

# Partner Conference 2022

📅 September 26-28, 2022 📍 Asheville, North Carolina



## LiveRez 2022 Partner conference

### VENDOR INFORMATION AND TIMELINE

**DATE:** Monday September 26<sup>th</sup> – Wednesday 28<sup>th</sup> September 2022

**VENUE:** The Omni Grove Park Inn, 290 Macon Avenue, Asheville North Carolina, 28804

<https://www.omnihotels.com/hotels/asheville-grove-park/meetings/liverez-2022-partner-conference-09242022>

The hotel is famous for its Spa voted “Top Resort Spas in the U.S” by Condé Nast Traveler, History, Gingerbread Competition, Golf Course, Impeccable service, views of the Blue Ridge Mountains from the Sunset Terrace and easy access to Downtown Asheville.

Tel: (800)- 438-5800

#### **ADDITIONAL SPONSORSHIP OPPORTUNITIES AVAILABLE-**

Contact Alexandra directly for availability [Alexandra.anwyl@inhabitiq.com](mailto:Alexandra.anwyl@inhabitiq.com)

#### **BOOK YOUR ROOMS**

##### **Omni Grove Park Inn**

The negotiated room rate is \$389 per night from Friday 23rd of September through Thursday 29<sup>th</sup> of September. Room block closes August 25<sup>th</sup>, 2022. Call (800)-438-5800.

<https://www.omnihotels.com/hotels/asheville-grove-park/meetings/liverez-2022-partner-conference-09242022>

These are overflow hotels with room discounts are available until August 12<sup>th</sup>, 2022

##### **Element Asheville Downtown**

\$179 Reservation Deadline August 12<sup>th</sup>, 2022

[https://www.marriott.com/event-reservations/reservation-link.mi?id=1646149350835&key=GRP&app=resvlink&\\_ga-ft=1Yft1k.0.0.0.0.E4WrU6-1PJtbc.0.1](https://www.marriott.com/event-reservations/reservation-link.mi?id=1646149350835&key=GRP&app=resvlink&_ga-ft=1Yft1k.0.0.0.0.E4WrU6-1PJtbc.0.1)

**Hilton Garden Inn Asheville Downtown**

\$169.00 Reservation Deadline August 12th, 2022

[https://www.hilton.com/en/attend-my-event/avladgi-lrc-8e5680ea-7441-45b1-802a-d9ad014c55da/?\\_ga-ft=1Yft29.0.0.0.0.E4WrU6-1PJtbc.0.1](https://www.hilton.com/en/attend-my-event/avladgi-lrc-8e5680ea-7441-45b1-802a-d9ad014c55da/?_ga-ft=1Yft29.0.0.0.0.E4WrU6-1PJtbc.0.1)

**Renaissance Asheville Downtown Hotel**

\$299.00 Reservation Deadline August 12<sup>th</sup>, 2022

[https://www.marriott.com/event-reservations/reservation-link.mi?id=1645814951524&key=GRP&app=resvlink&\\_ga-ft=1Yft2z.0.0.0.0.E4WrU6-1PJtbc.0.1](https://www.marriott.com/event-reservations/reservation-link.mi?id=1645814951524&key=GRP&app=resvlink&_ga-ft=1Yft2z.0.0.0.0.E4WrU6-1PJtbc.0.1)

**SHIPPING INSTRUCTIONS (see attached form)**

Labeling The following information must be on ALL packages that are being shipped to the hotel to ensure proper delivery

Attention:	Guest Name and LiveRez Partner Conference
Exhibitor Information:	Name of Company and Booth Number
Property Address:	The Omni Grove Park Inn 290 Macon Avenue Asheville NC 28804-3799
Number of Boxes:	Box # _____ of _____
Phone Number	Guest phone number

**SHIPPING**

- Use any shipping agent or common carrier of your choice
- Conference materials should arrive at our location NO EARLIER THAN 3 DAYS PRIOR TO YOUR CONFERENCE AND NO LATER THAN 1 DAY PRIOR TO THE DESIGNATED USE DATE
- A storage fee of \$25.00 per box per day will apply for any boxes received prior to 3 days before the first function.
- Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping.
- All shipments must be prepaid

**PRICING**

The following handling charges will apply for all packages processed by our shipping/Receiving Department

ITEM	RATE
Envelopes	\$5.00
0-30 lbs.	\$15.00
31-70 lbs.	\$50.00
71- 200 lbs.	\$75.00
Pallets	\$150.00

\*Any items brought onsite by program contacts/vendors are the responsibility of said contract/vendor to move onsite. Complimentary vendor carts can be signed out through Bell Stand.

\*\* Any contact/vendors requesting assistance from Bell Stand or other OGPI staff will incur a \$30 per cart fee for each movement

### **HOURS OF OPERATION**

Our Shipping Department operates from 8 am – 2.30 pm, Monday through Friday Saturday and Sunday deliveries may incur an additional fee and must be arranged in advance. Should special arrangements for delivery be necessary, please contact our Group Shipping Coordinator. Conference Materials once received will be delivered to the Conference Center.

