COMMON NAViGATE 2025
Exhibitor Service Information

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July 2025

Dear Exhibitor,

We are pleased to provide you with the Exhibitor Service Manual for NAViGATE 2025 in beautiful Pittsburgh, PA! Thank you again for choosing to exhibit and participate in our Expo. Your support has helped us grow our conference year after year and contributes directly to its success. The buzz and excitement is building once again as we look forward to having the best 'i' attendees, speakers, and exhibitors come together and share their knowledge with others in the COMMON community!

Please read through this service manual carefully to get all the important information you'll need to exhibit, including deadlines for early bird rates, shipping, contact information, etc.

In addition to exhibiting, there are always new sponsorship opportunities available to enhance your presence throughout the conference, including the opportunity to present educational sessions on your products to attendees as part of the curriculum. Take a look at the 2025 Prospectus and let us know if you have any questions or are interested in becoming a sponsor.

Should you have any questions, please feel free to contact me.

Warm Regards,

Wynn Burke
COMMON
Conference & Expo Manager
312.279.0258
wburke@common.org

EXHIBITOR FACT SHEET

The following information is provided for use in planning your participation at the
COMMON NAViGATE 2025

COMMON - A Users Group
332 South Michigan Avenue
Unit LL – C12
Chicago, IL 60604
Phone: 800.777.6734
Phone: 312.279.0258
E-Mail: wburke@common.org

Sheraton Pittsburgh at Station Square
300 W Station Square Dr
Pittsburgh, PA 15219
Phone: 412.261.2000

Exhibit Specifics:

Each display will receive the following:
- (1) 6' x 30" skirted table
- (1) 120 Volt Single Phase Outlet up to 5 AMPS (additional power can be ordered through the Sheraton)
- Complimentary listing in the NAViGATE 2025 Conference Guide
- (2) exhibit-only badges (to purchase conference registration(s), please see Registration section)
- (2) side chairs are available from Sheraton, but not required
- Complimentary wireless internet access is available in all sleeping rooms at the Sheraton. COMMON will also provide exhibitors and attendees complimentary wireless internet access inside the exposition area. For product demo, it is suggested exhibitors purchase wired access, as wireless speed can very based on the number of users.

Rules and Regulations:

Exhibitors should read and be familiar with the rules and regulations noted on the back of their Exhibit Space Application form in addition to the COMMON Code of Ethics. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules.

Exhibitor Set-Up and Dismantle:

Exhibitor installation of tabletop booths:
- Sunday, September 14th 12:00 PM - 4:00 PM
- Monday, September 15th: 8:00 AM - 11:30 AM

Exhibitor dismantling of tabletop booths:
- Tuesday, September 16th: 2:15 PM - 4:30 PM

Registration:

Included with this Exhibitor Service Manual is a link to register your exhibit personnel. Each exhibiting company receives (2) exhibitor badges. **Because of the limited space and exposition format, additional exhibitor badges will not be available.**

To register booth staff, take the following steps:

1. Click here: <u>Exhibitor Registration</u>
2. Sign in button is upper right corner.
3. Click the next link found on the bottom the right side of the page
4. Select the number of badges you require, 2 per each booth are included. Additional badges can be added below for $300 each.
5. Click next on lower right corner.
6. Add your attendees, make sure you complete all the required fields.
7. Click next on lower right corner.
8. If you purchased additional badges a payment screen will come up, if not a submit button will be on lower right corner.
9. A confirmation page will come up and you will receive an email.
10. Exit

Exhibitor Registration Hours:

Sunday, September 14th: 11:00 AM – 4:00 PM
Monday, September 15th: 8:00 AM – 6:30 PM
Tuesday, September 16th: 7:00 AM – 2:00 PM

Housing:

The official housing for the NAViGATE 2025 is the Sheraton Pittsburgh at Station Square. From the moment you walk into the newly renovated Sheraton Pittsburgh Hotel at Station Square, you'll be pleasantly surprised by a perfect blend of comfort and style to elevate your stay. Be inspired in one of our waterfront Pittsburgh hotel suites or settle in for a delicious meal with friends at our unique dining space, The Factory South Shore, a top restaurant in Station Square Pittsburgh, which is the city's premier entertainment destination. We invite you to experience it with a short walk, there is also an ample on-site parking available. Take advantage of our 23 downtown Pittsburgh event venues to strategize with co-workers and connect with clients or set up at one of our workstations right out of your hotel suite. Celebrate your downtown Pittsburgh wedding ceremony, reception, or banquet to the fullest in our largest venue: the Grand Station Ballroom. Whether visiting for business or pleasure, Sheraton Pittsburgh Hotel at Station Square will meet your needs the second you step through the door.

https://www.marriott.com/event-reservations/reservation-link.mi?id=1736457689920&key=GRP&guestreslink2=true&app=resvlink

*The deadline for Housing Reservations to receive the COMMON rate is **August 26, 2025.***

