

Thursday, March 6, 2025
7:30 AM – 6:00 PM
Meydenbauer Center | Bellevue, WA

www.WAEducationForum.com



Thank you for sponsoring the 2025 RIMS Washington Educational Forum (RIMSWAEd). Saying this event wouldn't be possible without great sponsors isn't just hyperbole, it's absolute truth! We hope the below information will answer your questions related to your sponsorship of the conference. In addition, please visit our resources tab on our website at www.waeducationforum.com.

RIMSWAEd is working with Rhino Consulting to ensure you have the best sponsorship experience possible. We will be your point of contact for all conference logistics and can help you with any questions or special requests you have. If further assistance is needed, please contact the Rhino Consulting Team at events@consultrhino.com.

All sponsor items are due February 1, 2025. Items submitted after may result in a loss of benefits.

ALL YOU NEED TO KNOW ABOUT VENDOR BOOTHS

CONFERENCE "SWAG" BAG OPPORTUNITIES

- Responding to attendee feedback and being environmentally conscious RIMSWAEd has eliminated conference swag bags and other branded sponsorship opportunities, i.e., water bottles, notepads, pens, etc.
- RIMSWAEd will focus our efforts on increasing attendee traffic to the exhibit areas. We encourage sponsors to showcase traditional swag items and high-quality raffle favors at their booths.
- We are expecting between 150 – 200 attendees.
- Swag items at your booth are the discretion of the sponsor organization. If you chose to provide a raffle item, you can "award" the winner in one of two ways highlighted below. This will be coordinated onsite at the conference, no need to coordinate this in advance.
 1. Hold a "business card" raffle independently of RIMSWAEd. Sponsor will take care of all items pertaining to the raffle (i.e. raffle winner selection, attendee announcement, coordinating award pick up, etc.).
 2. Provide RIMSWAEd the raffle winner's name and our emcee will reveal the award during a general session announcement. An example of this announcement is "ABC Company has generously raffled a \$500 Amazon gift card; the winner is Jane Doe. Please visit ABC Company's booth to claim your prize."

VENDOR BOOTH INFORMATION

- One 6-foot-wide by 30-inche-deep banquet table with black floor length linen, 2 chairs, Wi-Fi access and a small waste basket will be provided. Booths will have a total of 7 feet width by 4 feet depth for booth materials. Please be sure all pop ups, posters and items stay within these boundaries.
- If electricity is needed for your display, please email events@consultrhino.com prior to February 1, 2025.
- For any additional AV needs, please email events@consultrhino.com to be connected with the Meydenbauer Convention Center audio visual team.
- The exhibit area will be open to conference attendees on Thursday, March 6th at 8:00 a.m. PST.
- The vendor room will be open for exhibitors to set up their area on Thursday, March 6th from 7:00 a.m. - 8:00 a.m. PST. RIMSWAEd requests all exhibit booths be set up before 8:00 a.m. on Thursday, March 6th.

- Breakdown of booth materials can begin after 3:00 p.m. on Thursday, March 6th.
- All items must be collected and removed by 6:30 p.m. PST on Thursday, March 6th. The RIMS Washington Educational Forum is not responsible for packaging or mailing any exhibit hall items.
- RIMSWAEd has scheduled networking breaks as well as an extended networking lunch to maximize sponsorship exposure. All breaks and exhibit hall times are listed on the RIMSWAEd website agenda.
- Booth location assignment process will begin after February 1, 2025. The assignment order will be determined by sponsorship level and date sponsorship confirmation was received. Due to the intimate nature of the RIMSWAEd, no booth numbers are assigned. Booths will be marked with the company's name.
- Detailed view of the exhibit booth area is located on page 4.

VENDOR BOOTH SHIPPING INSTRUCTIONS

- **CRITICAL:** If you are shipping items for your booth to the Meydenbauer Convention Center, please email events@consultrhino.com with tracking information and the number of packages being sent. Do not send materials more than 1 week prior to the conference.
- Vendor booth items should be sent directly to the Meydenbauer and should be addressed as follows:

Meydenbauer Center
11100 NE 6th Street
Bellevue, WA 98004

PLEASE HOLD FOR (INSERT YOUR IN-PERSON REP NAME HERE)
(INSERT Contact Cell Number)
EVENT NAME: RIMSWAEd
EVENT DATE: MARCH 6, 2025

Please include the shipping form located on page 3 on the outside of each package. This will ensure your package is delivered to the correct location.

MORE QUESTIONS

View our additional resources on our website at www.waeducationforum.com.

If you have a question that is not answered in the additional resource documents, please contact events@consultrhino.com.

Thank you again for sponsoring the RIMS Washington Educational Forum!

