



EXHIBITOR SERVICE KIT

Agent Summit 2012
March 12-14, 2012
Roman Ballroom
Caesars Palace, Las Vegas, NV

CHECKLIST OF DEADLINES

- Certificate of Insurance Due (**required**) February 10, 2012
- Emergency Contact Information (**required**) February 10, 2012
- Electrical and Utility Services (Encore Productions)..... February 24, 2012
- Shepard Exposition Orders.....February 27, 2012
- Internet Services (Encore Productions)..... February 29, 2012
- Hotel Booking Deadline March 2, 2012
- Exhibit Staff Registration Form March 2, 2012
- Bag Insert Form (Advance Warehouse only)March 6, 2012
- Table Drop Form (Advance Warehouse only).....March 6, 2012
- Advance Warehouse Receiving (Shepard) (no earlier than) March 6, 2012
- Show Site Receiving (Shepard) (1st day of Exhibitor Move In) March 12, 2012

Note: Exhibitors are encouraged to complete and submit the forms before the posted deadline in order to save money!



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AGENT SUMMIT SCHEDULE OF EVENTS

Monday, March 12, 2012

10:00am – 4:00pm	EXHIBITOR MOVE IN
2:00pm – 7:30pm	Registration
5:10pm – 6:00pm	Evening Keynote
6:00pm – 7:30pm	Welcome Reception (with Exhibitors)

Tuesday, March 13, 2012

8:00am – 5:30pm	Registration
8:00am – 9:00am	Breakfast (with Exhibitors)
9:05am – 10:30am	Welcome & Opening Keynote
10:30am – 11:00am	Break (with Exhibitors)
11:05am – 12:00pm	Workshop
12:00pm – 12:30pm	Break (with Exhibitors)
12:30pm – 1:45pm	Lunch with Speaker (Exhibitors invited)
1:50pm – 2:45pm	Workshop
2:45pm – 3:40pm	Workshop
3:40pm – 4:00pm	Break (with Exhibitors)
4:05pm – 5:00pm	Workshop
5:00pm – 6:00pm	Panel
6:00pm – 7:00pm	Reception (with Exhibitors)

Wednesday, March 14, 2012

8:00am – 9:00am	Breakfast (with Exhibitors)
9:05am – 10:00am	Workshop
10:00am – 11:00am	Panel
11:00am – 11:25am	Break (with Exhibitors)
11:30am – 12:30pm	Closing Keynote
12:30pm – 3:00pm	EXHIBITOR MOVE OUT



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GENERAL INFORMATION

Event & Registration

Michelle Mendez
Director of Events
Phone: 310-533-2453
Email: michelle.mendez@bobit.com

Lorena Cardenas
Event Assistant
Phone: 310-533-2550
Email: lorena.cardenas@bobit.com

Tracey Tremblay
Registration Coordinator
Phone: 310-533-2538
Email: tracey.tremblay@bobit.com

Exhibit & Sponsor Sales

David Gesualdo, F&I Magazine
Publisher, Show Chair
Phone: 727-947-4027
Email: dgesualdo@mgigusa.com

Show Site Address

Caesars Palace
3570 Las Vegas Blvd. South
Las Vegas, NV 89109
Phone: 800-634-6661
or 702-731-7222

***SHIPPING & RECEIVING**
Shepard Exposition Services
6615 Escondido St. Suite C
Las Vegas, NV 89119
Phone: 702-507-5278
Fax: 702-948-0341
Email: lasvegas@shepardes.com
SHOW CODE L144560312

Electrical

Encore Productions
5150 So. Decatur Blvd.
Las Vegas, NV 89118
Phone: 702-967-4300
Fax: 702-967-3844

Internet Services

Encore Productions
5150 S. Decatur Blvd.
Las Vegas, NV 89118
Phone: 702-967-4300
Fax: 702-967-3844

Hotel Reservations

Caesars Palace
3655 Las Vegas Blvd. South
Las Vegas, NV 89109
Reservations: 866-227-5944
Discount Code: **SCBOB2Z or**
Agent Summit
Run of House: \$229

**ALL SHIPPING AND HANDLING WILL GO THROUGH
SHEPARD EXPOSITION SERVICES, INC.**

**If additional vendor/supplier services are required, please contact our office at 800-576-8788 and we'll be happy to put you on contact with the right vendor.*



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HOTEL INFORMATION



HOTEL INFORMATION

The Agent Summit will take place at Caesars Palace located just 15 minutes from McCarran International Airport. Book your rooms today and mention the Agent Summit to ensure that you receive the special event pricing. Be sure to mention the code **#SCBOB2Z** or **Agent Summit** when booking your room.

Booking Your Room:

Call **(866) 227-5944** and be sure to reference the Agent Summit to receive your preferred Conference rate.

< A E S A R S P A L A C E >

[Caesars Palace](#)

3655 Las Vegas Blvd. South

Las Vegas, NV 89109

Reservations: (866) 227-5944

Room Rates

Run of House: \$229



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HELPFUL INFORMATION ABOUT THE CONFERENCE

READ THE MANUAL – Although not every single page will pertain to your table top exhibit, it is useful for ALL Exhibitors to become familiar with each section of the Manual.

FOLLOW THE DEADLINES – The Chronological Check List of Deadlines is a crucial document for every Agent Summit Exhibitor. Following this checklist will save you time and money.