CONFERENCE AGENDA

(Agenda subject to change)

Sunday

12:00 PM – 5:00 PM - Expo Move-In

Monday

8:00 a.m. – 8:20 a.m. Continental Breakfast
8:20 a.m. – 8:45 a.m. Opening Session

8:45 a.m. – 9:00 a.m. Break in Expo
9:00 a.m. – 12:30 p.m. Sessions*
12:30 p.m. – 2:30 p.m. Expo with Lunch
2:30 p.m. – 6:00 p.m. Sessions*
6:00 p.m. – 8:00 p.m. Reception in Expo

Tuesday

8:00 a.m. – 12:00 p.m. Sessions
12:00 p.m. – 2:00 p.m. Expo with Lunch
1:45 p.m. – 2:00 p.m. Passport to Prizes
5:30 p.m. Free evening to enjoy Pittsburgh

Wednesday

8:00 a.m. – 12:00 p.m. Sessions*

CRITICAL DEADLINES

The following critical deadline dates represent important due dates or the final day that orders must be received with payment to be eligible for discounted rates by the vendors indicated.

Deadline Date	Action Item	Done
Friday, Aug. 1	100 Word Company Description https://common.expocad.com/Account/Login	_____
Friday, Aug. 29	Lead Retrieval Order Form –Deadline	_____
Thursday, Sept. 4	Exhibitor Guest Pass Registration Form Due	_____
Monday, Aug. 15	Hotel Reservation – Deadline	_____
Wednesday, Aug. 13	Hotel Internet/Electrical Order Form Due	_____
Monday, Sept. 8	First day hotel will receive freight	_____

IMPORTANT CONTACT INFORMATION
Quick Reference Guide

Please use this quick reference guide to identify the proper contacts who will answer your questions regarding exhibitor participation.

DISPLAY RULES, GENERAL INFORMATION
& EXHIBIT SPACE ASSIGNMENTS
Wynn Burke – Conference & Expo Manager   Phone: 312.279.0258
wburke@common.org

EXHIBITOR REGISTRATION/HOUSING VERIFICATION
Ian Cartwright   Phone: 312.279.0240
icartwright@common.org

HOTEL RESERVATIONS
Sheraton Pittsburgh at Station Square
https://www.marriott.com/event-reservations/reservation-link.mi?id=1736457689920&key=GRP&guestreslink2=true&app=resvlink

Sheraton Pittsburgh at Station Square
Amber Kumpf –Director of Convention Services   Phone: 412.803.3857
amber.kumpf@sheratonstationsquare.com

ELECTRICITY SERVICES
Amber Kumpf –Director of Convention Services   Phone: 412.803.3857
amber.kumpf@sheratonstationsquare.com

A/V
Amber Kumpf –Director of Convention Services   Phone: 412.803.3857
amber.kumpf@sheratonstationsquare.com

LEAD RETRIEVAL
Trade Show Leads
Tom Schleisman – Account Executive   Phone: 515.370.0871
tom@tsleads.net

RULES & REGULATIONS

Display Information
Tabletops should consist of very simple displays. Elaborate demonstrations will not be permitted. Appropriate order forms for all available services are included in this Service Manual. valuable equipment such as laptops should be removed from the tabletop area when the displays are not open.

Tabletop Rules & Regulations
These rules and regulations, and all text in the Exhibitor Application, are to be construed as part of all tabletop contracts. COMMON reserves the right to interpret them as well as make final decisions on all points which the rules and regulations do not cover.

Space and Equipment
The space will include:
- (1) 6' x 30" skirted table
- (1) 120 Volt Single Phase Outlet up to 5 AMPS (additional power can be ordered from the Sheraton Pittsburgh at Station Square)
- Complimentary listing in the COMMON NAViGATE 2025 Conference & Expo Guide
- (2) exhibit-only badges (to purchase conference registration(s), please see registration section)
- (2) side chairs are available from the Sheraton Pittsburgh at Station Square, but not required
- Complimentary wireless internet access is available in all sleeping rooms at the Sheraton Pittsburgh at Station Square. COMMON will also provide exhibitors with complimentary wireless internet access inside the exposition area.

Default of Occupancy
- If by 10:00 AM on Monday, September 15, 2025, an exhibitor fails to register and occupy contracted display space but has not canceled in writing to COMMON, COMMON shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate or allowance to the defaulting exhibitor.
- If display materials have been delivered to the table but have not been assembled, COMMON reserves the right to remove the material and place it in storage at the exhibitor's expense.
- COMMON assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of that exhibitor's products in the show brochures, news releases, or other materials.

Exhibitors will abide by all other provisions of said rules and regulations and with fire regulations and all other regulations of governmental agencies and the Sheraton Pittsburgh at Station Square.

Objectionable Materials and Activities
COMMON reserves the right to require modification of any tabletop it deems questionable or inappropriate for any reason.

