



SUPPLIER EVENT SERVICES MANUAL

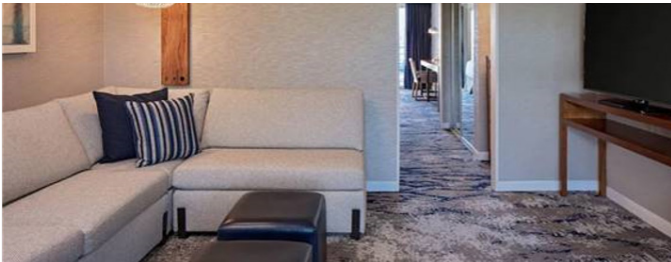
 April 30-May 3, 2023  Hyatt Regency Mission Bay Spa and Marina

General Information

TABLE PACKAGE

Your table package includes (1) suite. You will find below general rules and regulations for the meetings. You must adhere to the rules and regulations. If any damage is done to the rooms, charges will be billed directly to your credit card.

1. Furniture in the suites may not be removed and/or relocated.
2. Taping, nailing and/or hanging any signs or banners from the walls, decorations or furniture in the suites is strictly prohibited.
3. Signage is not allowed in the guestroom hallways or public foyers due to Fire Code.



SET UP

Suppliers will have access to the suites to begin setup of your table on Sunday, April 30th after hotel check in and again on the morning on Monday, May 1st. All tables should be ready by 9:00am Monday morning.

SHIPPING

Please ship any materials to the following address. The following information must be included on all packages to ensure proper delivery.

Hyatt Regency Mission Bay
1441 Quivra Road
San Diego, CA 92109-7898 USA
Recipient's Name
GMITE 2023
April 30 - May 3, 2023
Number of Boxes Shipped (I.E. Box 1 of #)

Please do not send in boxes more than 3 working days in advance of the Event.

Failure to do this may result in deliveries being refused or materials being unavailable when required.

SHIPPING cont.

The Hyatt Regency Mission Bay will not accept packages or shipments arriving C.O.D. The hotel will refuse any shipments not prepaid and the hotel will make no notification to the shipper. **Additionally, the hotel assumes no liability for any loss or damage to packages, boxes or shipments received prior to, during or following your event.**

Convention materials shipping/receiving charges apply as follows:

	Incoming	Outgoing
Letter/Envelope	\$5	\$5
Box less than 40 lbs	\$5	\$5
Box more than 40 lbs	\$25	\$25
Pallet/Skid	\$175	\$175

*Charges include an initial movement of boxes; additional movement is subject to a labor charge.

Accepted Forms of Payment While On Site:

- Credit Card
- Guest Room Charge
- Master Account – Only Available for Authorized Signers

*Supplier/Vendor Boxes will be Delivered after Payment has been Received

*Tracking Numbers will Expedite the Delivery Process

DISMANTLE

Dismantle begins Tuesday, May 2 after the last meeting at 2:20pm. To expedite the process for outbound shipments, please bring pre-labeled and completed outbound shipping labels for each of your packages. We recommend bringing your own boxes, packing tape, and shipping supplies. Pick up of outbound packages by all non-standard couriers (other than FedEx or UPS) must be coordinated by the supplier and pick-up should be scheduled for Wednesday, May 3 between 9am and 5pm.

Once you labeled and taped your boxes, please call the bell desk for pick up.

General Information

ELECTRIC AND AUDIO VISUAL

All suppliers are responsible for their own electrical and AV, if needed. Basic power outlets are available in the suite but if you need additional electric, please arrange your order and payment directly with ENCORE AV. Please contact Chris Rodriguez at christopher.rodriguez3@encoreglobal.com.

HIGH SPEED INTERNET

Wi-Fi is complimentary within the meeting suite space at Hyatt Regency Mission Bay. If you would like to purchase a hard line for your suite, please contact Jack Kaylor at jkaylor@singledigits.com.

CATERING MENU – IN SUITE PACKAGES

Outside food and beverage is strictly prohibited. If you would like to offer refreshments during your meetings, please email your order to Jordan Bruner, jordan.bruner@hyatt.com. A final detailed request is due to the In-Suite Events Manger no later than Monday, April 10.

BROCHURES

It is recommended that marketing collateral is limited to (100-125) pieces per table. Suppliers are encouraged to carry in their materials on the day of the event. For those suppliers purchasing electricity, consider bringing a laptop to showcase company products/services during your one-to-one appointments.

SUPPLIER BADGES

Please pick up your badge at the GMITE Registration Desk on Sunday, April 30th from 1:00pm – 5:00pm.

GMITE PORTAL

The GMITE appointment system portal is called the Hosted Buyer System (HBS). It will open for selections on **March 6th, 2023 and close March 17th, 2023**. Both suppliers and buyers will be able to rank those who they are interested in meeting with. The system will auto-match appointments based on your rankings.

All finalized appointment schedules will be provided on Monday, May 1st after breakfast. Each appointment will be twenty minutes in length followed by five minutes for the buyers to transition to their next appointment.

