

# Registration:

## How do I register for the Conference?

You can register by [clicking here](#)

## What are the prices for the conference?

[Click here](#) to see all current prices

## What does my registration include?

- Three days of event, including Monday PSD roundtable (Private Sector Dialogue)
- Admission to all sessions and receptions Monday through Wednesday
- Continental breakfast and lunch Tuesday & Wednesday
- Multiple learning formats including keynotes, interactive panel discussions and breakout sessions
- Certificate of Attendance
- Earn CE Credits. The full list of approved CE & CLE Credits will be posted soon

## Where can I pick up my badge at the conference?

Registration is located on the second floor on the Intercontinental Hotel

Address: 100 Chopin Plaza Miami Florida 33131

## What are the registration hours?

Monday: March 11<sup>th</sup>, 2019 1:00pm -6:00pm

Tuesday: March 12<sup>th</sup>, 2019 8:30am – 5:30pm

Wednesday: March 13<sup>th</sup>, 2019 8:30am – 3:00pm

## Is there a dress code?

Dress code is business or business casual

## How do I contact other AML 2019 Participants?

All registered participants can use our AML Mobile App to send/receive messages from other attendees. The FIBA AML 2019 App is currently under construction, all registrants will receive an email once the app is up and running.

### **How I cancel my registration?**

Refunds requested in writing before **December 12<sup>th</sup>, 2018** will be granted but a cancellation fee of \$250 will be applied. After **December 12<sup>th</sup>, 2018** no refunds will be given but the registration is transferrable. (See below).

### **How do I transfer a registration to someone else?**

Transfer of registration may be processed at no charge. This must be done in writing to [msalge@fiba.net](mailto:msalge@fiba.net) Please do not submit your registration more than once.

### **Where can I see the information to submit a wire transfer to my registration?**

If you would like to send a wire transfer for your payment, please use the following information:

Account name: Florida International Bankers Association

Bank Name: Bank of America

Miami, Florida

ABA #: 026009539

Acc #: 003437793000

Swift Code (For International): BOFAUS3N

### **Exhibitor Information:**

#### **When is the exhibit hall open?**

#### **Set up**

Monday 11<sup>th</sup>, 2019 7:00am – 12:00pm

#### **Exhibit Hours:**

Monday March 11<sup>th</sup>, 2019 1:00pm – 6:00pm

Tuesday March 12<sup>th</sup>, 2019 8:30am – 6:00pm

Wednesday March 13<sup>th</sup>, 2019 8:30am -6:00pm

#### **Tear Down:**

Wednesday March 13<sup>th</sup> 6:00pm – 8:30pm

### **Are there exhibit- only passes?**

No, the organizers do not provide exhibit only passes

### **What's included in my booth space?**

Each booth includes:

- 2.5 meter x 3 meter, hardwall
- One 3 meter header with your logo
- Two arm lights
- One 1 meter cabinet
- Two chairs
- One wastebasket
- One 5 amp electrical outlet

[Click here](#) to see booth structure and prices

### **Is the exhibit hall carpeted already?**

Yes, the exhibit hall is carpeted (hotel carpet). If you would like a different carpet for your booth space, please contact Expo Convention Contractor. For additional information please contact **Julian Mendoza** <mailto:julianm@expocci.com>

### **Where can I order services and materials for my booth?**

Expo Convention Contractors is the official show contractor. Please contact Expo for services and materials for your booth, labor, and shipping

Expo Convention Contractors, Inc

**Julian Mendoza**

Design & Display Account Executive

Phone: 305.751.1234

Email: [Julianm@expocci.com](mailto:Julianm@expocci.com)

### **Where can I order Furniture for my booth?**

For furniture rental please [click here](#)  
[Rental catalog](#)

### **Can I bring in my food and beverage for my booth?**

No, The International Hotel is the exclusive provider of all food and beverage in the exhibit hall. All food and beverage must be ordered through Intercontinental Hotel. For any questions please contact **Nathalie Duarte** [Nathalie.duarte@ihg.com](mailto:Nathalie.duarte@ihg.com)

### **Where should I ship my materials?**

We recommend shipping in advance to Expo Convention Contractors. **Items must be delivered no later than March 4, 2018** to:

#### **FIBA AML 2019**

**Company name: Stand #**

**Expo Convention Contractors, Inc**

**15959 NW 15<sup>TH</sup> Avenue**

**Miami, Florida 33169-5607**

Freight received after this date will incur a 25% late handling fee. Please refer to the [exhibitor kit](#) for additional information

### **What can I hand-carry into the exhibit hall?**

Hand carry is defined as small items such as small packages or cartons that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly or the assistance from the hotel bellman. The assistance of any motorized device or pallet jack is not permitted. When exhibitor hand carry, they may not access designated material handling areas. Exhibitors must use the main entrance of the facility.

If your freight is being delivered by a carrier, you must use Expo Convention Contractors to unload the freight and transport to your booth. You will also be charged a material handling fee.

### **Will there be wifi in the exhibit hall?**

Yes, there will be wifi in the exhibit hall. However, we recommend ordering a dedicated network for your booth if you require a more reliable connection. Internet services can be ordered through the hotel. [Click here](#) to download the form. **Under no circumstances should you set up separate WI-FI routers, MI-FIs or hotspots using FIBA AML 2019 network, as it will interfere with other exhibitors' and attendees' ability to connect.**

### **Can I distribute materials outside my booth?**

No, distribution of materials outside of your booth is prohibited including leaving materials on tables or handing out brochures in the aisles or entrances of the show

### **What are the height limits for my booth?**

The booths are 8'x10' (2.5 x 3 m). If your booth is located in the center of Mezzanine, maximum height is 8'. If your booth is located in the aisles of the Mezzanine, the maximum height is 10'. If your booth does not meet these height limits, please send a picture of your stand to [msalge@fiba.net](mailto:msalge@fiba.net) for approval before **December 11<sup>th</sup>, 2018**.

### **I am interested in having a booth custom built or renting a booth, who should I contact?**

For booth construction, design, and pricing information please contact Julian Mendoza [julianm@expocci.com](mailto:julianm@expocci.com)

For renting a booth, please contact Belkis Lopez [blopez@fiba.net](mailto:blopez@fiba.net) or Leonidas Pretelt [lpretelt@fiba.net](mailto:lpretelt@fiba.net)

## **Hotel Reservations**

### **How do I make a hotel reservation?**

[Click here](#) for hotel information and to book your room at the Intercontinental Hotel Downtown Miami

### **How do I make a change to my existing reservation?**

You can contact the Intercontinental Hotel directly by phone at [305.577.1000](tel:305.577.1000) or Toll Free [+1877.834.3613](tel:+1877.834.3613)

### **Is there a special rate for valet parking?**

Yes, the daily rate is \$17.00 and overnight is \$35.00 (You must show your badge in order to receive these rates).

## **Speakers & Agenda**

### **Myself or someone from my firm has been confirmed as a speaker, what do I need to do next?**

For any questions regarding speaker logistics (e.g. confirming date and time of session, submitting bio and headshot, etc) Please contact **Andrea Beilmann** [abeilmann@fiba.net](mailto:abeilmann@fiba.net) or **Maria Salge** [msalge@fiba.net](mailto:msalge@fiba.net)

### **Where can I find a copy of the current agenda?**

We are currently working on the agenda. It will be posted by January 2019 [here](#)