Admission
COMMON will have sole control over admission of all persons. All persons visiting the tabletops will be admitted according to the rules and regulations of the conference as issued or amended by the authorized representative of COMMON.

Tabletop Configuration
- Display material may be placed up to a height of 8' from the hotel floor. Any signs or banners must be affixed to the tabletop; however, no nails, screws or other damaging device may be used in this process.

- Free standing floor displays located behind the table are permitted provided they do not exceed over 8' in height.
- COMMON reserves the right to restrict the use of distracting lighting.
- COMMON reserves the right to restrict the use of demonstration equipment that produces a noise level objectionable to COMMON, attendees or neighboring exhibitors.
- The use of minimal audio-visual equipment will be permitted, subject to approval of COMMON.

Tabletop Displays and Conduct
- Tabletops should consist of very simple displays.
- Elaborate demonstrations will not be permitted.
- Displays should be directly related to the products and services provided by the exhibitor in the regular course of business.
- Tabletop personnel must be limited to employees of the exhibitor or its affiliates.
- Give-a-ways are permitted only if they are available to all attendees.
- Distribution of any food item must be coordinated through the Sheraton Pittsburgh at Station Square.
- Sales are not to be made nor orders placed at any of the exhibit facilities.
- Exhibitors must confine their activities to the space for which they have contracted and may not distribute samples or souvenirs except from their tabletop.
- The exhibitor shall be responsible for the safety of all individuals participating in or viewing their display.
- Exhibitors will not be permitted to behave in a manner that is, in the sole discretion of COMMON, objectionable. Any questions of propriety should be cleared in writing with COMMON.

Return Shipping Note COMMON cannot make arrangements for return shipping for any vendor. Any return shipments must be completely labeled and prepaid before turning them into the hotel.

Installation of Displays: All displays are to be installed on Sunday, September 14, 2025, from 12:00 PM – 4:00 PM or on Monday, September 15, 2025, between 7:00 AM and 8:30 AM.

Dismantling of Displays: All displays are to be dismantled between
2:15 PM - 4:30 PM on Tuesday, September 16, 2025.

Registration: The Vendor's representative should go to the COMMON registration area in the Regency Coat Room on the 2nd Floor of the hotel to pick-up their conference name badges and information.

Staffing: Vendors are permitted two staff people for their tabletop. Exhibitor representatives are not allowed admission to conference sessions.

Payment and Cancellation: Exhibitors with unpaid balances will not be permitted to move into their display space at the NAViGATE 2025.

Vendors may cancel this agreement by written notice to COMMON sent via email to wburke@common.org. Cancellations prior to June 12, 2025, will be subject to a $200.00 cancellation fee. No refunds will be made on cancellations after Thursday, June 12, 2025.

Use of Space: No vendor shall permit any other corporation / firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by them.

Limitation of Liability: The vendor shall indemnify COMMON and the Sheraton Pittsburgh at Station Square against all claims, demands, actions, expenses, damages penalties or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part

thereof. Vendors will be required to meet the cost of making good any damage to floors, walls, structures and

accessories.

Security and Insurance: During tabletop exhibit hours, the organizers will take reasonable care to ensure security in the exhibition area. Outside of the exhibit hours, materials and equipment may be left in the expo area and the area will be secured.

COMMON will not be liable for damage or loss to exhibitor's property, nor shall COMMON be liable for any injury that may occur in the exhibition area. Vendors should make their own insurance and material storage arrangements.

It is recommended that all laptops, giveaways of value, etc. be removed at the end of each show day.

Protection of Display Area: Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls floors, or other parts of the hotel, conference or exhibit area without permission from the proper building authority and COMMON.

Distribution of Printed Matter, Etc.: Vendors shall not distribute to conference attendees printed matter, samples, souvenirs and the like, except from within rented spaces. Special distribution of such matter with conference materials may be arranged through COMMON.

Amendments: The organizers shall have sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the Tabletop Displays.

COMMON Code of Ethics

OBJECTIVE
This Code of Ethics for COMMON has been adopted to promote and maintain fair dealing and reasonable conduct at all COMMON events. Adherence to the Code is required for membership in COMMON or participation in any COMMON events and any violation of the Code may be punishable in accordance with COMMON's disciplinary policies and procedures. From time to time, the COMMON Board of Directors shall review this Code of Ethics to ensure that it is consistent with commonly recognized and accepted principles of fair conduct.

In recognition of the special relationship between COMMON and IBM and the membership's need for information about IBM products and services, the Board of Directors may determine from time to time that displays and promotional sessions regarding such products and services are not a violation of COMMON's rules and regulations.

RESPONSIBILITY
The Judicial Affairs Council may interpret COMMON's Code of Ethics, however, the COMMON Board of Directors has final interpretation. The Board of Directors or their designee may make any exceptions to the Code of Ethics.

