



Thank you for your participation as a Sponsor/Exhibitor during the FELABAN Annual Assembly 2019 Conference.

Please send us the following information to upload in the event's website:

- 1. Logo:** in high resolution converted to outlines in **.eps** format (at an approximate A4 size at 300 dpi) or **.ai** format
- 2. Company description:** in a word file with a maximum of 50 words or 450 characters with spaces in English language.
- 3. Company name**
- 4. Website URL**
(If the information is not sent in the correct format it will not be possible to upload it into the event's website or include it in the printed material)
- 5. Only for Platinum / Gold / Silver Sponsors:** please send us a VIDEO (30 seconds) in MP4/AVI format or an available link. (1080 x 1920 422 Pro Res via WeTransfer).

Send us the information to the following contacts as soon as possible so that your company begins to be visible on our website.

Belkis Lopez – blopez@fiba.net – 305 539 3745
with Copy to conferencesponsors@fiba.net

Remember, all the resources for the exhibitor / sponsor can be found on our website at the following link: <https://asamblea.fiba.net/exhibitor-resources/>



Check list

The Following checklist will assist you in your participation at the event. **Please read it carefully and feel free to contact us with any questions or comments.**

Important Dates

Done

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Move-In for exhibitors:

Friday, November 1 - 2:30 pm to 6:00 pm

Event hours:

Saturday, November 2 - 8: 30 am to 5:30 pm

Sunday, November 3 - 8: 30 am to 5:30 pm

Monday, November 4 - 8:30 am to 5:30 pm

Tuesday, November 5 - 8:30 am to 5:30 pm

Move-Out:

Tuesday, November 5 - 6:00 pm to 8:30 pm

Move-In for Meeting rooms:

Hotel Meeting rooms – Friday, November 1 - 6:00 am

Built offices in Grand Ballroom East & West, Atlantic Ballroom, Diplomat Ballroom

Friday, November 1 - 2:30 pm

Event hours:

Saturday, November 2 - 8: 30 am to 5:30 pm

Sunday, November 3 - 8: 30 am to 5:30 pm

Monday, November 4 - 8:30 am to 5:30 pm

Tuesday, November 5 - 8:30 am to 5:30 pm

Move-Out:

Tuesday, November 5 - 6:00 pm to 8:30 pm



Booth Equipment

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- (2.5 meter x 3 meter, hard wall)
- One 3 meter header with your logo
- Two arm lights
- One meter cabinet
- Two chairs
- One wastebasket
- One 5 amp electrical outlet

If you would like to brand your booth panels, click on the link below for photos and pricing.
<https://x5d8j3m7.stackpathcdn.com/wp-content/uploads/2019/04/Expo-Branding-Annual-Assembly.jpg>

To receive a quote on a custom booth:

Julian Mendoza Design & Display Account Executive
Expo Convention Contractors, Inc.

Ph: 305-751-1234 | E-mail: julianm@expocci.com

Graphic Design

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For graphic design services please contact to:

Sebastián Monte Creative Director

Whatsapp: 54911-5379-9633 | E-mail: seba@ilusionbuenosaires.com.ar

www.ilusionbuenosaires.com.ar

Shipping Instructions

Done

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Please, contact Expo Convention Contractors for fee information.

Julian Mendoza Design & Display Account Executive
Expo Convention Contractors, Inc.

Ph: 305-751-1234 | E-mail: julianm@expocci.com

To ship marketing material to your meeting space or booth, label your boxes with the following information:

ASSEMBLY 2019
Your Company Name
Booth #

EXPO Convention Contractors, Inc.
15959 NW 15th Avenue Miami,
Florida 33169-5607



FELABAN Annual Assembly.

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We created a banner for you to promote your participation among clients and colleagues. See link below:

<https://asamblea.fiba.net/banner-generator/>



Internet Request Form

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[Click here](#) for form.

Audiovisual Equipment for Booth and Meeting Rooms

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[Click here](#) for form.

Additional Furniture for Booth and Meeting Rooms

Done

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Two options:

- [Expo](#)
- [AFR](#)

Catering Services to Booth and Meeting Rooms

Done

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If you want to request food and beverages for your meeting/ booth space please contact:

THE DIPLOMAT BEACH RESORT - 3555 South Ocean Drive - Hollywood, FL 33019

Gloriann Torres-Corsino

Assistant Director of Events and Catering
gloriann.torres@diplomatoresort.com
T 954-602-8627 F 954-602-8275

Andrea Urribarri

Event Manager
andrea.urribarri@diplomatoresort.com
T 954.602.8549 C 954.214.8615

- [Menu Options](#)

Before October 26th, 2019.

