



# Exhibitor and Promotional Partnership Prospectus

January 16-18, 2025 • Sheraton Waikiki Beach Resort • Honolulu, Hawaii

## WELCOME

Thank you for your support and participation in the 2<sup>nd</sup> Annual 2025 ARCH HAWAII Symposium. The following will provide you with important information about this year's symposium and your participation as a supporter. If you have any questions or need further assistance, please do not hesitate to contact Trinity Campbell, Gaffney Events at 425-354-8937 or [trinity@gaffneyevents.com](mailto:trinity@gaffneyevents.com).

## SYMPOSIUM LOCATION

**Sheraton Waikiki Beach Resort** | 2255 Kalakaua, Honolulu, HI 96815

## HOTEL ACCOMMODATIONS

You are responsible for making your hotel room reservations for your company personnel. Please note that room reservations should be made in advance. To reserve a room, please contact the Sheraton Waikiki Beach Resort reservations department directly at 808-921-4611 and speak with a reservations agent mentioning the Group name: ARCH. You can also book your hotel reservations online by visiting the symposium website, or booking directly using this link:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1715645576866&key=GRP&app=resvlink>

**PLEASE NOTE:** In order to receive the discounted room rate, reservations must be made by **December 18th, 2024 at 5:00 pm Hawaiian Standard Time**. We have negotiated a discounted group rate starting at \$325 for a city view or \$355 for a partial ocean view, single or double occupancy, per night, plus tax, depending on the room type selected. A discounted Resort Fee of \$34 will also be added to the room rate. Please be sure to call in your hotel reservations to the number listed above before the deadline to secure a hotel room for your company personnel.

## EXHIBIT SPACE, EQUIPMENT & STAFFING

**Exhibits will be located in the Lana'i Ballroom.**

Please provide us with the names of the individuals who will be representing your company by completing and returning the Sponsorship Agreement and Badge Form, which is located on page 5 of this document. Each \$5,000 booth will come with 3 Full Meeting badges, and each \$7,500 booth will come with 6 Full Meeting badges. Additional badges are \$250.00 each.

**The following will be provided for your use at no additional charge:**

- 1 Skirted exhibit table measuring 6'x30"
- 2 Side Chairs
- 1 Wastebasket

## ELECTRICITY

It is your responsibility to order power to your exhibit booth at the Sheraton. Please refer to page 6 for the order form and reach out to Eric Ruggirello at [eric.ruggirello@encoreglobal.com](mailto:eric.ruggirello@encoreglobal.com) if you have any questions.

## EXHIBIT SET-UP

Exhibit set up will take place on Wednesday, January 15th between 1:00 pm and 5:00 pm. Exhibits **MUST** be set by 5:00 pm on the 15th, prior to the start of the course. If you are unable to set your exhibit during this time, please contact [trinity@gaffneyevents.com](mailto:trinity@gaffneyevents.com) to make additional arrangements.



## EXHIBIT HOURS

<b>Wednesday, January 15th</b>	2:00 p.m. – 6:00 p.m.	Exhibit Set-Up
<b>Thursday, January 16th</b>	12:00 p.m. – 5:30 p.m.	Exhibits Open
<b>Friday, January 17th</b>	7:15 a.m. – 5:30 p.m.	Exhibits Open
<b>Saturday, January 18th</b>	8:00 a.m. – 1:15 p.m.	Exhibits Open
	1:15 p.m.	Exhibit Dismantle

## SHIPPING

If you are shipping directly to the Sheraton, please refer to the right hand shipping labels. Package handling prices are current and subject to change without notice. Hotel does not have storage space for crates, pallets or large shipments. If Customer is sending materials to Hotel for use in a banquet room, ship to arrive no earlier than **three (3) days prior to the event**. If boxes are delivered within the three (3) days allowed arrival time, no fees will be assessed for storage.

## SHIPMENT CONFIRMATION

**GAFFNEY EVENTS** will not assume responsibility for the confirmation of shipped materials or equipment. The exhibitor is solely responsible for their property including loss, damage, or failure to arrive in a timely manner from the initial shipment, up to and including the final shipment to the final destination.

## CANCELLATION POLICY

In the event that an exhibitor must cancel their participation in the 2025 ARCH HAWAII Symposium, the exhibiting company will be responsible for 50% of the exhibit fee if cancelling after December 20, 2024. Cancellations must be made in writing.

## LIABILITY

**GAFFNEY EVENTS** is not responsible, and the “Exhibitor” hereby waives all claims against the aforementioned, for loss, damage, destruction of property, or bodily injury occurring at or in connection with the exhibit or conference. Further, the exhibitor agrees to hold harmless **GAFFNEY EVENTS** and its employees and agents with respect to such claims and indemnify them against such claims brought by third parties arising out of the actions of exhibitor or its employees. Each exhibitor is responsible for obtaining its own insurance for bodily injury or property loss or damage occurring in connection with the exhibit.