STATEMENT OF PRINCIPLES
1) At all COMMON events, the bylaws, codes, rules, regulations and policies of COMMON shall be strictly observed and enforced.
2) COMMON members, and participants in COMMON events, shall promote and encourage the highest level of ethics within the industry.
3) COMMON members, and participants in COMMON events, shall support efforts to improve the industry's products and to encourage the research and development of new products.
4) All sessions presented at a COMMON event are open to the press for reporting purposes unless the presenter designates otherwise. COMMON members and participants in COMMON events shall refrain from any activity that would violate the intellectual property rights of COMMON or any other organization or person.
5) Prices may not be published or discussed at any regularly scheduled COMMON meeting (e.g., session, Power Down or BOF) subject to the provisions of the COMMON Conference Offerings Policy.
6) Exceptions to the Conference Offerings Policy must be approved in advance by the COMMON Board of Directors.
7) Use of COMMON events for the purpose of soliciting business is strictly prohibited other than provided by the COMMON Conference Offerings Policy or other policies.
8) Sponsored exhibitions and demonstrations must adhere to the Conference Offerings Policy.
9) The use of COMMON events or publications for purposes of soliciting employment or employees is strictly prohibited.

SECURITY TIPS

When you travel or exhibit at a conference the odds are you will have a safe and incident-free trip but sometimes incidents can happen. Reviewing the tips below and just plain old common sense can help you minimize the chances of an incident from the time the exhibit is prepared for shipment, until the moment the exhibit is dismantled, shipped, and received back at your facility.

It is the responsibility of each exhibiting company to provide adequate insurance coverage. The Sheraton Pittsburgh at Station Square and their agents are not responsible or liable for any losses or theft incurred at NAViGATE 2025.

In addition to adequate insurance coverage, the following are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading.
- Do not indicate the contents on the shipping container.
- On-site personnel should have copies of all shipping information to verify the piece counts upon arrival.
- Report any lost or damaged materials during the show to the in-house Security Office and Show Management immediately.
- Irreplaceable articles and small, easily carried items should be removed from the Exhibit Hall at night. (Individual booth security can also be ordered)
- Do not leave personal items such as handbags, wallets, briefcases, laptop computers or cellular phones exposed or unguarded in the booth at any time during the show.
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- At the close of the show, do not leave your exhibit unattended.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

Please remember, you are responsible for your company's exhibit materials and all products. With proper planning and attention to detail, you can insure your company's successful participation in the show.

COMMON Prospectus 2025–2026

A comprehensive guide for organizations interested in exhibiting at COMMON events, the premier gathering for IBM i professionals. This document outlines event opportunities, pricing structures, and promotional options to maximize your brand's visibility in the IBM i community.

L **by COMMON Marketing and Events Team**

Welcome to COMMON

Elevate your brand at the largest global community of IBM i professionals. Join us at COMMON events and connect directly with decision-makers, developers, and tech leaders.

COMMON provides unparalleled access to the IBM i ecosystem, bringing together thousands of technology professionals annually. As an exhibitor, you'll establish valuable connections with key stakeholders who influence or make purchasing decisions for their organizations. Our events are strategically designed to foster meaningful interactions between exhibitors and attendees through dedicated expo hours, networking functions, and specialized programming.

Event Opportunities

POWERUp 2026

📍 Marriott New Orleans, New Orleans, LA
📅 April 27–30, 2026

Our premier multi-day conference featuring world-class education, expansive networking, and the latest in IBM i innovation.

- 4-day comprehensive event
- Expected attendance: 1,000+ professionals
- Dedicated expo floor with extended hours
- Multiple networking receptions

NAViGATE 2025

📍 Sheraton Station Square, Pittsburgh, PA
📅 September 15–17, 2025

A hands-on, technical deep-dive event focused on labs, demos, and applied learning.

- 3-day intensive technical focus
- Expected attendance: 300-400 professionals
- Intimate expo environment
- Direct access to technical decision-makers

POWERUp 2026 Exhibitor Pricing

ELITE Exhibitor

$4,000 display fee + $1,800 annual fee + $795 COMMON membership dues*

- Premium booth location
- First access to sponsorship opportunities
- Enhanced digital presence

Corporate Member Exhibitor

$4,500 display fee + $795 COMMON membership dues*

- Priority booth selection
- Member-exclusive networking events
- Digital promotion package

General Exhibitor (Non-Member)

$6,000 display fee

- Standard booth location
- Basic exhibitor benefits
- On-site promotional opportunities

🔹 +$100 per exposed corner 🔹 *Memberships are annual (Jan–Dec), non-proratable*

📅 Prices may change after space selection on May 21, 2025

Add-Ons

- Passport to Prizes: +$750
- Conference Guide Logo: +$400

NAViGATE 2025 Exhibitor Pricing

ELITE Exhibitor

$1,500 display fee + $1,500 annual fee + $745 COMMON membership dues*

- Premium tabletop location
- Priority access to technical sessions
- Enhanced digital branding
- First access to sponsorships

