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## **2024 RLA EMEA Summit**

18<sup>th</sup> June –19<sup>th</sup> June

Marriott Amsterdam

Exhibitor Information Book

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## Exhibitor Checklist

<u>Item</u>	<u>Order Form/Contact</u>	<u>Due Date</u>
Logo for On-site Branding	Ensure your logo is correct <a href="#">Here</a>	<b>Immediately</b>
Accommodation Discounted Rate must use <a href="#">Book A Room</a> to book	Marriott Amsterdam <a href="#">Book A Room</a>	Deadline on room discount rate May 20, 2024
Registrations	See Page 3	Tue, Jun 18 <sup>th</sup> Wed, Jun 19 <sup>th</sup>
Shipping	Ship to: Marriott Amsterdam Hotel Stadhouderskade 12, 1054 ES, Amsterdam Conference: 2024 RLA EMEA Summit Date: Jun 18-19 c/o: Judith Pommerel Exhibitor Table:xxx (Must show all the above with correct table #)	<b>To Avoid misplacement or loss of shipment: Item can only arrive on or after Jun 14<sup>th</sup>, 2024 Do not ship any boxes to the hotel before Friday June 14th.</b>
Setup	Studio 3,4,5,6,7	Tue Jun 18, 2024 8:00 – 11:00
Breakdown	Studio 3,4,5,6,7	Wed Jun 19, 2024 17:00 – 19:00
Included in Package	180cm	Table
	Table in Studio 3,4,5,6 2.5m x 2.5m x <b>2.58m</b> Table in Studio 7 2.5m x 2.5m x <b>2.47m</b>	Estimated overall area with table
	1	Chair
Power/Electricity	Studio 3,4,5,6,7 Standard Electric outlet on the wall.	Bring your own Extension cable. Can rent for €25 each per day from hotel

## FREQUENTLY ASKED QUESTIONS

### Where is the event being held?

- RLA EMEA Summit is being held at the **Marriott Amsterdam**
  - Stadhouderskade 12 Amsterdam, Netherlands 1054 ES

### Do you have discounted rooms for attendees?

- Yes, Marriott is the official housing accommodation provider for this event
- Must use this [Book A Room](#) Link to get the €299++ Rate
- Deadline to receive this room rate **May 20, 2024**

**Questions?** Contact the Marriott Amsterdam Hotel at + 31 20 607 5555

### Please visit [Hotel site](#) for:

- Direction to the hotel
- Parking information
- Property Details
- Hotel Services & Amenities

### Where do I get my **RLA** badge?

- You can collect your RLA badge at RLA Registration desk Located at the Events & Meeting floor at the hotel.
- All you need to pick up your RLA event Badge at the RLA registration desk are as follows:
  1. Your Identification Card (I.D.)
  2. Your business card with your Name and Company Name that you used registered on RLA website

### What time does registration open?

- Registration officially opens at 8:00 on Tuesday, June 18 and 7:30 on Wednesday, June 19. Once you receive your badge on the first day, you do not need to check in at the registration desk again the next day.

### Can I register on-site?

- Yes, you can register on-site, however, we recommend registering in advance to take advantage of early bird pricing and expedite your check-in process.

### What are the conference hours?

#### **Tuesday, June 18**

- Registration: 8:00 am – 17:30
- Conference & Exhibition Hours: 13:00 – 17:30
- Evening Reception Hour: 17:30 – 19:00

#### **Wednesday, June 19:**

- Registration: 7:30 am – 17:00
- Conference & Exhibition Hours: 8:45 – 17:00

## **Where can I view the conference agenda?**

- The full schedule and agenda can be found on the website [here](#) or in the Mobile Event app. Please note you do not need to register for sessions in advance.

## **When can I download mobile event app?**

- Two weeks before event, the mobile event app should be ready for download.
- Scan the QR code to download the app [two weeks before the event](#).



## **Will food and beverage be provided?**

- Food and drink will be available during the duration of the event.

## **Do I need to order cleaning?**

- The venue will provide basic cleaning of the public areas, however if you require booth cleaning that can be purchased.

## **What insurance do I need?**

- Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such goods are delivered to the exhibition venue and such insurance should remain in force until their exhibits are removed.  
Exhibitors are required to take out adequate insurance cover against the kinds of risks they will incur in connection with the exhibition, especially Public Liability, All Risks on Property, Employer's Liability and Personal Accident to Staff.

