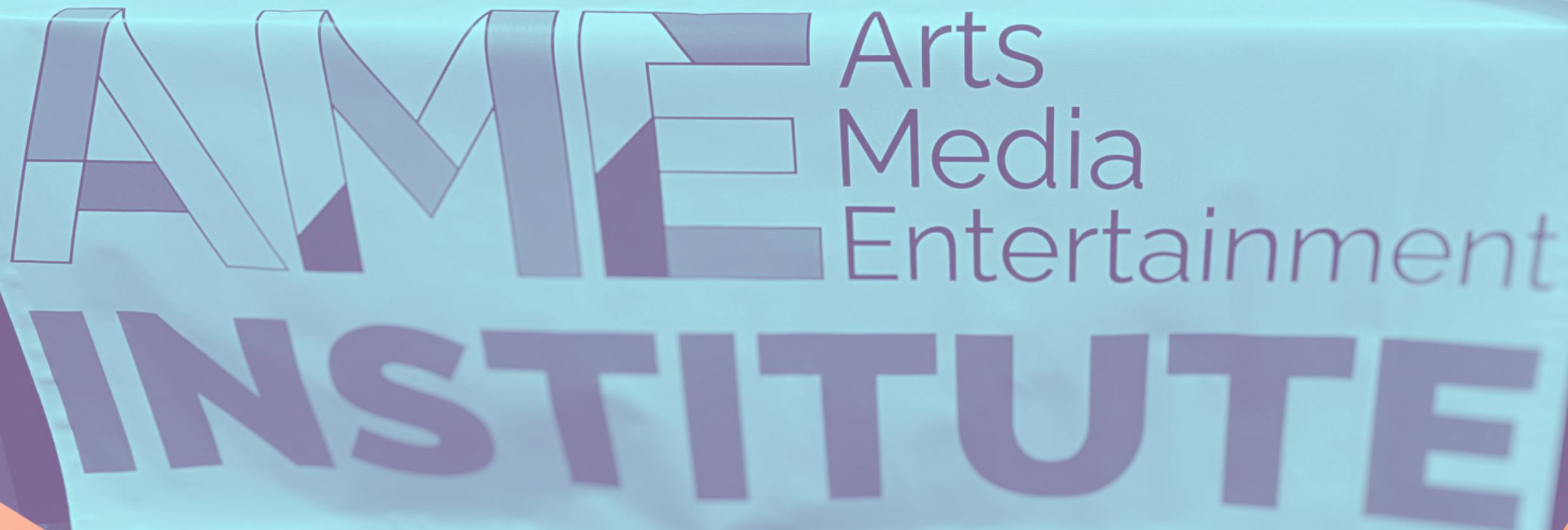


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AME EXPO BURRBANK 23

Information

AME Expo Burbank WELCOME!

Welcome 2023 AME Institute Burbank Expo Exhibitors,

We are so excited that you are joining us for the 2023 AME Expo Burbank.

On June 20, 21, and 22 we'll welcome an estimated 500 attendees from across California and beyond with sessions, panels, tours, and networking opportunities. We are pleased to offer an exciting AME resource fair, the AME Expo, as a part of this event.

The AME Expo will be held at the Marriott Burbank Airport Hotel on Wednesday, June 21 from 8am-12pm. We encourage hardware and software suppliers, community colleges, ed tech companies, mentorship or internship programs, workforce development programs, nonprofits, and anyone else who supports the AME ecosystem participate.

You can find date and time details in the pages to follow. Thank you for helping to build a strong and equitable pipeline between public education and the creative industries.

Each AME Expo booth will come with (1) 6' table, (2) chairs, wifi, a power outlet, and a table linen. If you have additional questions about the Expo logistics or other opportunities please contact Jessie Vacchiano at jessie@ameinstitute.org.

Thanks and we look forward to seeing you at the AME Expo Burbank!

Sincerely,

The AME Team



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AME Expo Burbank General Information

LOCATION:

Los Angeles Marriott Burbank Airport Hotel
2500 North Hollywood Way
Burbank, CA 91505

ROOM: Main Ballroom (Academy 1/2/3)

EXPO SCHEDULE:

Tuesday, June 20th

4pm-6pm: Registration and Load In

*Please be sure to check-in at the EXPO registration area before beginning load in

Wednesday, June 21st

7am-8am: Registration and Load In

*Please be sure to check-in at the EXPO registration area before beginning load in

8am-12pm: AME EXPO Burbank Event

12pm-1:30pm: Load Out

WHAT IS PROVIDED?

