

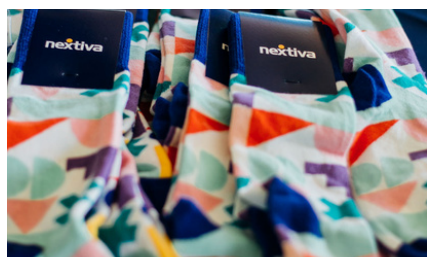


2025 TECH SUMMIT EXHIBITOR SUCCESS GUIDE

Thank you for supporting the 2025 Tech Summit!
This guide is designed to help you get the most out of your sponsorship experience—from networking and exhibiting to navigating private events and using our new BPTEvents App.

10.22.2025

3:00 PM - 5:00 PM
Majestic Ballroom 5-8



**Download the
BPT Events &
Sign in using the
email associated
with your Tech
Summit ticket.**

DOWNLOAD ON THE
App Store

GET IT ON
Google Play





TECH SUMMIT 2025

JW MARRIOTT
TURNBERRY® MIAMI



ACCOMMODATIONS

- 1 JASMINE
- 2 ORCHID
- 3 HIBISCUS
- 4 MAGNOLIA

GUEST SERVICES

- 5 MAIN LOBBY & VALET
- 6 TURNBERRY NEWS
- 7 CHEF'S GARDEN

RESTAURANTS & BARS

- 8 BOURBON STEAK MIAMI
- 9 CORSAIR KITCHEN & BAR
- 10 FREESTYLE
- 11 SOFF'S LOUNGE
- 12 STARBUCKS®
- 13 SURF HOUSE BAR & GRILL

SWIMMING

- 14 CASCATA ADULT POOL
- 15 MED NIGHT, WELCOME
- 16 TIDAL COVE / ENTRANCE
- 17 PICKLEBALL OFFSITE PICKUP
- 18 FLOWRIDER® TRIPLE
- 19 LAGUNA POOL
- 20 ELECTRIC CIRQUE
- 21 LAZY RIVER
- 22 OASIS POOL
- 23 COVE LANDING
- 24 LET'S MAKE A RACQUET! DIAMOND EVENT
- 25 A TASTE OF ITALY, GOLD LUNCH

SPA & WELLNESS

- 26 AME SPA
- 27 FITNESS CENTER
- 28 SALON

GOLF

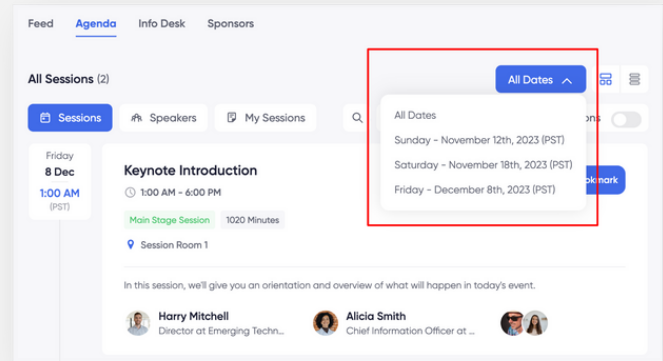
- 29 MILLER COURSE
- 30 SOFFER COURSE
- 31 STARTER BOOTH
- 32 PRO SHOP
- 33 DRIVING RANGE
- 34 A NIGHT IN OLD HAVANA

MEETINGS & EVENTS

- 35 CONFERENCE CENTER SOUTH
- 36 MAJESTIC BALLROOM 1-8
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Navigating the Agenda

- Go to the Agenda tab in the app.
- Use filters to sort sessions by day, track, or topic.
- Tap on a session to view details: speakers, time, location, and description.
- Add sessions to My Agenda to create your personal schedule (accessible from your profile or the Agenda tab).



Stay informed

- **Push Notifications:** Allow notifications in the app to receive real-time updates from organizers.
- **Announcements Tab:** Check daily for schedule changes, reminders, or important event-wide news.
- **Direct Messages:** Connect with attendees, exhibitors, or staff inside the app.
- **Help Desk:** We will have an on-site help desk or info booth — location provided in the agenda/map.

Day-of Flow

- Install and log into the BPT Events app.
- Review the agenda and mark sessions of interest.
- Allow notifications for schedule changes.
- Check the map for booth/expo location and event layout.
- Stop by the help desk/info booth for badges, materials, or guidance.