Corporate Exhibitor

$1,700 display fee + $795 COMMON membership dues*

- Priority tabletop selection
- Member-exclusive networking
- Digital promotion benefits
- Discounted technical sessions

Non-Member Exhibitor

$2,000 display fee

- Standard tabletop location
- Basic exhibitor benefits
- On-site promotion only
- Standard session access

- *Memberships are annual (Jan–Dec), non-proratable*

Add-Ons

- Passport to Prizes: +$350
- Conference Guide Logo: +$400

POWERcast Webinar Opportunity

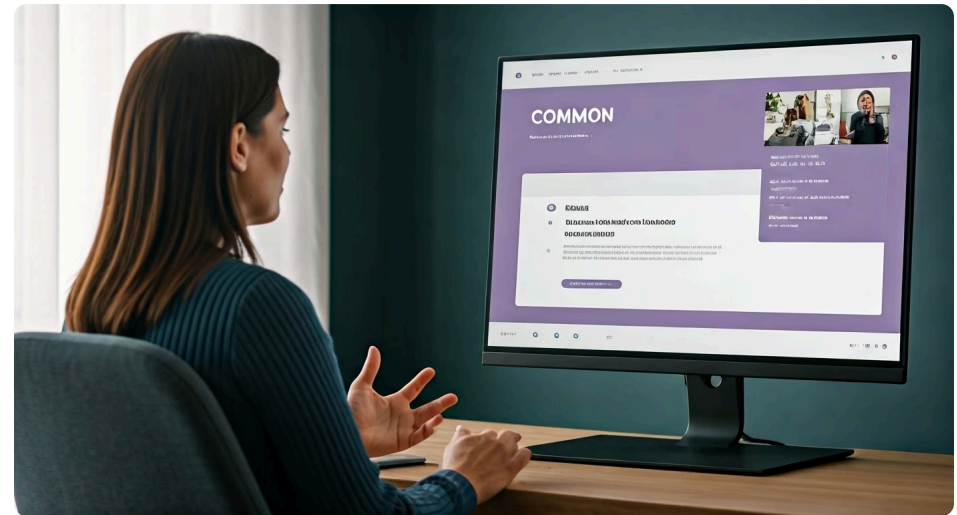## Investment: $4,500

Deliver a 1-hour live webinar on COMMON's Zoom platform, promoted extensively to our targeted audience of IBM i professionals.

Includes

- Custom registration landing page
- 2 promotional emails to COMMON database
- 3 social media posts across platforms
- Newsletter feature
- Live technical and moderator support
- Post-event recording and attendee list
- Replay email with recording link

Your Role

- Confirm preferred date (Wednesdays/Thursdays @ 11 AM CT recommended)
- Submit speaker bio(s), photo(s), session abstract, and logo 3+ weeks prior
- Participate in 30-minute dry-run 1–2 days before
- Log in 30 minutes early on day of presentation

POWERcasts consistently attract 80-150 live attendees with additional on-demand viewers, providing an excellent platform to showcase your expertise and solutions to a highly targeted audience of IBM i professionals.

Sponsored Email Opportunity

Investment: $4,000

Send a dedicated promotional email to COMMON's targeted subscriber list of IBM i professionals and decision-makers.

Includes

- 1 fully custom HTML email to COMMON's database
- Scheduling and targeting support
- Comprehensive performance report (open/click rates)

COMMON's email database includes over 15,000 IBM i professionals with exceptionally high engagement rates compared to industry standards. Your message will reach an audience that actively participates in the IBM i ecosystem.

Your Role

- Submit email content, visuals, call-to-action, and preferred date
- Provide all materials at least 10 business days prior to send date
- Review and approve final email layout before distribution
- Coordinate with COMMON marketing team on targeting preferences

Additional Advertising Opportunities
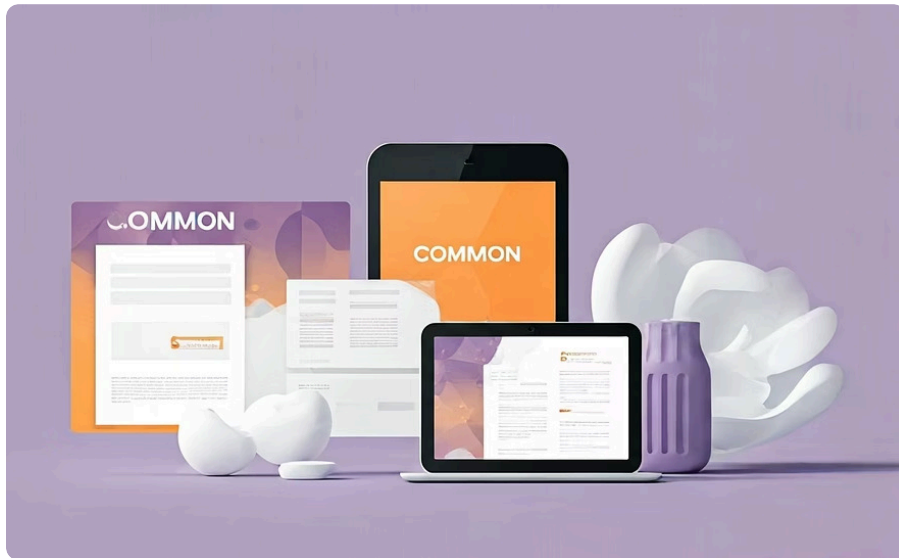
IP Retargeting Ads