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TO: Meydenbauer Center
 11100 NE 6th Street
 Bellevue, WA 98004



EVENT NAME:			
EVENT DATES:			
EVENT MANAGER: (If Known)			

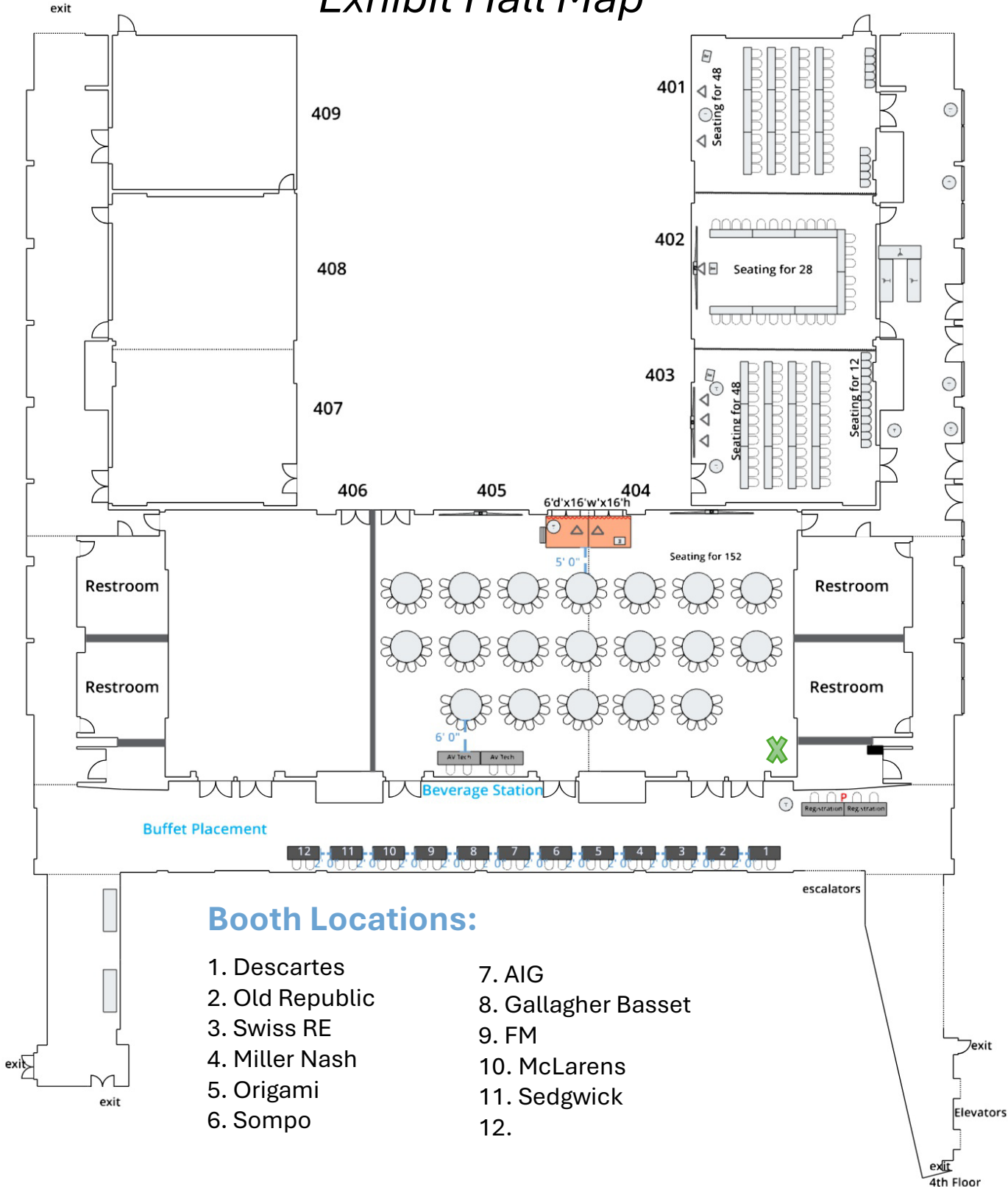
COMPANY NAME:			
CONTACT PERSON AT CONFERENCE:		MOBILE NUMBER:	
ITEM NUMBER: (Eg 1 of 2)	Of		

DELIVER TO: (Circle One Only)	TRADE SHOW	REGISTRATION	OTHER: _____
BOOTH NUMBER: (Trade Show Only)			

Please Note: Meydenbauer Center Security can accept deliveries up to one day in advance of the show. For any items being shipped back after the show a pickup with your preferred carrier must be scheduled and you will need to pre-print your return labels to tape on all outgoing boxes. You can leave your freight with our security office located on our loading dock adjacent to Center Hall.



Exhibit Hall Map



Booth Locations:

- | | |
|-----------------|---------------------|
| 1. Descartes | 7. AIG |
| 2. Old Republic | 8. Gallagher Basset |
| 3. Swiss RE | 9. FM |
| 4. Miller Nash | 10. McLarens |
| 5. Origami | 11. Sedgwick |
| 6. Somp | 12. |