- (1) 6' x 2'6" Table
- (1) Power Outlet
- (2) Chairs
- (1) Table Linens
- Wifi



AME EXPO Burbank General Information

EVENT APP:

The best way to keep updated on all details of this event including schedules, locations, announcements, and opportunities can be found in our Event App. You must be registered to have access to the Event App. To access the app follow these instructions:

If you've already downloaded and logged into the Webex Events Mobile App, great! Simply use the Event App's search function to find and download AME Institute Burbank.

Please use these instructions to download and join the Event App from your mobile device:

1. Follow this link to download the Webex Events Mobile App: [CLICK HERE](#)
2. Select the correct app download button for your device and download the app.
3. Open the app and enter the email address you used to register for the event, or use one of the social sign-in options. If you use social sign-in, the social account you use must match the email address you registered with. If you are unsure of what email you used for registration you can reach out to jessie@ameinstitute.org for confirmation. If you are not registered or using a different email you will not be able to join the AME Institute Burbank app.
4. If you enter an email, create a password and tap Sign Up.
5. Fill in your networking profile and tap Continue. Your profile information will help you connect with other people during the event!
6. Now, browse for AME Institute Burbank or use the search bar to find it. Once you've found it, tap on it.

You're in! Feel free to start exploring. If you have any questions about the Event App, or if you have trouble logging in, don't hesitate to reach out.

*If you participated in the AME Pop-up Oakland and are logged into that app already, you will need to click the button in the top left corner (looks like a rectangle with an arrow) to exit out of the Oakland app. Then search for AME Institute Burbank in the search bar.



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AME Expo Burbank General Information

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DIRECTIONS:

When you arrive at the Los Angeles Marriott Burbank Airport Hotel, please enter thru the main entrance of the MARRIOTT CONVENTION CENTER and follow signs for "AME EXPO CHECK-IN".

As a reminder, anyone working at a booth must be pre-registered. If you need to add additional names to the Check-In list please contact jessie@ameinstitute.org with the person's name and email address. Once you receive your badge, an AME volunteer will direct you to your table.

SHIPPING:

If you have items that you need to ship to the Marriott for the Expo, please visit the following link for instructions and fill out the form so we can alert the Marriott to expect items for your organization: [CLICK HERE](#)

DEMO PARTICIPANTS

For those who are scheduled to participate in the AME Demos, the schedule for demos will be available in the Event App. Please arrive to the Demo stage 15 minutes prior to your scheduled demo time. As a reminder, you will have 15 minutes to set up while the previous demo loads out. Please be mindful of sticking to the 15 minute time limit for your presentations. An AME Ambassador will be present at each stage to help keep demos on schedule. Each demo stage will include

- Projector
- Screen
- (1) Headset Mic
- (1) Power Outlet

FOOD:

For those who purchased an Expo booth space or those who are participating in the Expo as part of a sponsorship, a full breakfast will be made available during the 8am-9am portion of the AME Expo. For those who are participating in just the Expo as a Non-Profit or Community College, we will be providing light snacks and water but will not have a breakfast option.



AME Expo Additional Offerings

BANNER ADS:

Banner ads will continuously rotate at the bottom of our event app thru the length of the event and will be seen by our anticipated 500 attendees and additional speakers and vendors. These ads can link to your website or social media pages. Scrolling banner ads are included with all AME Institute Sponsorships. For non-sponsors, banner ads can be purchased for \$400. If you would like to purchase a scrolling ad in our AME Institute Burbank 2023 Event App please fill out the Banner Ad Form by visiting www.linktree.com/ameinstituteburbank2023 and selecting the AME Institute Burbank Banner Ad Request Form. Ads must be submitted by June 15, 2023.

SWAG BAGS:

Swag is a great way to keep attendees excited about your organization long after the AME Institute Burbank concludes. We are planning to assemble 500 swag bags for our attendees of this event. If you would like to contribute to the swag bags you can find information and fill out the contribution form by visiting https://docs.google.com/forms/d/e/1FAIpQLSdSwdtAVO4JUGwo26L_hPrK3isYB2xixgimX8CaVN2AkRlKZg/viewform?usp=sf_link

SPONSORSHIP:

As a non-profit, AME Institute relies on contributions and sponsorships to continue to offer events like the AME Institute Burbank 2023. If you would like to discuss sponsorship, please reach out to Ashley Adams at ashley@ameinstitute.org.

MEDIA KIT:

We hope you will help us spread the word about the AME Institute Burbank. We've compiled some tools and resources to help you get the word out to others who may be interested in the AME Institute Burbank 2023. Check out our media kit at www.linktree.com/ameinstituteburbank2023.

QUESTIONS OR ISSUES:

If you have questions or issue prior to or on the day of the event, please contact Jessie Vacchiano at jessie@ameinstitute.org or by phone at 732.580.8895.

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