### **OUTGOING SHIPPING**

At the conclusion of the event it is the guest's responsibility to pack and seal all outgoing packages. Packages must have a new (barcoded) shipping label attached. Pallets must have a bill of lading attached and a pickup scheduled. Guest Services will pick up packages at conference location upon the completion of the conference. Carriers (FedEx/UPS) will pick up packages between 9.00 am – 7 .00 pm on the business days following the end of the conference.

Please note that the Omni Grove Park Inn does not currently partner with UPS, all UPS outgoing packages must have a pickup scheduled. In order to schedule a pickup contact UPS customer service at 1(800) 742-5877. The following address is to be utilized when scheduling a pickup:

Shipping and Receiving  
Omni Grove Park Inn  
290 Macon Avenue  
Asheville NC 28804

### **UNCLAIMED MATERIALS**

Conference Materials, posters, banners etc., left in the meeting rooms or our storage facility after departure, without direction as to disposal, will be held for a period of one week before being destroyed.

Any requests for return shipment of materials once a guest has left property will necessitate a request, in writing, containing the following information:

- Ship to address
- Method of payment
- Shipping agent (FedEx/UPS/special freight, etc.)
- Method of shipping (overnight/2<sup>nd</sup> day/economy)
- Declared Value

### **DISCLAIMER**

Omni Grove Park Inn is not responsible for any delay in receipt or delivery of conference nor for any special handling fees assessed by a carrier. Due to inadequate or improper labeling or packaging of conference materials. Packages bearing insufficient information to identify the conference or USE DATE once received will be held in our storage for a period not to exceed 30 days and will be returned to origination shipper 'freight collect'.

NOTE: WORKS OF ART, CRYSTAL, PRECIOUS GEMS AND/OR LIQUOR WILL NOT BE ACCEPTED

### **CONFERENCE FACILITY SECURITY**

Omni Grove Park Inn will not assume responsibility or liability for damage or loss of any merchandise or articles brought into any function room and left unattended. It is strongly recommended that all valuables and personal belongings be removed from unoccupied conference facilities.

PLEASE FILL OUT THE FORM BELOW

Name of company/conference name	LiveRez 2022 Partner Conference
Items (s) being shipped	
Phone Number	

**METHODS OF PAYMENT**

**Credit Card**

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Card Number and Expiration: \_\_\_\_\_ exp \_\_\_\_\_

Customer / Guest Signature

Or

**Guestroom**

Guest Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Confirmation # \_\_\_\_\_

PLEASE COMPLETE AND EMAIL ALL FORMS TO (pdf version is attached)

Kimberly Mayfield, Catering & Conference Services Manager

[Kimberly.mayfield@omnihotels.com](mailto:Kimberly.mayfield@omnihotels.com)

Direct: (828) 398-3842

**SETUP TIME:** Sunday 2.00 pm to 4.30 pm (OPTIONAL)

Monday 8.00 am to 11.30 am – All booths must be in place no later than 11.30 am

**TEAR DOWN TIME:** After 4.30 pm on Wednesday 28<sup>th</sup> September – Organizers require vendors to stay and work their booths until the tear down time – NO EXCEPTIONS

**BOOTH SPACE** 8' WIDE X 10' DEEP, 1 x 6' draped table, 2 chairs and 1 wastebasket

Note: There will be no pipe and drape in between booth spaces.

**ELECTRICAL AND AV SUPPLY** (see attached form) You will need to order from Encore

**INTERNET ACCESS** Access code will be provided on site during conference hours. No charge

**SESSIONS** Submit all presentations for review to Allyson Linton no later than DATE [Allyson.linton@liverez.com](mailto:Allyson.linton@liverez.com) Allyson please provide any information you would like me to include.

Session schedule will be provided 30 days prior to event.

**SWAG ROOM** LiveRez has a rather unique way of handing out swag. There will be a swag room at the back of the Exhibit Hall. You may include your swag there if you like. Expect to provide between 300 and 350 swag items for Partners. You can have us add swag to the tote bag for \$300 per item. Swag must arrive at venue no later than Friday 23<sup>rd</sup> of September.

## **AGENDA**

### **Sunday 25<sup>th</sup> of September**

2.00 pm – 5.00 pm optional vendor set up

### **Monday 26<sup>th</sup> of September**

8 am – 11.30 am Vendor Set up

8 am – 7 pm Registration & Help Desk

8 am – 12 pm and 1pm – 6 pm Partner Hub (Individual training sessions)

12 pm – 4.30 pm Vendor Exhibit Hall Open

9 am – 12 pm Partner Bootcamp (In depth LiveRez Training)

12 pm – 1 pm Networking Lunch for Bootcamp registrants

1 pm – 4 pm Partner Bootcamp (In depth LiveRez Training)

6 pm – 7 pm Reception & Cocktail Hour

7 pm – 9 pm Dinner

### **Tuesday 27<sup>th</sup> September**

8 am – 5.45 pm Exhibit Hall Open

8.00 am – 9 am Networking Breakfast

8 am – 6 pm Registration & Help Desk

9 am – 10 am Opening Session + Keynote Speaker

10.00 am – 10.25 am Break

10 am – 12:30 pm 2pm – 5.45 pm Partner Hub (Individual training sessions)

