

# RAA 2019 ANNUAL CONVENTION PRE-CONFERENCE EXHIBITOR WEBINAR WELCOME!

Wednesday, August 7, 2019  
10:00 AM CST/11:00 AM EST



# AGENDA

- ▶ Exhibit Hall Schedule
- ▶ Nashville Map
- ▶ Music City Center Layout
- ▶ Exhibit Hall Floor Plan
- ▶ Attendee List
- ▶ Deadline Reminders
- ▶ Lead Retrieval
- ▶ Thursday Night Event
- ▶ Raffle
- ▶ Purchasing Forum
- ▶ CEO/Board Walk-Through
- ▶ Registration
- ▶ Housing
- ▶ Pack Your Bags
- ▶ 2020 Pre-Sales Office
- ▶ 2020 Annual Convention Save the Date

# EXHIBIT HALL SCHEDULE

## ▶ MOVE-IN

- ▶ Wednesday, September 4, 2019 - 8:00 AM – 5:00 PM \* wristbands will be available until registration opens on Wednesday at 1:00 PM
- ▶ Thursday, September 5, 2019 – 8:00 AM – 12:00 PM

## ▶ Exhibit Hours

- ▶ Thursday, September 5, 2019 – 4:00 PM – 7:00 PM
  - ▶ \* Note: All exhibits must be fully installed by 12:00 PM on Thursday, September 5, 2019
  - ▶ \* Opening Welcome Reception - 5:30 PM – 7:00 PM
- ▶ Friday, September 6, 2019 – 11:30 AM – 5:00 PM
  - ▶ Happy Hour – 4:00 PM – 5:00 PM

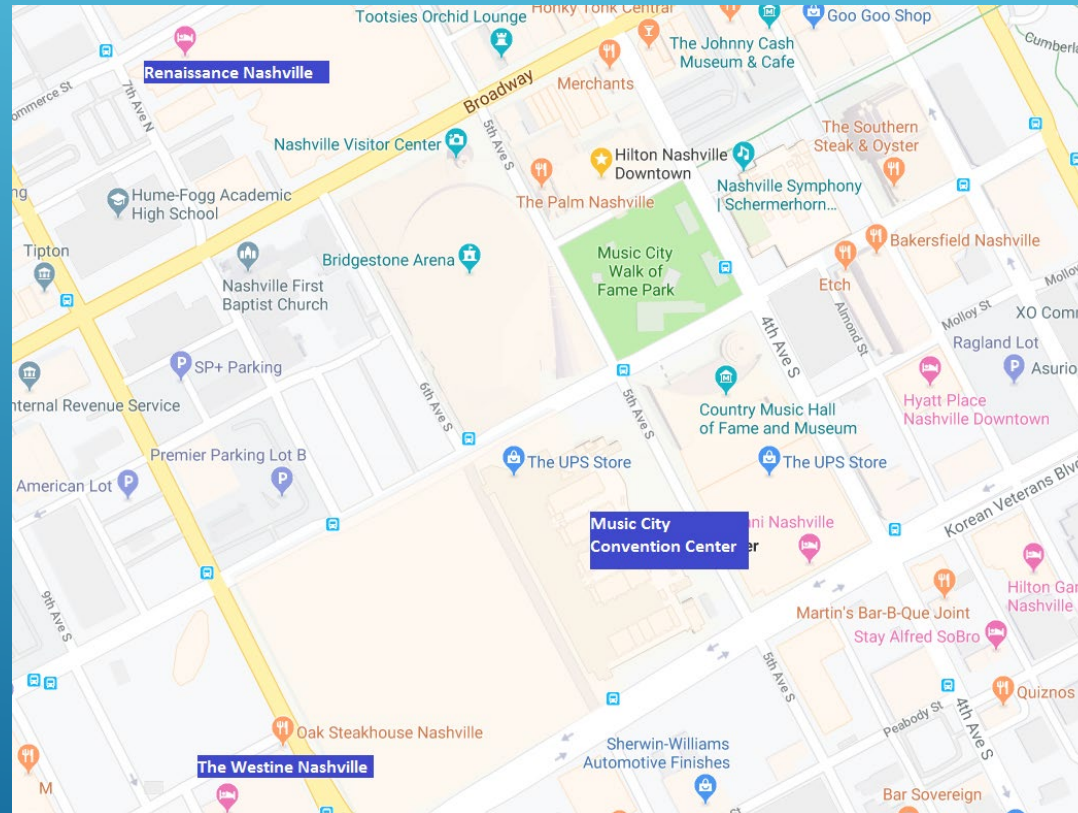
## ▶ MOVE-OUT

- ▶ Friday, September 6, 2019 – 5:00 PM – 6:00 PM
- ▶ Saturday, September 7, 2019 – 8:00 AM – 5:00 PM