## **Is the exhibition hall locked overnight?**

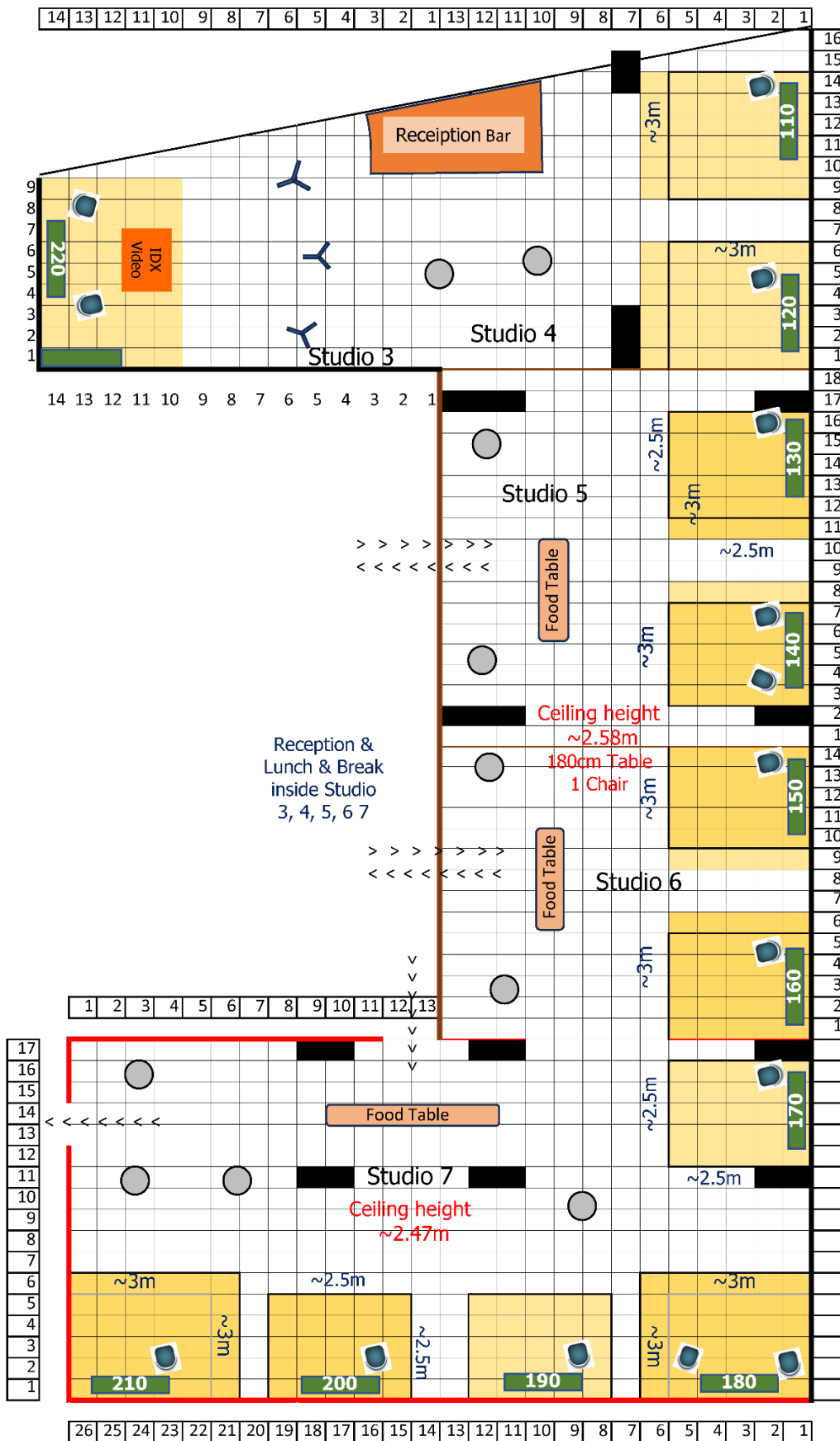
- Yes. The venue provides a basic level of security. We recommend that small handheld valuable equipment be removed daily or locked out of sight when you are not at your booth. Although all care is taken, your own insurance is necessary.

## **Who is my RLA Contact?**

- Contact your Advisor

# RLA Exhibitor Guide

Exhibit Hall Layout: (Layout may change. Please check RLA [website](#) to view the most updated Floor Plan)



## RLA 2024 EVENT APP for EMEA Summit

The event app will be shared and launched two weeks before the event start date. On the app, there will be a live map of the exhibit hall, plus details on each of the exhibitors. Exhibitors will be able to connect with attendees, send messages, and schedule meetings through the APP with attendees who log on.

**An invite to fill in your company profile and upload to the Mobile Event App will be**



**sent to you from Webex Event.**

**Please fill in your company profile on the Mobile Event App as soon as possible, and before May 5<sup>th</sup> so your company can be well represented as an exhibitor and as a sponsor on the event app.**

- **Square image of your logo** - 1:1 Ratio / Minimum: 500px by 500px / Maximum: 1000px by 1000px
- **Label/Subtitle:** One Short Sentence to highlight your company e.g: Leader in electronics and material lifecycle management.
- **Company Description:** Grab your reader's attention with a great quote or use this space to emphasize a key point.
- **Booth cover image:** an image to represent your company when they click on the details of your booth. jpg or png 800px by 400px
- **Content Provider:** If you like you can share a link to a public YouTube or Vimeo video
- **Calls to Action – On-site follow up contact Email:**
- **Schedule Meeting URL:** e.g.: Calendely
- **External Links:** Website address, phone# and/or email
- **Attachment:** A one-page brochure, or other docs you want the user of the app to see. formats: PDF, JPG, TIFF, PNG

## GIVE YOUR EXHIBIT TABLE LOCATION VISIBILITY BEFORE, DURING, & AFTER THE EVENT

Share your involvement at RLA 2024 European Summit on social media, on your company website, newsletters, emails and press releases. Be sure to use our 2024 hashtag **#RL2024EMEA** and tag us on these social media outlets:

**LINKEDIN:** Reverse Logistics Association <https://www.linkedin.com/company/reverse-logistics-association/>

**TWITTER:** @RL\_Association [https://twitter.com/RL\\_Association](https://twitter.com/RL_Association)

**FACEBOOK:** @ReverseLogisticsAssociation <https://www.facebook.com/ReverseLogisticsAssociation/>

## HOTEL/TRAVEL ARRANGEMENT INFORMATION

Planning to stay at the Marriott Hotel? Reservations should be made well in advance. [We are granted a limited rooms with discounted room rate at €299++ including hot breakfast](#), your staff should register with the hotel by **May 20th** using the Marriott/RLA online [Link](#).