10.25 am – 11 25 Class Sessions

11. 25 am – 11.50 am Break

11.50 am – 12.50 am Class Sessions  
12.50 am – 2 pm Networking Lunch & Fireside Chat  
2 pm - 3 pm Class Sessions  
3 pm - 3.25 pm Break  
3.25 pm – 4.25 pm Class Sessions  
4.25 pm – 5.45 pm Exhibit Hall Showcase  
6 pm Have fun free time and Explore Asheville -

**Wednesday 28<sup>th</sup> September**

8 am – 4.30 pm Exhibit Hall Open  
8 am – 9 am Networking Breakfast  
8 am – 5 pm Registration & Help Desk  
9 am – 10 am Opening Session + Keynote Speaker  
10.00 – 10.25 am Break  
10 am – 12:30 pm 2pm – 4.30 pm Partner Hub (Individual training sessions)  
10.25 am – 11 25 Class Sessions  
11.25 am – 11.50 am Break  
11.50 am – 12.50 pm Class Sessions  
12.50 pm – 2 pm Networking Lunch & Fireside Chat  
2 pm - 3 pm Class Sessions  
3 pm - 3.25 pm Break  
3.25 pm – 4.25 pm Class Sessions  
4.30 pm Exhibitor Tear Down  
4.30 pm – 5.00 pm LiveRez Live  
6.15 pm – 9.00 pm Closing Party Seely Pavilion

**AD SPECS due no later than 7/15/2022**

Full Page - Diamond and Platinum Sponsors:	7.5" x 10.5"	No Bleed
Half Page - Gold Sponsors:	7.5" x 4.75"	No Bleed
Quarter Page - Silver Sponsors and Non-Exhibiting Sponsors:	3.5" x 4.75"	No Bleed

Format : - pdf – Press ready

Color: CMYK

Email to: [Alexandra.anwyl@inhabitiq.com](mailto:Alexandra.anwyl@inhabitiq.com)

## EVENTS

Things to do in Asheville and surrounding area.

- The Biltmore Estate is an incredible American historical visit, you should not miss it.
- Asheville boasts the greatest number of Breweries in one city.
- Trolley Tours (recommend La Zoom Tours) of Asheville, Breweries are wonderful
- Downtown Asheville is very visitor friendly. Note restaurants typically close at 9 pm.

<https://www.exploreasheville.com/liverez-partner-conference/?guid=6c9a690b-5c3d-40fa-bc2b-775f26a8f231&preview=true>

## COMPANY DETAILS TO BE PROVIDED BY SPONSOR/VENDOR (upon registration).

**Sponsors logo** Please provide at time of registration email to [Alexandra.anwyl@inhabitiq.com](mailto:Alexandra.anwyl@inhabitiq.com)

**Sponsor Description** Please provide at time of registration email to [Alexandra.anwyl@inhabitiq.com](mailto:Alexandra.anwyl@inhabitiq.com)

**Sponsor Contact** Please provide at time of registration email to [Alexandra.anwyl@inhabitiq.com](mailto:Alexandra.anwyl@inhabitiq.com)

## LINK TO CONFERENCE WEBSITE

<https://conference.liverez.com/>

## TRAVEL TO ASHEVILLE

Asheville Regional Airport is the local airport, it is small and Security moves quickly.

Note: Uber cost about \$40 with tip, the Uber vehicles are in the parking lot at **the far end of the airport** they are not allowed to pick up in front of the airport. Traffic from the airport to downtown can be bad, plan ahead for delays on Monday morning.

## PAYMENTS

Sponsorships can be paid for online by cc or can be invoiced

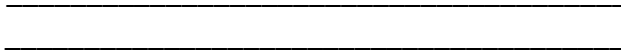
Please ensure that we have your accounting contact details

Account Department Contact name \_\_\_\_\_

Accounts Payable Contact email \_\_\_\_\_

Accounts Payable Contact Phone Number \_\_\_\_\_

Accounts Payable billing address \_\_\_\_\_



**Any Questions:**

Call or email Alexandra Anwyl-Davies

970-306-8864 cell

970-963-7208 Office

[Alexandra.anwyl@inhabitiq.com](mailto:Alexandra.anwyl@inhabitiq.com)

Logo for website	Upon registration
Logo for Hard Copy – High resolution	Upon registration
Company Description	Upon registration
Company Contact	Upon registration
Invoice Terms	Due upon receipt
Ad for conference program	7/15/2022
Session submissions for Review	8/12/2022
Room Block Ends – Other Hotels	8/12/2022
Room Block Ends – Omni Grove Park	8/25/2022
Shipped items not to arrive prior to	9/22/2022
Set Up (optional)	9/25/2022 2 pm – 4.30 pm
Set Up	9/26/2022 8 am – 11.30 am
Exhibit Hall Showcase Open - Monday	9/26/2022 12 pm – 4.30 pm
Exhibit Hall Showcase Open - Tuesday	9/27/2022 8 am – 5.45 pm
Exhibit Hall Showcase Open - Wednesday	9/27/2022 8 am – 4.30 pm
Tear Down	9/28/2011 4.30 pm