GMITE PORTAL cont.

HBS Deadlines *subject to change

Profiles Open for Updates	March 6, 2023
Profiles Close for Updates	March 17, 2023
Open for Selections	March 27, 2023
Closed for Selections	April 19, 2023
Schedule available for preview	April 27, 2023

HOTEL RESERVATIONS

Included in your package are 3 nights' hotel accommodations (4/30, 5/1 and 5/2) for the Main Suite holder. Should you wish to arrive prior to the event or stay additional nights after the event, **you must contact GMITE Reservations at GMITE@ConnectionsHousing.com or call +1 310-590-4701**. A group rate may be made available for pre (3 days) or post (3 days) event stay options based upon the hotel's availability. **If there is availability, we will require a credit card number to hold the reservation.**

For other colleague's and additional company representatives please contact **[GMITE Reservations at GMITE@ConnectionsHousing.com](mailto:GMITE@ConnectionsHousing.com) or call +1 310-590-4701**.

SPA DISCOUNT

The Hyatt Regency Mission Bay will offer a 20% discount at their Wellness Lounge. Please contact the resort directly to make your appointment and mention you are part of the GMITE event. We ask that you do not schedule your spa or other activities during event hours.

Top Tips for Suppliers

Attending GMITE

The GMITE format is a simple and effective way to do business with a select group of top industry buyers. Some of you have attended GMITE several times and are familiar with the format but many are new to the concept. We hope you find these tips useful.

BEFORE GMITE

ADHERE TO THE EVENT DEADLINES

This will ensure that you are well-prepared for the event and that any special requirements you have are met. If you are unsure about anything, please ask us.

MAXIMIZE YOUR SALES OPPORTUNITIES

Be sure your profile within HBS is completed accurately. Your company profile will be read by buyers when choosing their meetings and will also be in the onsite app directory which buyers use as a resource throughout the year.

RESEARCH THE BUYERS

Get to know the buyers attending GMITE by reading their profiles within HBS. In particular, make sure they are interested in meeting suppliers from your category. Try to look up their websites to be as knowledgeable about the companies you will be meeting at GMITE as possible. Buyers tell us that it really impresses them when a supplier has done their homework and done their research prior to the meetings.

MEETINGS PREPARATION

Prepare for each meeting with a list of questions you'd like to ask each buyer. The key is to establish where there is a connection between your products and/or services and the buyer's needs. In this respect, be prepared to just focus. Don't spend time talking through activities that may be of no interest to the buyer. Be a good questioner and listener rather than a pure salesperson. The discussion may range from broad strategic to detailed specific so be prepared to talk strategically about the development of your company and future activities.

Use PowerPoint sparingly. Sometimes it is unavoidable but remember most of the buyers will sit through a minimum of 20 meetings, so it can become a little tiresome, particularly in the final sessions. Qualify what they are looking for and, if you have a PowerPoint, flip straight through to the salient points that can drive home your proposition.

WHAT TO BRING TO GMITE

Bring or send enough materials for your meetings. A display book is better than a laptop as it does not need charging. However, if you have something that is very visual and involves movement that can only be demonstrated properly via video, then obviously a laptop is the best option. Make sure you bring an adequate supply of business cards (a common oversight!). If you wish to give the buyers samples, it is best if you send these to their offices after GMITE, so they do not have excess baggage to take back with them.

Top Tips for Suppliers Attending GMITE

AT GMITE

ONE-TO-ONE MEETINGS AND PROGRAM PARTICIPATION

Every part of the program has been designed to give you maximum networking opportunities. So please ensure that you are always punctual and participate in the full program. The one-to-one meetings will be managed by a timekeeper ring chimes at the beginning and end of each meeting, so please listen for these chimes. We can also schedule additional meetings for you with buyers who have available appointments at an additional cost. To inquire come by the GMITE Hospitality Desk once you've received your finalized schedule.

NETWORK WITH THE BUYERS

During the breakfasts, lunches, and receptions make sure that you sit next to different delegates. Target key people you want to meet, with whom you don't have one-to-one meetings. Buyer and supplier name badges are color-coded so that it is easy for you to tell who a buyer is. Photos of all delegates are included in the event mobile app, so you can easily identify people at the event. We are always onsite to assist with introductions as needed.

NETWORKING WITH YOUR PEERS

By networking with one another, suppliers get to share market knowledge, experiences, and contacts, thus forming key relationships which can prove very worthwhile in the future.

HAVE FUN

We are sure that you will make many new and long-lasting business relationships and friendships with many of the delegates at the event.

AFTER GMITE

FOLLOW UP

Previous suppliers, who had great success from GMITE, have indicated that the best way to follow up with the buyers is not to call or e-mail them immediately after the event, but to allow some time for them to catch up on their work. In addition, if the buyers do not respond right away, keep following up. We have specifically asked the buyers to be honest and tell you if they have an interest or not. This way you can spend time serving those with the most interest in taking discussions further.

Contact Us

Our goal is to provide excellent service. Please do not hesitate to contact any member of our team with questions regarding the event.

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