

# BELLEVUE HOSPITALITY SUMMIT

Presented by



**APRIL 4, 2018 • BELLEVUE**  
AT THE HILTON BELLEVUE

## **EXHIBITOR PACKET**

Show Management Contact Information:

**JEFF SWENSON**  
O'Loughlin Trade Shows  
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## EVENT INFORMATION

EVENT NAME: **Bellevue Hospitality Summit**  
EVENT DATE: **Wednesday, April 4, 2018**  
LOCATION: **Hilton Bellevue**  
**300 112th Ave SE**  
**Bellevue, WA 98004**

MOVE-IN: **Wednesday, April 4, 2018**  
10:00 am to 11:30 am

- **REMINDER:** This is a tabletop show. All self-standing backdrops need to be pre-approved.
- You can pull up to the front on the Hotel down at Level 1 and unload your display materials.
- For large items that you cannot carry or require a cart- please let show management know and we will make arrangements with you.
- All booths must be set and ready by 11:30 am on Wednesday, April 4.

EXHIBITS OPEN: **Wednesday, April 4**  
11:30 am to 5:30 pm  
\*Please note - Be sure to staff your booth throughout the entire event.

SCHEDULE: **Wednesday, April 4**

11:30 am to 5:00 pm	Registration
11:30 am to 5:00 pm	Trade Show
12:30 pm to 1:30pm	Keynote
1:30 pm to 2:00 pm	Break
2:00 pm to 2:45 pm	Breakouts
2:45 pm to 3:15 pm	Break
3:15 pm to 4:00 pm	Breakouts
4:00 pm to 5:00 pm	Happy Hour

Move-out: **Wednesday, April 4**  
5:00 pm to 6:00 pm

### INCLUDED IN YOUR EXHIBIT PACKAGE:

- (1) 6'x30" dressed & skirted table
- (2) chairs
- 8.5" x 11" booth sign & table stand
- Registration name badge

### NOT INCLUDED IN YOUR BOOTH PACKAGE:

- Easel
- Pipe & drape
- Power
- Internet

## MARKETING

Help us spread the word about this event by sending out the attached flyer to your customers & clients encouraging them to register and attend. If you are interested we can easily brand your company on this flyer if you send us your logo.

Also, spread the word on your social media platforms - i.e **Facebook, Twitter, Instagram, and LinkedIn**. Use the hashtag **#wahospitalitysummits**

## EXHIBITOR DEADLINES & KEY DATES

March 26 - Deadline to let us know of Tall Backdrop

March 26 - Deadline to Order Power/Wi-Fi if you haven't done so already

March 26 - Deadline to submit names for badges

## WHAT TO EXPECT ON EVENT DAY

- Plan to arrive early as Bellevue traffic can be unpredictable.
- Parking located in front of the Hilton Bellevue Hotel - Parking is free so after you unload - park anywhere in the parking lot.
- The Washington Hospitality Summit will be located on Level 1 of the Hotel which is below the main lobby and front desk. The event will be held in the Grand Ballroom and Foyer space on Level 1.
- Please check in at the WHA Hospitality Summit Registration Desk located outside of the Grand Ballroom on Level 1.
- Once you check in at the Registration Desk, you will be assigned to your exhibitor placement during the event.
- Please setup your booth on Monday, April 4th between 10:00 am - 11:30 am. All setup must be complete by 11:30am on Monday, April 4th.
- PLEASE NOTE: If your exhibit has a self-standing backdrop of any size - this must be approved in advance by Show Management. Show Management will have the right to move your booth location on site if a backdrop impedes event site lines.

## EVENT BADGES

Upon receiving this information please make sure we have the names of the people who will be attending the event in order to get the correct names for an event badge. If you are receiving this information and not going to be attending the event, please submit the name of person(s) working the event to us no later than March 27.

## SAMPLING GUIDELINES

- If you are sampling food or beverages during the event, all samples must be approved by show management in advance. Sample sizes are to be 2 oz or less for food & beverage items.
- No items are to be sold onsite for consumption.
- Alcoholic beverage samples must be in 2 oz. containers.
- Anyone serving alcohol samples must i.d. attendees in advance.

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# \$35

Attendee registration includes:

- Happy Hour Reception with drinks and appetizers
- Coffee and Snacks throughout the day
- Free or discounted Parking
- Networking with over 150 attendees
- Trade Show with over 40 Exhibitors & Sponsors

REGISTER TO ATTEND ONLINE AT  
**HOSPITALITYSUMMIT.ORG**

### EVENT SCHEDULE

**11:30 AM - 5:00 PM:** Registration

**11:30 AM - 5:00 PM:** Networking & Trade Show Open

**12:30 PM - 12:50 PM:** Welcome & Introduction

Anthony Anton - Washington Hospitality Association

**12:50 PM - 1:30 PM:** Keynote

The Future of Hospitality & Foodservice - Mark Freeman of Microsoft

**2:00 PM - 2:45 PM:** Breakout Sessions - Choose One

- Government Affairs Update - Anna Boone and John Lane
- Third Party Delivery: Friction Points - Moderator: Andy Cook

**2:45 PM - 3:15 PM:** Break

**3:15 PM - 4:00 PM:** Breakout Sessions - Choose One

- Proactive Approaches to address Harassment in the Workplace - Catharine Morisset
- 5 Star State of Mind - Christy Augsberger

**4:00 PM - 5:00 PM:** Networking Happy Hour