- Starter (10,000 impressions / 45 days): $1,000
- Medium (20,000 impressions / 90 days): $2,000
- Premium (50,000 impressions / 90 days): $3,500

Follow COMMON attendees across the web with targeted display ads, maintaining brand visibility long after events conclude.
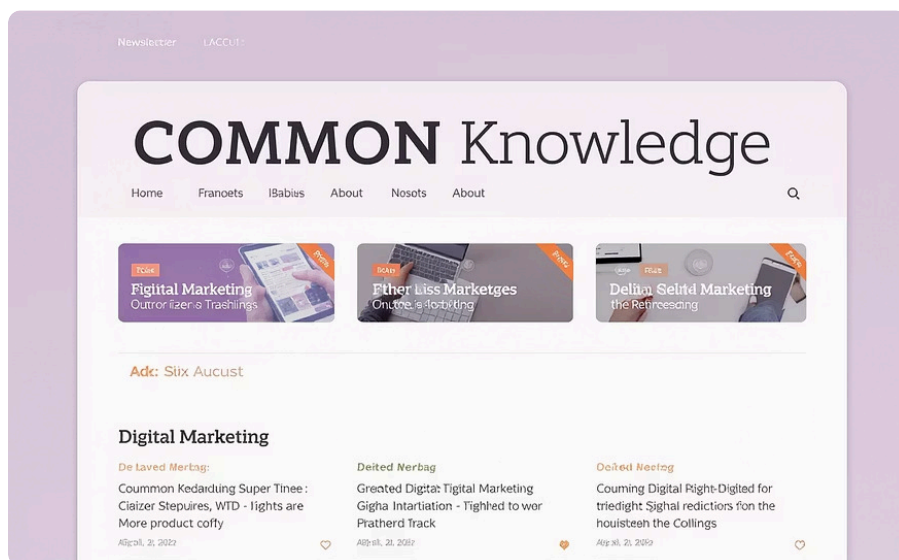
Website & Newsletter Ads

- 275x235 px on COMMON.org: $3,000/year
- Newsletter Leaderboard (600x200 px): $3,500/6 months

Gain consistent visibility through COMMON's digital properties, which attract thousands of IBM i professionals monthly.

Eye on the i – Digital Magazine

- Inside Cover (8.5" x 11"): $1,000
- Full Page: $800
- Half Page: $500

Showcase your solutions in COMMON's respected digital publication, distributed to the entire membership and beyond.

Next Steps to Book

Select Your Package

Confirm your exhibitor level (ELITE, Corporate, or General) and identify any additional promotional opportunities that align with your marketing goals.

Submit Materials

Select dates and prepare necessary materials based on option timelines. Earlier submissions ensure premium placement and maximum exposure.

Finalize Details

COMMON will handle logistics, promotion, and follow-up, working with you to ensure a seamless experience and maximize your return on investment.

✉ Questions or ready to reserve your space? Contact **LeAnn Taylor** at **ltaylor@common.org** or **Wynn Burke** at **gwburke@common.org**

TRADE SHOW LEADS

NAViGATE 2025 PITTSBURGH

LEAD RETRIEVAL ORDER FORM

Submit order to EMAIL: orders@tsleads.net ~ PHONE: 515.370.0871

September 22-24, 2025

Company		Booth Number		Contact	
Zip		Phone		Email	
Email Address for Leads:					

Equipment	By August 29, 2025	After August 29	Qty	Price	SubTtl
BEST VALUE-3 APP BUNDLE WITH CUSTOM FOLLOW-UPS Get 3 TS Leads Mobile App activations plus customized follow-ups. for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6 or higher) Package includes: TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code for three devices, custom follow ups, and leads available via online portal.	$499.00	$549.00			
TS Leads Mobile Tablet-TSL Mobile App on iPad Mini. Powerful tool allows you to gather time stamped leads, insert notes, add qualifiers and surveys. Leads available via online portal.	$375.00	$425.00			
TSLeads Max-TSLeads Mobile App on Android device with 5" ISP Display. Powerful tool allows you to gather time stamped leads, insert notes, add follow-ups and surveys. Leads available via online portal.	$350.00	400.00			
TS Leads Mobile App- for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher) **Package includes:** TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code and leads available via online portal .	$275.00	$325.00			
Additional TS Leads Mobile App license for multiple Devices.	$175.00	$225.00			
TS Leads Anywhere Scanner-Small hand-held scanner fits easily in your pocket allows you to gather leads anytime, anywhere at the show. No power required. Leads delivered via email at the end of the show.	$300.00	$350.00			
Custom Follow-Up Sheet-Create custom lead follow-ups specific to your business.	$75.00	$95.00			
Delivery, Setup, and Training (optional)-Delivery to your booth with training for all of your staff.	$75.00	$95.00			
Leads downloaded to USB 2.0 Flash Drive	$55.00	$75.00			
Developer's Kit Includes API configuration or post show data merge.	$500.00	$500.00			
		TOTAL			

