, no refunds are offered for golf or pickleball.
* Attendee registrations, golf and pickleball may be transferred to another individual within the organization. See **How to Edit or change an Attendee Registration**.

# [**Register My Attendees**](https://rmaintl.org/events/2025-annual-conference/#registration) **Now (Opens October 1, 2026)**

### Registration Discounts

Tiered pricing is determined by two factors: the registration period (early, standard, or late) and booth size. When registering online, the system will automatically apply the appropriate discounts, including complimentary registrations—based on the total number of attendees from each company.

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| Tiered Pricing | | |
| Attendee 1 |  | Full Price |
| Attendees 2/3 |  | 25% discount |
| Attendees 4+ |  | 50% discount |
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| **Member Pricing** |  |
| Member – Early Registration (10/1/25 – 12/15/25) | $1135.00 |
| Member Early – 25% | $ 851.25 |
| Member Early - 50% | $ 567.50 |
|  |  |
| Member – Standard Registration (12/16/25 – 1/5/26) | $1,335.00 |
| Member Standard – 25% | $1,001.25 |
| Member Standard - 50% | $ 667.50 |
|  |  |
| Member – Late Registration (1/6/26 – 2/12/26) | $1,385.00 |
| Member Late – 25% | $1,038.75 |
| Member Late - 50% | $767.50 |
|  |  |
| **Non-Member Pricing** |  |
| Non-Member – Early Registration (10/1/25 – 12/15/25) | $1535.00 |
| Non-Member Early – 25% | $ 1151.25 |
| Non-Member Early - 50% | $ 567.50 |
|  |  |
| Non-Member – Standard Registration (12/16/25 – 1/5/26) | $1635.00 |
| Non-Member Standard – 25% | $1226.25 |
| Non-Member Standard - 50% | $ 817.50 |
|  |  |
| Non-Member – Late Registration (1/6/26 – 2/12/26) | $1735.00 |
| Non-Member Late – 25% | $1301.25 |
| Non-Member Late - 50% | $867.50 |

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# Attendee Listings

As a qualifying sponsor, you will receive **three advance attendee listings** and **one final post-event listing** of registered attendees with contact information (restrictions apply; see Terms of Use). Below are the key dates to add to your calendar for tracking these distributions. A qualifying sponsor is one whose total spend meets or exceeds the minimum threshold: $3,000 for members and $5,000 for non-members

All listings will be sent to the **primary contact** named on the Sponsor agreement. This individual is responsible for sharing the information with their team and ensuring compliance with the Terms of Use.

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| --- | --- | --- | --- | --- |
| 45-day Advance | 12/28/2025 |  | 30-day Advance | 1/12/2026 |
| 15-day Advance | 1/27/2026 |  | 7-day post | 2/17/2026 |

### Terms of Use (TOU)

# Sponsors shall use the Attendee List solely for advance marketing related to the 2026 Annual Conference. Sponsors shall not add Attendee List information to any database, nor disclose it outside of their organization. The Attendee List is provided exclusively for Sponsor’s use and does not extend to sister or affiliated companies. Sponsors shall not send excessive communications to attendees, defined as no more than three (3) unsolicited contacts within thirty (30) days pre and post conference unless express written consent is obtained from the attendee. Violation of these terms will result in immediate revocation of access to future Attendee Lists and a penalty of $3,000 per occurrence for members and $5,000 per occurrence for non-members.

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

### You can reserve your room via the [RMAI Website](https://rmaintl.org/events/2026-annual-conference/) or call the Aria Reservations Desk at (702) 590-7757 or (866) 359-7757.  Advise them your group is Receivables Management Association International. Room opens **October 1, 2025** and closes **January 19, 2026**.

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| --- | --- | --- | --- | --- |
| Sunday 2/8/2026 | $179.00 |  | Wednesday, 2/11/2026 | $209.00 |
| Monday 2/9/2026 | $179.00 |  | Thursday, 2/12/2026 | $179.00 |
| Tuesday, 2/10/2026 | $209.00 |  | Friday, 2/13/2026 | $209.00 |

Group rates as listed do not include applicable taxes and $40 daily reduced resort fee. Group rates are for single/double accommodation. Please note, if there is no space remaining in the room block, you will receive the best available rate.

### 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 callers are considered “Rooming Pirates” and have the potential to be scammers.

# Shipping

**Aria Direct Shipping**

### Aria Business Center

Items being shipped should be scheduled to arrive at the Aria between February 2 and February 6, 2026, to ensure timely delivery. Please forward shipping information to [sdone@rmaintl.org](mailto:sdone@rmaintl.org) to allow for tracking and location on-site.

Aria Resort and Casino

RMAI Annual Conference

Sender: **YOUR COMPANY NAME**

Attention: **Your Name**

3730 Las Vegas Blvd, South

Las Vegas NV, 89158

(702) 590-9750

[bsc@aria.com](mailto: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 shipper.