### **SPECIAL NOTES:**

- \* **It is prohibited to start moving out/taking down your booth prior to 5:00 PM on Friday, September 6.**
- \* **CARRIERS MUST CHECK-IN BY 12:00 PM FRIDAY, SEPTEMBER 6, 2019!**
- \* **All exhibit materials must be removed from the exhibit hall by Friday, September 6, 2019 at 5:00 PM**

# NASHVILLE MAP

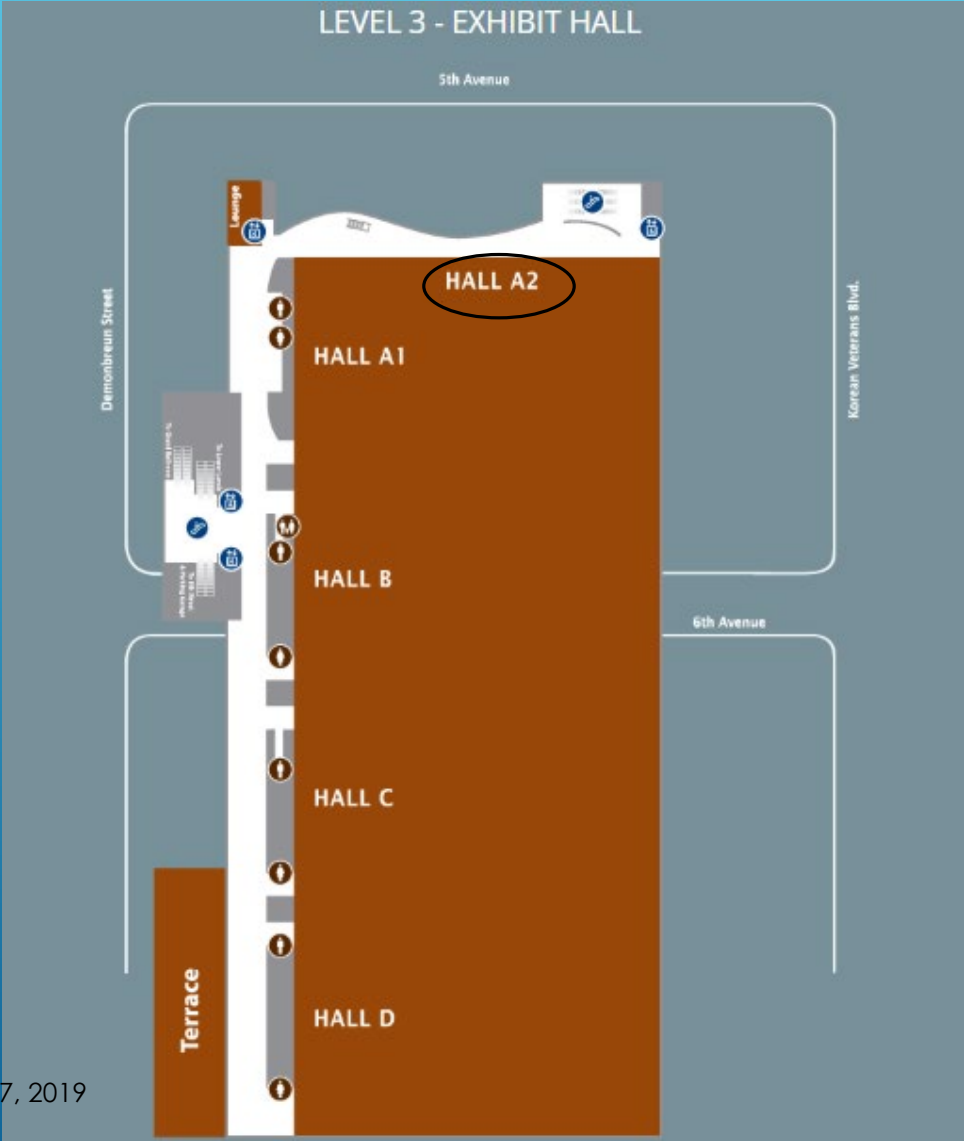


**Music City Center**  
201 5th Ave S  
Nashville, TN 37203

**Renaissance Nashville**  
611 Commerce St  
Nashville, TN 37203

**The Westin Nashville**  
807 Clark Place  
Nashville, TN 37203

# MUSIC CITY CENTER LAYOUT





# ATTENDEE LIST

- ▶ RAA will provide exhibitors a pre-show abbreviated attendee list today
- ▶ Includes registrant's name, company and title
- ▶ Please be aware any company that contacts you trying to sell a "RAA Attendee List" is not affiliated with RAA and it is a scam

# DEADLINE REMINDERS

- ▶ Use food & beverage form in service kit to place catering orders
- ▶ Freeman Discount Deadline – August 14, 2019
- ▶ Internet/Telephone and AV – Music City Center – August 21, 2019
- ▶ Housing - August 14, 2019
- ▶ Shipping
  - ▶ **Advance Warehouse** – receiving begins August 5, 2019 – Deadline August 28, 2019
  - ▶ **Direct to Show Site** – Cannot deliver BEFORE September 4, 2019



