



**REVERSE LOGISTICS**  
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## **2023 RLA EMEA Summit**

13<sup>th</sup> June –14<sup>th</sup> June

Marriott Amsterdam

Exhibitor Information Book

## Contents:

Exhibitor Checklist  
 Venue Info & Booking Your Hotel Room  
 Register your staff & customer/clients  
 Set Up / Breakdown time  
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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 15, 2023
Registrations	See Page 3	Tue, Jun 13 <sup>th</sup> Wed, Jun 14 <sup>th</sup>
Shipping	Ship to: Marriott Amsterdam Hotel Stadhouderskade 12, 1054 ES, Amsterdam Conference: 2023 RLA EMEA Summit Date: Jun 13-14 c/o: Judith Pommerel Exhibitor Table:xxx <b>(Must show all the above with correct table #)</b>	<b>To Avoid misplacement of shipment: Item can only arrive on or after Jun 8<sup>th</sup>, 2023</b>
Setup	Salon D & E	Tue Jun 13, 2023 7:00 – 11:00
Breakdown	Salon D & E	Wed Jun, 2023 17:00 – 20:00
Included in Package	180cm	Table
	2.5m x 2.5m x 3m	Estimated overall area with table
	1	Chair
Power/Electricity	Salon D & E 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 €279++ Rate
- Deadline to receive this room rate **May 15, 2023**

**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 Name & Company name that you registered on RLA website with
  - 2) your business card

### What time does registration open?

- Registration officially opens at 8:00 on Tuesday, June 13 and 7:30 on Wednesday, June 14. 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 13**

- Registration: 8:00 am – 17:00
- Conference & Exhibition Hours: 13:00 – 17:00
- Evening Reception Hour: 17:30 – 18:30
- Canal Cruise Hour: 19:00 – 21:00 (Limited Seats available. Please Register early to secure a seat on the boat)

#### **Wednesday, June 14:**

- Registration: 7:30 am – 12:00
- 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 week 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?**

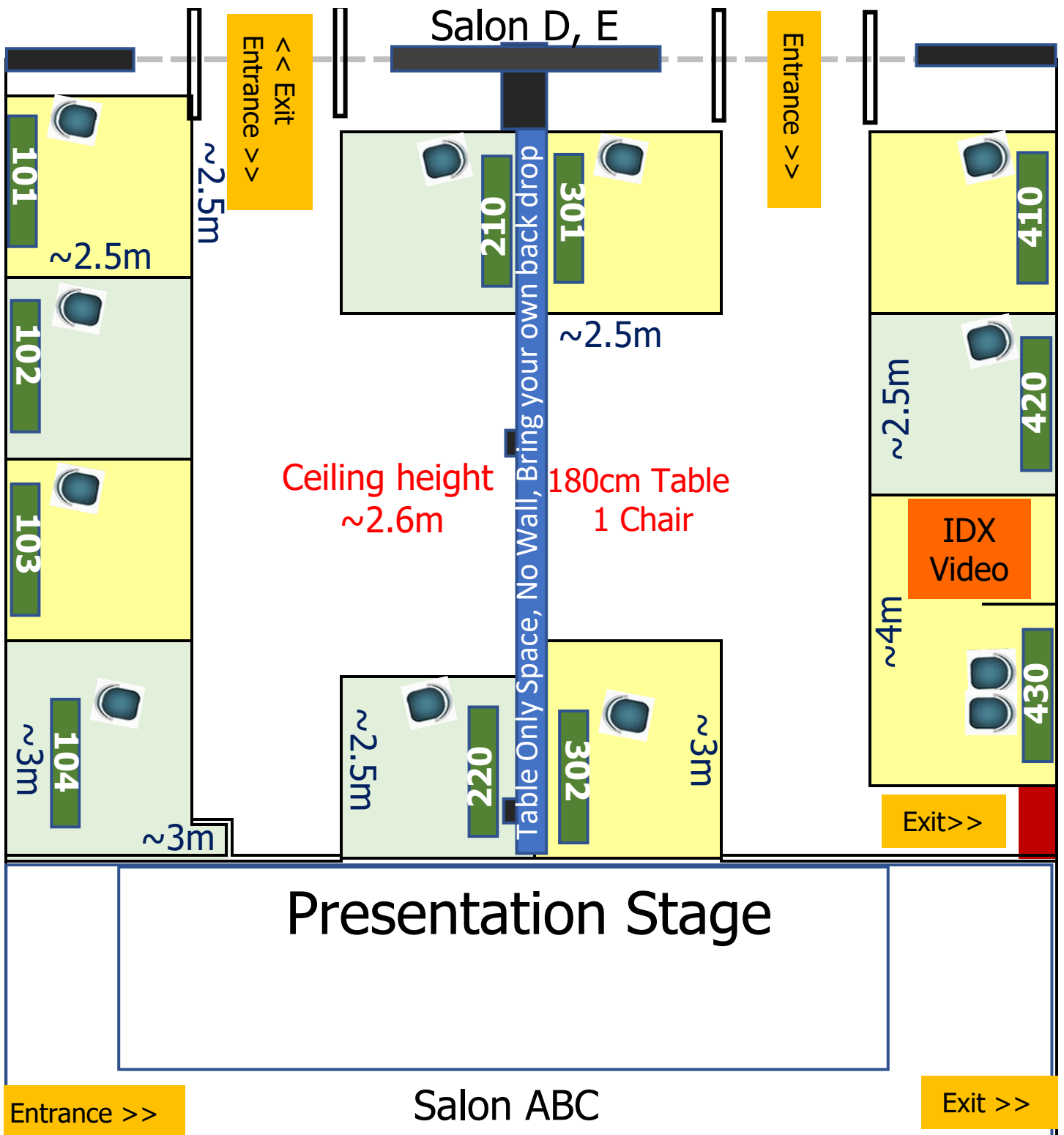
- Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such goods are delivered to the exhibition venue and such insurance should remain in force until their exhibits are removed.  
Exhibitors are required to take out adequate insurance cover against 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