Quick Reference

- **App Tab to Use Most:** Agenda
- **Best Way to Plan:** Add sessions to My Agenda
- **Stay Updated:** Notifications + Announcements tab
- **Networking:** Expo Hall, Networking Lounges, Social Events
- **Need Help?:** Info booth or in-app Help Desk

Understanding the Attendee Types

- Corporate Attendee: Full access to all sessions, networking events, and Supplier Fair.
- Strategist: Access to breakout sessions, Supplier Fair, and strategic workshops.
- Sponsor/Exhibitor: Booth access, Supplier Fair participation, and exhibitor-only events.
- VIP/Executive: Invitation-only dinners and closed-door sessions.

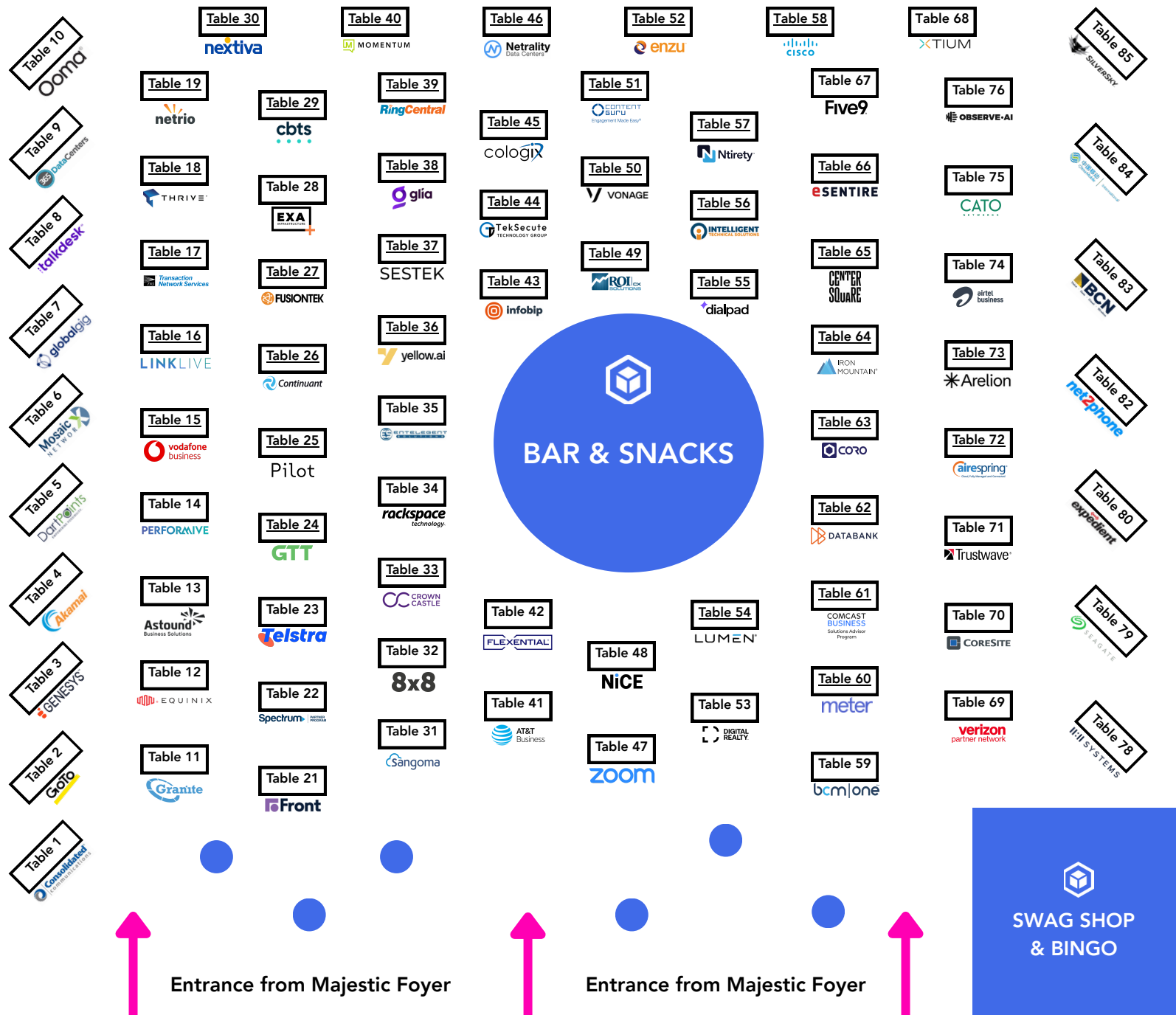


Credentials must be worn at all official Tech Summit 2025 events to confirm your registration and access.

If your badge is not visible during an event, a member of the Bridgepointe event staff may kindly request verification through your digital credentials in the BPT Events App.