# LEAD RETRIEVAL

- ▶ Lead Retrieval packages are available for RAA 2019. To purchase lead retrieval services go to...
- ▶ <http://events.smithbucklin.com/client/RAA/384>

# THURSDAY NIGHT EVENT

- ▶ Thursday, September 5 – 7:00 PM – 9:00 PM
- ▶ Please note the off-site event has been moved from Monday to Thursday night. The event will take place at the Luke Bryan's 32 Bridge Food + Drink
- ▶ There will not be complimentary tickets provided to the event for exhibitors. Tickets are available to purchase through registration. Tickets can also be purchased onsite.

# RAFFLE

- ▶ Deadline to participate is August 19, 2019
- ▶ Exhibitors are responsible for the following:
  - ▶ Bringing your own prize, must be of \$100 or more value
  - ▶ Collecting business cards from attendees who wish to participate
  - ▶ Drawing a business card of winner of the prize
  - ▶ Filling out the winner form for RAA staff

# PURCHASING FORUM – MEMBERS ONLY!

- ▶ For convention exhibitors to promote their products and services in a personalized format to airline purchasing representatives
- ▶ Thursday, September 5, 2019 – 11:00 AM – 2:45 PM
- ▶ Exhibitors can request up to (6) 10-minute meetings

# CEO/BOARD WALK-THROUGH

- ▶ Friday, September 6, 2019
  - ▶ 11:30 AM - 12:15 PM
  - ▶ Please be sure a representative will be at your booth at this time
  - ▶ Exhibit Hall Hours: 11:30 AM – 5:00 PM

# REGISTRATION

## ▶ **Hours**

- ▶ Wednesday, September 4, 2019 – 1:00 PM – 5:00 PM
  - ▶ Thursday, September 5, 2019 – 7:30 AM – 6:30 PM
  - ▶ Friday, September 6, 2019 – 7:00 AM – 5:30 PM
- 
- ▶ Booth personnel registrants are entitled to attend opening reception, lunch and happy hour
  - ▶ RAA only offers complimentary guest passes to spouses/family over 18 years of age to attend.
  - ▶ Please note that August 9, 2019 is the Early Bird Deadline. Additional Exhibitor Booth Personnel Badges will go up from \$300 to \$330 after August 9<sup>th</sup>.
  - ▶ If you have any questions regarding registration please email [registration@raa.org](mailto:registration@raa.org) or call 312.673.5387

# HOUSING

- ▶ Exhibitors are required to stay at one of the official RAA Hotels in Nashville, TN. At this time you should've already made reservations at either of the following:
  - ▶ The Westin Nashville
    - ▶ **\*\*PLEASE NOTE – THERE IS LIMITED AVAILABILITY AT THE WESTIN, WE ENCOURAGE YOU TO BOOK AT THE RENAISSANCE TO GUARANTEE YOU RECEIVE OUR NEGOTIATED GROUP RATE**
  - ▶ Renaissance Nashville Hotel
- ▶ Deadline to book hotel room: August 14, 2019

# PACK YOUR BAGS

- ▶ RAA Annual Conference is business casual
- ▶ Mobile App
  - ▶ Stay tuned for additional details on how to download RAA's 2019 mobile app.



# 2020 PRE-SALES OFFICE

- ▶ Located in back of Exhibit Hall
- ▶ The sales office will be open during the scheduled times below. A link will be forwarded to all exhibitors to complete. Booth selection will be done on a first come, first serve basis within each category. A credit card deposit of \$500 will be required during sign up.
- ▶ Thursday, September 5, 2019
  - ▶ 4:00 PM – 6:00 PM
    - ▶ 4:00 PM - 4:30 PM: Platinum, Emerald, Gold, Silver Sponsors and Booths  $\geq$  20 x 30s
    - ▶ 4:30 PM – 5:00 PM: All Other Sponsors and Island Booths
    - ▶ 5:00 PM – 6:00 PM: Open Sales
- ▶ Friday, September 6, 2019
  - ▶ 10:00 AM – 5:00 PM
    - ▶ 10:00 AM - 11:00 AM: Last chance Sponsors & Island Booths
    - ▶ 11:00 AM - 5:00 PM: Open Sales

# SAVE THE DATE!

- ▶ RAA 2020 Annual Convention
- ▶ September 30 – October 3, 2020
- ▶ Phoenix, AZ

# QUESTIONS?



## NASHVILLE

44TH ANNUAL CONVENTION | SEP 4-7, 2019

- ▶ We can be reached at [exhibits@raa.org](mailto:exhibits@raa.org) and [registration@raa.org](mailto:registration@raa.org) anytime!