# Marriott Hotel Amsterdam Facility Map

- Registration**
- Lunch/Dinner/Reception**
- Exhibit Hall**
- Presentation Hall**



## RLA 2023 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.

**Please send the following content as soon as possible, but before May 5th, to [events@rla.org](mailto:events@rla.org) to make your company well represented as an exhibitor on the event app.**

- **Square image of your logo** - 1:1 Ratio / Minimum: 100px by 100px / Recommended: 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
- **Company contact info:** Website address, phone# and/or email
- **Other Content:** If you like you can share a link to a public YouTube or Vimeo video
- **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 2023 European Summit on social media, on your company website, newsletters, emails and press releases. Be sure to use our 2023 hashtag **#RL2023EMEA** 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. To receive priority registration with a discounted rate at €279++ including hot breakfast, your staff should register with the hotel by **May 15th** using the Marriott/RLA online form.

<https://www.marriott.com/events/start.mi?id=1675937489303&key=GRP>

## More Details about the Event App info needed below

**Logo:**  
Min: 100px by 100px  
Recommend: 500px by 500px  
Maximum: 1000px by 1000px

Icon



Upload Image

Select Icon

Name \*

Label / Subtitle ⓘ

Location ⓘ

Select a location

Category

Select Categories

**Label:** A short sentence telling people who you are or what you do

### Description

A brief paragraph to describe this item.

Normal

Description: A Brief Paragraph to describe who you are and what you do

### Booth Cover

Size: 800px by 400px  
File types: jpg, jpeg, png

**Booth Cover:** 800px by 400px. Note: This does not show up on Mobile App. It only shows up in DeskTop App.

### Content Provider \*

Youtube

**Content:** Can have a Video loaded from YouTube if you want Mobile App user to view

Add Video URL

### Request Follow Up Point of Contact Email

**Contact Email:** Provide an Email address for Mobil App user to contact you during the show.

### Schedule Meeting URL

https://

**Schedule Mtg:** Provide a Web address if you can let Mobil App user to schedule a meeting with you during the show

### Link Type

Website

### Link Name

### Website URL

https://

**Links:** Can have multiple Website, Phone# and Email

### Attachments

File types: pdf, j

**Attachments:** Provide PDF if you have Brochures, cutsheets for Mobile App user to read