## ADDITIONAL INFORMATION

If you have any questions or concerns regarding exhibiting at the 2025 ARCH HAWAII Symposium, please feel free to contact Trinity Campbell at [trinity@gaffneyevents.com](mailto:trinity@gaffneyevents.com) or 425-354-8937.

***We look forward to seeing you in Hawaii!***



### Items must be labeled as follows:

ARCH Hawaii – Cayden Gaffney  
 Sheraton Waikiki Beach Resort  
 2255 KALAKAUA AVENUE  
 Honolulu, HI, 96815  
 Hold for \_\_\_\_, January 16-18  
 Box(s) \_\_\_\_\_ of \_\_\_\_\_  
 (multiple boxes MUST be numbered)  
 Erica Gilbreath

### Inbound packages are priced per item:

0-5 pounds: \$6.00  
 Over 5 pounds: \$15.00  
 Crate or Pallet: \$100 each,  
 plus per box charge by weight



## EXHIBIT OPPORTUNITIES

### \$7,500 | 10' x 10' Exhibit

(Includes 6 Complimentary Full-Meeting Badges)

### \$5,000 | 6' Tabletop Exhibit

(Includes 3 Complimentary Full-Meeting Badges)

## ADDITIONAL SPONSORSHIPS

### \$25,000 | Welcome Reception / Luau (Exclusive)

Exclusive Sponsorship of the Thursday Evening Welcome Reception.

#### **Sponsorship Includes:**

- Company logo recognition of sponsorship on slides, signage and print materials
- Food & beverage
- Custom napkins with sponsorship recognition and company logo

### \$20,000 | Sponsored Lunch or Evening Educational Session (3 Available)

- Exclusive Opportunity to showcase your company products or message to attendees of the course.
- Includes Room Rental & Audio-Visual Equipment, Food and Beverages
- Includes Recognition Signage
- 2 Available Lunches (Friday and Saturday)
- 1 Available Evening Symposium (Friday)

### \$20,000 | Social Event (2 Available) (ie. Sunset Boat Cruise, etc.)

Host a social activity for attendees and their guests on-site or near the hotel. Below are the times available. Once approved, the sponsoring company handles the planning and costs of the event. Your company logo, weblink and event will be promoted on the Symposium website, notification emails and in the Symposium program.

#### **Available Times:**

Friday, January 17: Anytime after 5:30 pm

Saturday, January 18: Anytime after 4:30 pm

*\*The available times above are subject to change.*

### \$20,000 Faculty Dinner (3 Available)

Sponsorship of the Faculty Dinner.

- Includes recognition signage

### \$15,000 | Breakfast Symposium (Exclusive)

Exclusive Opportunity to showcase your company products or message to attendees of the course.

- Includes Room Rental & Audio-Visual Equipment, Food and Beverages
- Includes Recognition Signage



### \$15,000 | Attendee Wi-Fi (Exclusive)

Keep ARCH HAWAII attendees connected with exclusive sponsorship of the symposium Wi-Fi. Includes custom network SSID and password.

### \$15,000 | Faculty Lounge / Speaker Ready Room Sponsorship (Exclusive)

Display your company Logo as screensavers on the ARCH HAWAII Faculty Lounge Computers. Includes a recognition pull-up banner placed at the entrance of the lounge.

### \$15,000 | Hotel Key Cards and Sleeves (Exclusive)

Includes company supplied artwork on custom ARCH HAWAII hotel key cards and security sleeves given to all ARCH HAWAII Faculty & Attendees staying at the Sheraton Waikiki Beach Resort.

### \$15,000 | Attendee Lanyards (Exclusive)

Highlight your company logo or brand along with ARCH Hawaii on custom program lanyards given to all symposium attendees.

### \$10,000 | Eblast Advertisements (3 Available)

Banner Advertisement in one ARCH HAWAII Promotional eblast, either pre- or post-conference.

### \$7,500 | Hand Sanitizing Wipes (1 Available)

Showcase your company logo on ARCH Hawaii branded sanitizing wipes distributed to all attendees.

### \$5,000 | Coffee Break (1 Available)

- Recognition as a sponsor of one of the Coffee Breaks. Choose one am or pm break.
- Includes signage recognition and napkins

### \$5,000 | Sunscreen & Lip Balm Combo (1 Available)

Highlight your company logo on co-branded custom sunscreen and lip balm given to all ARCH Hawaii Faculty & Attendees.



