



**RTA CONNECT**  
ANNUAL USERS' CONFERENCE

MARCH 11-15 | ORLANDO, FL

**WYNDHAM LAKE BUENA VISTA RESORT AT DISNEY SPRINGS**

**VENDOR EXHIBITOR KIT**



Dear RTA Connect 2019 Exhibitor,

Thank you for choosing to exhibit at RTA Connect 2019, held at the Wyndham Lake Buena Vista Resort at Disney Springs in Orlando, Florida. We are excited to have you there!

We are pleased to provide you with our Exhibitor Service Kit. This kit is complete with a checklist of the services needed to ensure a successful exhibition of your company.

If you have any questions pertaining to the enclosed material, please contact us directly at 800.279.0549 or [lmellegard@rtafleet.com](mailto:lmellegard@rtafleet.com).

Sincerely,

Lanée Mellegard  
Sr. Marketing Manager

RTA Fleet Management Software  
17437 N. 71<sup>st</sup> Drive, Suite 110  
Glendale, AZ 85308

## **Mandatory Checklist**

- ✓ Submit your Official Company Listing to be included in the Mobile App
- ✓ Register your Booth Staff Attendees
- ✓ Review the Floor Plan and notify Lanée ASAP if you require additional items/setup
- ✓ Review the Exhibitor Schedule including the move-in and move-out times
- ✓ Review the Shipping Information
- ✓ Book your hotel stay at the Wyndham Lake Buena Vista using the RTA Rate Code

## **SUBMIT OFFICIAL COMPANY LISTING TO BE INCLUDED IN EVENT APP**

**DEADLINE: January 5, 2019**

Submit Online: <https://links.rtafleet.com/sponsor-company-listing>

*This determines how your company and contact information will appear in the online program, any printed material, and our NEW! Mobile Event App*

## **REGISTER YOUR STAFF**

**DEADLINE: January 5, 2019**

Submit Online: <https://links.rtafleet.com/sponsor-registration>

*Register each of your staff members who will be attending the conference. Additional passes are available to participating vendors at a discounted rate of \$595 each. Invoices will be mailed to the primary contact once registered. Payment for your Sponsorship Package is due prior to the start of Conference.*

## **FLOOR PLAN**

*Each exhibitor is provided with a 6' skirted table, will have basic electrical access, and will be located in a high-traffic area. Contact Lanée ([lmelleqard@rtafleet.com](mailto:lmelleqard@rtafleet.com)) ASAP if additional materials/setups are required.*

## **EXHIBITOR SCHEDULE**

### **Exhibitor Move-In:**

- Tuesday, March 12<sup>th</sup>: 2pm-6pm

### **Exhibitor Hours:**

- Exhibitor tables will be in a high-traffic area, and we encourage you to reach our attendees all day Wednesday and Thursday.

### **Exhibitor Move-Out:**

- Thursday, March 14<sup>th</sup>: after 5pm (or Friday morning from 9am-11am)

## **SHIPPING INFORMATION**

The Wyndham Lake Buena Vista strives to provide guests with a convenient and efficient method of receiving packages. A few important procedures must be followed in order to ensure that guest packages are accounted for and delivered promptly.

Whenever possible, please use UPS, FedEx or another direct delivery method instead of the US Postal Service. USPS cannot deliver directly to the hotel so delivery can be delayed if they are used and charges will apply.

When labeling packages, include the following details on the label:

1. Name of conference the package is to be held for: RTA Connect 2019
2. Dates of the conference or convention: March 11<sup>th</sup>-15<sup>th</sup>
3. The name of the person who will pick up the package

Current Charges for storing and delivering are \$5.00 per box or \$125.00 per pallet. All charges for boxes are posted only to the master account

**Shipments will only be accepted within 5 days of the conference** (Plan to have your shipment arrive at the hotel no earlier than Wednesday, March 6th).

SAMPLE LABEL:

<Name of person claiming package>  
**Wyndham Lake Buena Vista Resort**  
**1850 Hotel Plaza Boulevard**  
**P.O. Box 22202**  
**Lake Buena Vista FL 32830-8406**  
**HOLD FOR:**  
**RTA Connect 2019**  
**March 11<sup>th</sup>-15<sup>th</sup>**

- The hotel cannot be responsible for mislabeled packages.
- Special arrangements are necessary for any large (over 10 pieces) shipments – labor and storage charges will apply.
- All outgoing shipping will be handled through our Purchasing/Receiving Department. Charges will apply. Any other outgoing shipping arrangements are the responsibility of the shipper. We have limited shipping labels so we recommend bringing your own.

#### **Other Wyndham LBV Shipping Policies:**

- All displays and exhibits must conform to city code, fire regulations and Resort policy. Articles cannot be tacked, taped or fastened to walls, ceilings, doors or fixtures.
- Freight Elevator Information:
  - \*3,500 lb. weight capacity
  - \*Elevator door opening dimensions: 3'5 ¾" wide x 6'8" high
  - \*Elevator cab dimensions: 4'10 ½" wide x 7'1" high x 7'2 ½" deep
  - \*Any items that do not fit in the freight elevator, must be dismantled and
    - brought up the elevator by the exhibitor, not Wyndham LBV.
- Delivering and storage of materials and equipment must be cleared through the Catering Department. Labor and/or storage charges will apply.
- The Wyndham has minimal shipping materials available (labels, tape etc), so please bring your own. Charges could apply if our supplies are requested.
- Security may be required for groups whose size, program or nature indicates such a need. The acquisition of security is at the discretion of the Hotel and additional charges may apply.
- The Resort shall not assume responsibility for damage or loss to items left in the Hotel or set-up prior to functions. Arrangements may be made for security of exhibits, merchandise and related articles.
- There are no signs or tripod easels allowed in the hotel lobby

## **MAKE YOUR HOTEL RESERVATIONS:**

**DEADLINE: February 7, 2019**

Wyndham Lake Buena Vista Resort, Disney Springs  
1850 Hotel Plaza Blvd.  
Lake Buena Vista, FL 32830

Book Your Room:

\$155+\* Courtyard Rooms:

<https://www.wyndhamhotels.com/groups/gn/rta-connect-2019>

844-482-8444 (code: RTA CONNECT 2019)

\$179+\* Tower Rooms:

<https://www.wyndhamhotels.com/groups/hr/rta-connect-2019>

800-624-4109 (code: RTA CONNECT 2019)

\*Total Occupancy Tax: 12.5% (Inclusive of City and State Tax)

Resort Fees are Waived

Included amenities:

- Complimentary Guestroom WIFI
- Continuous shuttle transportation to the Disney Theme Parks
- Use of fitness center and tennis facility
- In-room refrigerator
- In-room coffee
- Poolside towels

Complimentary Bags Airline Check-In: Enjoy complimentary\* access to a luggage free last day! Get your boarding passes delivered to your room and your baggage checked in for your flight home from our resort lobby. To enroll visit [www.maketraveleasier.com/wyndhamlbv](http://www.maketraveleasier.com/wyndhamlbv)

*\*Participating Airlines include: American, AirTran, Alaska, Delta, Jetblue, Southwest, United and US Airways – all applicable airline baggage fees still apply.*

Valet/Self-Parking is \$15.00 nightly

Event Parking (local attendees) is \$10.00 daily

Check-in time: 4pm

Check-out time: 11am

*If you wish to extend your stay, these rates are available from March 9th – March 16th.*

## **ON-SITE CONTACT INFORMATION:**

Lanée Mellegard ([lmellegard@rtafleet.com](mailto:lmellegard@rtafleet.com)) will be your main point of contact before, during, and after conference. If you need to reach her during conference, stop by the registration desk.