Payment Information

CLICK HERE TO ORDER ONLINE

Make Checks Payable to: Trade Show Leads, 16461 S. 176th Lane, Goodyear, AZ 85338. Advance Orders must be accompanied by payment in full. Thank you for your order. If you have any questions please contact us at 515.370.0871.

If Paying by Credit Card, Please complete the Cardholder Information:

CardNumber:_____

ExpirationDate:_____

Code on Card:_____

Name on the Card:_____

BillingAddress:_____

_____

Signature:_____

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery & Setup. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of the close of the show to avoid additional charges. A non-refundable charge of $1500.00 will be applied for equipment not returned to TSL at the close of the show. **There is a $75 fee for all cancellations and no cancellations within 48 hours of open of the event.   TSL will not be held responsible for the type or amount of data provided to exhibitors by show management.** Data connection required for mobile app installation and attendance updates. TSL will not be held responsible for poor/inadequate data coverage in convention hall. It is the customer's responsibility to seek and provide data connection whether it be inside or outside the convention building. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by TSL.

Agreement of Above Terms: X

TS Leads Mobile Tablet	TS Leads Max	TS Leads Mobile App	TS Leads Anywhere Scanner

The TSLeads Anywhere Scanner is a battery operated unit that fits easily in your pocket and leads can be gathered anywhere at the show. Leads are delivered at the end of the show via email. After the badge is scanned, more information on the lead can be gathered by scanning items on the TS Leads Advanced lead qualifier sheet which is at no cost to the exhibitor. A custom follow-up sheet can be created which is specific to your business for a small fee (see page 3).

TS Leads Mobile App is a powerful lead retrieval technology for exhibitors to capture sales leads using an iPhone®, iPod touch® (Version 8.0 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher). Exhibitors can use their own mobile device. App downloaded from the app store. Event set-up through a unique access code and leads gathered by scanning barcode or entering Attendee ID Number on the badge. TS Leads Mobile App makes lead retrieval easier to use...even fun. With features such as notes, surveys and follow-ups exhibitors can capture, qualify and manage trade show leads anywhere and anytime. Leads updated in real time and accessed via cloud portal.

Exhibitors may also use our hardware. The **TSL Tablet** is an iPad Mini (8" screen) with the TSLeads Mobile app and the **TSLeads Max** is an Android device (5" screen) with the TSLeads Mobile app.

ORDER EARLY FOR BEST PRICING
DISCOUNT DEADLINE IS AUGUST 30, 2024

TRADE SHOW LEADS

ADVANCED LEAD QUALIFIERS

All exhibitors receive the following Standard Follow-Ups at no cost as part of their equipment rental.	Fill out this form if you would like Custom Follow-Ups specific to your business for an additional cost.

TRADE SHOW LEADS

STANDARD ADVANCED QUALIFIERS

PRODUCT 1	PRODUCT 2
PRODUCT 3	PRODUCT 4
READY TO BUY	BUY IN 3-6 MONTHS
BUY IN 6-12 MONTHS	DECISION MAKER
HOT LEAD	SEND SAMPLES
SEND LITERATURE	ADD TO MAILING LIST
MANUFACTURER	VALUE ADDED RESELLER
DISTRIBUTER	END USER
INQUIRY ONLY	CURRENT CUSTOMER
WANTS PRESENTATION	SEND PRICING

Company Name:_____
Booth Number:_____
Show Name:_____

Please type or print legibly, maximum 35 characters per line

1._____
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Please contact us at 515.370.0871 or email to toms@tsleads.net if you have any questions regarding our products and services.

The link to the exhibitor services page is here. https://www.common.org/wp-content/uploads/2025/06/Exhibitor-Request-Form-2025-AK.xlsx. COMMON provides basic Wi-Fi and a 10 amp outlet for your booth. The Wi-Fi is typical connection you would find in a hotel lobby and power is sufficient to power a laptop and monitor as well as a couple of display lights. Any additional for presentations you may want to order a physical drop.