2025 Bridgepointe Tech Summit Supplier Fair Layout

Disclaimer: The layout below represents the proposed design for the 2025 Supplier Fair. While it is largely accurate, table placements and distances between suppliers may be subject to change onsite.



SUPPLIER FAIR BINGO

- Strategist and corporate employees are to explore your booth for possible answers to the Bingo Card prompts.
- When a strategist has successfully completed a card with you, add a sticker to that square.



SHIPPING & PACKAGE HANDLING

Inbound & Outbound Charges

Each supplier must fill out the FedEx form no later than **September 30**.

- *If the designated contact is **staying onsite**, charges can be **billed to the guest**.*
- *If the designated contact is **staying offsite**, a credit card must be provided.*

FedEx Form

Failure to submit this form by **September 30, 2025**, you will need to **pick up your packages** at the FedEx office onsite **on our own**.

Shipping Instructions

A limit of **5 boxes per supplier** will be enforced.

All tracking information must be sent to the **Bridgepointe** team no later than **October 20th**. Submit your tracking information below:

Shipment Tracking

Name, Company Name, and Phone Number
c/o FedEx Office at JW Marriott Miami Turnberry
19999 West Country Club Drive
Aventura, FL 33180
For Bridgepointe / Oct 20–23 Summit
Box ___ of ___

Arrival Window

Shipments **should not arrive before October 17** or **after October 20th** to avoid additional fees.

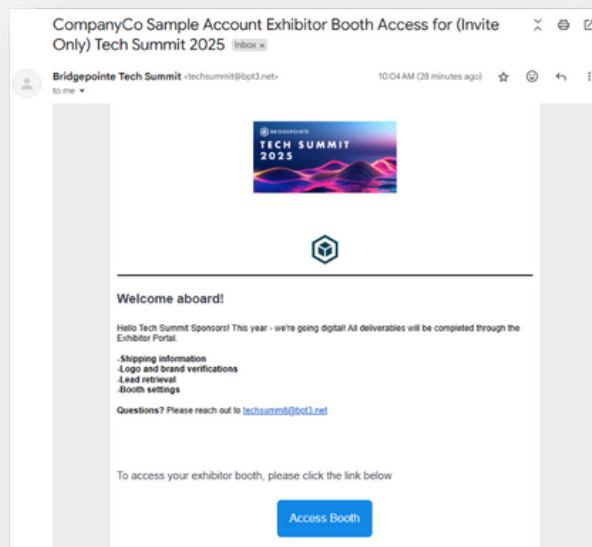
Outbound Shipping

Please remember to bring prepaid return shipping labels with you or include them in your inbound packages. Packing supplies will be available, and boxes can be purchased at the FedEx office.

- We will not arrange outbound shipping on your behalf.
- Teardown begins at 4:45 PM on Wednesday, October 22.
- All items must be packaged, sealed, and ready for pickup by 6:00 PM.
- Unclaimed or unpackaged items after this time will be discarded.

Get access to your booth

- Look for the "Access Booth" email invite. Click it to open My Booth in your browser (the exhibitor portal).
- Use this portal to set up everything (content, products, team, leads) before the event opens.

