



On behalf of everyone at RASTECH, we're truly looking forward to welcoming you in-person to our 2024 event at Sheraton Charlotte in June.

Here's some general information to help you with your planning:

**RAStech On-Site Event Manger:**

Anastasia Ivaniv

[aivaniv@annexbusinessmedia.com](mailto:aivaniv@annexbusinessmedia.com)

Cell: 437-772-7557

**LOCATION & DATE**

**Exhibitor setup** – Tuesday, June 4, 2024 | noon – 6pm | Symphony Ballroom

**Conference & Trade Show** – June 5-6, 2024 | Symphony Ballroom + Mecklenburg 1, 2 and 3

**Happy Hour Reception** – June 5, 2024 – Symphony Foyer

**Exhibitor tear down** – June 6, 4:30pm – 7:30pm

*\*Freight force is at 4:00 pm on 6/7/24 at advance warehouse. All drivers must check-in @ Viper warehouse by this deadline\**

**Sheraton Charlotte Hotel**

555 South McDowell Street, Charlotte, NC 28204 US

**AIRPORT OPTIONS**

Charlotte Douglas International Airport (**CLT**)

Distance to venue/hotel is 7 miles. Estimated taxi fare: \$18-\$25 USD (one way)

**PARKING**

**Paid parking:** \$15/vehicle/day

**SWAG BAG ITEMS**

Gold, Platinum and Diamond Sponsors must email Anastasia Ivaniv [aivaniv@annexbusinessmedia.com](mailto:aivaniv@annexbusinessmedia.com) by **May 13** what the item is, if it will be shipped with your booth, shipped direct to the hotel or brought with your team.

Acceptable items: A brochure, leaflet, other paper item, or small/non-breakable/non-heavy swag item like stress balls, keychain, USB, etc.

**ACCOMMODATIONS**

[BOOK YOUR GROUP RATE FOR RASTECH HERE.](#)

RASTECH 2024 event and accommodations are both hosted at the [Sheraton Charlotte Hotel](#).

This is a 2-day event (June 5-6, 2024) however, this special room rate is secured for dates between May 31-June 10, 2024. These are available on a limited basis so please check availability before booking for flights in or out.

Reservations must be received on or before **noon on May 14**. After 12pm, the Hotel will release the unreserved rooms for general sale and determine whether it can accept reservations based on a space.



## BOOTH SPECIFICATIONS

Each booth's space is 10' x 10' (10' = 3.048m). The exhibit hall is a fully carpeted space.

Cloth pipe and drape will create a barrier between booths. The material is black. The drape includes an 8' high back (8' = 2.43m) and 3' sides (3' = 0.9m).

Your space includes one 6' black skirted table (6' = 1.82m) with 2 chairs, 1 wastebasket and 6x24 ID sign.

If you wish to request any **extra** booth furnishings, this can be ordered with Viper Tradeshow Services <https://order.vipertradeshow.com> - Please see page 16-19 Viper document attached for details.

## SHIPPING - ADVANCE WAREHOUSE

Please see attached Viper document for all details regarding shipping and receiving.

All shipments sent to the advance warehouse must include your company name, booth number and 2024 RASTech on the shipping label. Pick-up at the close of show is on Friday, June 7, 2024, from the advance warehouse. Material handling covers receiving, storing, delivery to the booth, storing any empty containers during the event and making sure it is shipped out at the close of the show.

Receiving Dates: May 6 – June 3, 2024\*

Receiving Days/Hours: M – F | 8:00 AM – 4:00 PM

Online ordering may be done at <https://order.vipertradeshow.com>

Any questions or difficulties, please email [krista@vipertradeshow.com](mailto:krista@vipertradeshow.com) | p: 847.426.3100

**\*\* SHOW SITE DELIVERIES ARE PROHIBITED \*\***

## BOOTH POWER

If you require power at the booth, or any extra audio-visual needs, like monitors, laptops, or cables, please see page 24 of Viper document attached for pricing details.

Please email completed form to Justen at [jhix@lemerdiensheratoncharlotte.com](mailto:jhix@lemerdiensheratoncharlotte.com)

## WIFI

WIFI will be complimentary in the Symphony Ballroom.

We will post the network and password information at the show.

## INSURANCE

Exhibitor insurance is mandatory. A certificate of insurance can be requested either through your existing insurance provider or [can be purchased here](#).

Insurance Certificates can be submitted to [aivaniv@annexbusinessmedia.com](mailto:aivaniv@annexbusinessmedia.com).

Don't hesitate to reach out if you have any questions regarding insurance.

## STAFFING

Exhibitor, Silver, and Gold Packages include 1 complimentary staff pass.



Platinum packages include 2 staff passes and the Diamond packages includes 4 staff passes.

This pass includes breakfast and lunch on both show days.

Please email [aivaniv@annexbusinessmedia.com](mailto:aivaniv@annexbusinessmedia.com) with the following information for attending staff (as you would like it to appear on the name badge): *Full name, Title, and Company.*

### **Additional Registrations**

*Please note that we can make no exceptions to these allocations as we are expecting another sell-out event capped at total 350 industry professionals.*

*All additional registrations are billed at early bird rate of \$795USD.*

Email [aivaniv@annexbusinessmedia.com](mailto:aivaniv@annexbusinessmedia.com) should you require an invoice for additional staff passes.

- Diamond Sponsors may purchase up to 3 additional registrations.
- Platinum Sponsors may purchase up to 2 additional registrations.
- Gold Sponsors may purchase up to 2 additional registrations.
- Silver Sponsors may purchase up to 2 additional registrations.
- Standard Exhibitors may purchase up to 1 additional registration.

### **PRINT SERVICES**

There are no printing services on-site.

The Sheraton Charlotte Hotel works with Sir Speedy Lake Norman, a local printing company, that can deliver any print material direct to the hotel.

### **Sir Speedy Lake Norman**

Jim Pedersen

[jim@sirspeedylkn.com](mailto:jim@sirspeedylkn.com)

**FIRST FLOOR**