INBOUND SHIPPING: All Packages must be addressed properly to:	*RETURN SHIPPING:* **It is the responsibility of the vendor/guest to**
The Sheraton Station Square Hotel	**have all packages re-boxed and labeled appropriately. Please**
300 West Station Square Drive	**call your carrier to schedule a pick up. The hotel is responsible**
Pittsburgh, PA 15219	**for items left after an event for only two business days.**
Name of Event/Date of Event/Booth # (or Room Name) Attn: (Your Name)	****A Bill of Lading must be completed for any outbound**
C/O Convention Services	shipments via common carrier or van line (none needed for
All inbound packages cannot be shipped to the hotel more than 3	Fed Ex or UPS). Please complete and provide to your
days prior to the event. Payment will be due upon delivery of packages	Convention Services Manager BEFORE your departure

CONFERENCE HOUSING

Hotel reservations are the responsibility of the conference participant, so please make your hotel reservations now to ensure room availability and discounted rates at the Sheraton Pittsburgh at Station Square and remember to say you are part of the "COMMON" conference.

The price for a standard room single or double is $165.00 per night, and complimentary standard guest room internet in all COMMON occupied rooms.

Sheraton Pittsburgh at Station Square
5001 Coconut Rd, Pittsburgh, PA 34134
Phone: (239) 444-1234

Go to https://www.marriott.com/event-reservations/reservation-link.mi?id=1736457689920&key=GRP&guestreslink2=true&app=resvlink **to make your reservations online.**

Hotel reservation deadline is Friday, August 15, 2025!

All exhibiting companies receive (2) two exhibitor badges per display. All badges must be picked up on-site at the COMMON Registration desk located at the Sheraton Pittsburgh at Station Square. **BADGES MAY BE PICKED UP BY THE INDIVIDUAL ONLY. PROPER PERSONAL IDENTIFICATION AND A BUSINESS CARD WITH THE COMPANY LOGO IS REQUIRED TO PICK UP A BADGE.**

Please note that a <u>*minimum of two exhibiting personnel (minimum of two nights each)*</u> *from each company must stay in the COMMON housing block or your company will be charged $400 per exhibiting person who chooses to stay in a non-conference hotel. This information will be verified using the Room Acknowledgment Code.*

Please include your guest room confirmation number(s) for housing verification.
Exhibitor Badges

<u>**Registration and Badges:**</u>
To register booth staff, take the following steps:
1. Sign in at members.common.org
2. Click the company name link found under your name on the left side of the page
3. Click on the BoothBadges tab located in the main portion of the page
4. Select the individuals attending
5. If required, pay any additional exhibitor badge charges via the shopping cart
6. Exit

Exhibitor Registration – Full Conference

In-Person Attendees: The above pricing is based on staying in the conference hotel – **Sheraton Pittsburgh at Station Square** . *Pricing is $400 additional for attendees not staying in the conference hotel.*

Special Group Registration pricing is available for member companies who attend with four or more employees from the same company.

Note: If you do not require a hotel room, please contact us before continuing with registration at 800-777-6734 or at COMMON@common.org.

COMMON NAViGATE 2025
Sheraton Pittsburgh at Station Square , Pittsburgh, PA
September 15 – 17, 2025
EXHIBITOR GUEST PASS
EXPO REGISTRATION FORM

A badge is required for admission into the Expo. To obtain your badge, please complete the information below and submit this form by **September 12, 2025.**

After September 12, 2025, please bring this completed form to COMMON's Registration desk on the coinciding day you plan to attend. A separate form is required for each guest.

First Name: _____ **Last Name:** _____

Title: _____

Your Company Name: _____

Address 1_____ **Address 2:** _____

City: _____   **State:** _____   **Zip/Postal Code:** _____

Inviting Company: _____

Phone Number: _____   **Fax Number:** _____

E-mail Address: _____

Does your company utilize System i/iSeries/AS400 or i5/OS related technologies?

YES ☐   **NO** ☐

NOTE: If you are already registered for the full conference, completing this form is not necessary.

Day Attending (Choose One):

☐ **Monday (September 15: 12:00pm – 2:00pm, 6:00pm – 8:00pm)**

☐ **Tuesday (September 16: 12:00pm – 2:00pm)**

EXPO HOURS	
Monday	**Tuesday**
12:00pm – 2:00pm –Expo	12:00pm – 2:00pm –Expo
12:00pm – 1:00pm – Lunch in Expo	12:00pm – 1:00pm – Lunch in Expo
6:00pm – 8:00pm – Welcome Reception in Expo	

e-mail registration@common.org
by September 12, 2025

Company Descriptions

As an exhibitor at the COMMON NAViGATE 2025 in Pittsburgh, your company's information and description is included in the printed Conference & Exposition Guide, which is distributed to each attendee at the conference. You will receive an invite from noreply@expocad.com to set up your username and password to set up or edit your description, categories and online booth. Disregard the short description field, just use the description field.

https://common.expocad.com/Account/Login

and enter your company information EXACTLY as you want it to appear in the Conference & Exposition Guide. All fields are required and your company's description is limited to approximately **100 words (700 characters)**.

Deadline: Friday, September 1, 2025