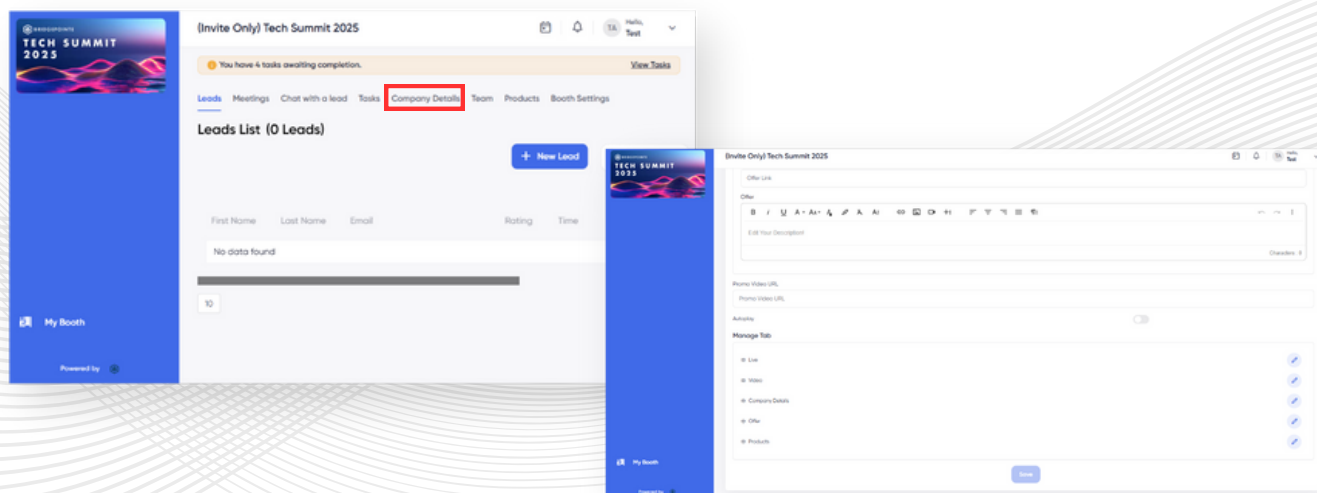


Add your booth content

- We've already added your logos. If they are not correct, send the vector or high resolution file type to techsummit@bpt3.net. *Deadline for printed logos is September 18th.*
- Short description (up to 160 characters).
- Social links: will display as clickable links in your booth.
- Documents & Links: upload PDFs/DOCs (≤10MB). Avoid extra dots in file names before the extension.

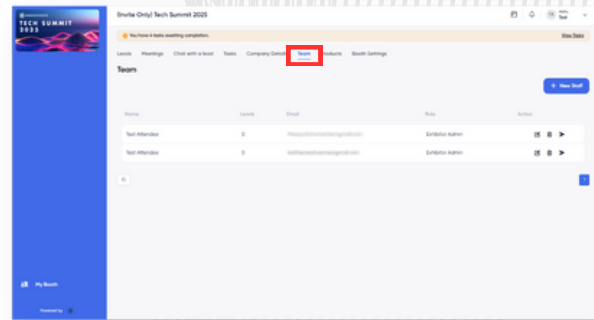
Optional but Recommended

- Location: organizer adds this so it displays in-app under your booth name.
 - Call-to-Action button (ex: "Request a Meeting"): when tapped, the attendee is added to your Leads list. You can rename or disable this.
 - Offer Page: create a promo/offer with an external link.
 - Promo Video URL: YouTube/Vimeo/Wistia links; can autoplay when the Video tab is opened.
- You can rename tabs, but the order is fixed.



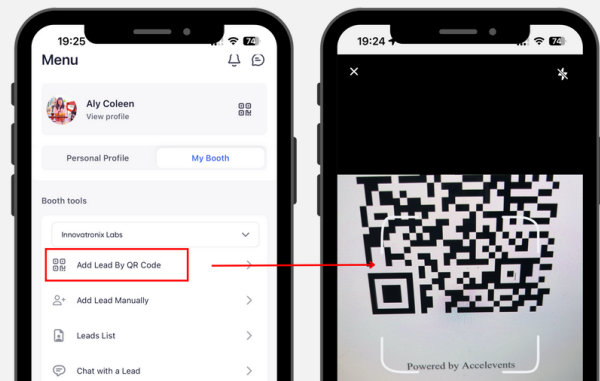
Add your team (Team tab)

- Exhibitor Admins: can edit booth settings + capture leads.
- Lead Retrievers: can capture leads only.
- Both roles appear in your booth with chat/meeting icons.



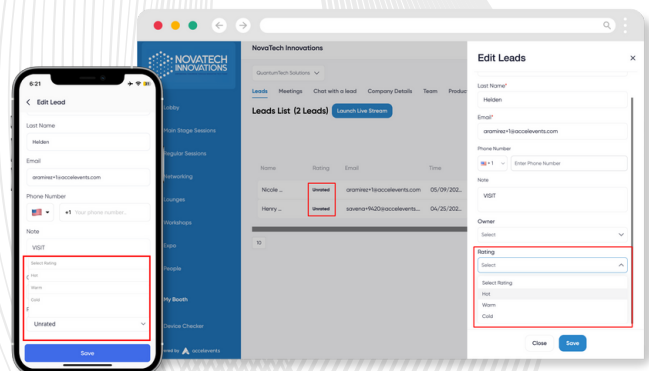
Add Leads

- Add Lead By QR Code - This allows you to scan the attendees' QR code, showing the attendee's information on your screen. From that screen, you can edit the information and save it.
- Add Leads Manually - This opens a page where you can add and save the attendees' information.



Manage leads (Leads tab + in-app)

- In the portal: download all leads or add manually.
- In the BPT Events app: capture leads via QR code scan or manual entry.



Chat

- For in-person events, you cannot initiate messages—attendees must reach out first.
- Reply from your app inbox under Direct Messages.