FORMS – We recommend you make copies of all the forms you submit and keep them as a record. Exhibitors who sign up after the respective deadlines should submit all forms as soon as possible. Order your services early to take advantage of the advanced order rate. If you wait until show site you will pay up to 30% more.

BOOTH EQUIPMENT

Each table top display includes (1) 6' TEAL draped table, (2) side chairs, (1) wastebasket and a 7"x44" Company ID Sign. The display area is carpeted. If internet or electrical is required, please use the Encore order form.

Pop-up displays will not be allowed. This is a table top conference only. We recommend you brand your table top with a logo table cloth.

EXHIBITOR SECURITY: To ensure the security of your table top all leads and valuables items should be removed from the meeting room, locked up and secured. The meeting room will be locked down each night and the perimeter of the room and general location will be monitored by hotel security only. If you feel that your table top needs additional security, please contact Pro-Tect Security at (702) 735-0110. It is the responsibility of the individual company to secure valuable items and data.

SHIPPING AND RECEIVING: Please note that the Business Center at Caesars Palace is not equipped or staffed to handle a high volume of packages for tradeshow and/or conferences. In order to streamline your experience at Agent Summit, we have arranged for Shepard Expositions ([Show Code L144560312](#)) to provide shipping and receiving services. Detailed information is included in the Shepard portion of this kit including shipping, material handling and storage forms. EliteExpo is the designated freight carrier for the show. Order forms are included in this kit.

FREIGHT ON ESCALATORS: Dollies, luggage, boxes or freight on escalators is strictly prohibited.

STORAGE: Empty containers and storage items will be handled through Shepard. Please do not store containers, boxes and crates behind your table top. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.

EXHIBITOR MOVE OUT: Exhibitors will move out immediately on Wednesday, March 14, 2012
12:30pm – 3:00pm.



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EXHIBITOR BADGES

DEADLINE: Wednesday, March 2, 2012

Identification as an Exhibitor means that you and others on your staff are registered TO WORK your display area. **Please DO NOT use this special form to register customers, spouses or relatives. Children under 18 years of age ARE NOT permitted in the conference area.** Registration badges are not transferable and fees are non-refundable. Exhibitor badges **MUST BE WORN** during Installation, Show Hours, and Dismantling.

All pre-registered exhibitor badges will be held at the registration counter for pick up on-site.

Exhibiting Company: _____

Exhibit Contact: _____

Phone: _____

Email: _____

Please list the names of those persons who will staff your display table at the Agent Summit. Each exhibitor badge will contain an individual's first and last name, company, city and state. Please complete the form(s) as LEGIBLY as possible and check spellings of the names listed.

Each Exhibitor receives FREE badges with your Sponsorship Package.

NAME	EMAIL ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Additional Passes Needed: _____ **Total Charge: \$** _____

1. _____	_____
2. _____	_____

REGISTRATION FEES	Rate
F&I Product/Technology Providers: Full Conference Pass	\$549

Card #: _____ Exp date: _____

Signature: _____ Name: _____

Each Exhibitor receives an allotment of FREE badges based on sponsorship level. Please contact Tracey Tremblay if you are not certain on the total number of free badges you receive. Anything over your free allotment must be purchased at the early bird rate.

Please register by faxing completed form to (310) 533-2503
or email to tracey.tremblay@bobit.com



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BAG INSERT FORM



MANDATORY FORM

DEADLINE: Wednesday, March 6, 2012

Company Name: _____ Table Top #: _____

Contact Name: _____

Address: _____

City/State/Zip/Country: _____

Phone: _____ Fax: _____

Email: _____

Tracking Number: _____ Carrier _____

Insert Quantity: 300

Shipping Address

All bag insert items must arrive at the advanced warehouse on or before March 6, 2012 for inclusion in the attendee bag. Be sure to label each box with the words "Bag Insert."

TO: Show Management –Michelle Mendez

Agent Summit

Shepard Exposition Services

6615 Escondido St. Suite C

Las Vegas, NV 89119

Please fax completed form to (310) 533-2511, or email to David.Gesualdo@bobit.com.

Have Questions? Contact David at (727) 947- 4027.



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TABLE DROP FORM



MANDATORY FORM

DEADLINE: Wednesday, March 6, 2012

Company Name: _____ Table Top #: _____

Contact Name: _____

Address: _____

City/State/Zip/Country: _____

Phone: _____ Fax: _____

Email: _____

Tracking Number: _____ Carrier _____

Insert Quantity: 300

Shipping Address

All table drop items must arrive at the advanced warehouse on or before March 6, 2012 for placement on the session tables/chairs. Be sure to label each box with the words "Table Drop."

TO: Show Management –Michelle Mendez

Agent Summit

Shepard Exposition Services

6615 Escondido St. Suite C

Las Vegas, NV 89119

Please fax completed form to (310) 533-2511, or email to David.Gesualdo@bobit.com.

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EMERGENCY CONTACT INFORMATION

DEADLINE: February 10, 2012

It is important that we have an onsite point-of-contact contact from your company for urgent issues while at show site. Please submit this form to designate your emergency contact.

Company Name: _____

Contact Name: _____

Hotel: _____

Hotel Phone Number: _____

Arrival Date: _____

Departure Date: _____

Office Phone: _____

Mobile Phone: _____

Fax to 310-533-2511 by February 10, 2012



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CERTIFICATE OF INSURANCE REQUIRED

DEADLINE: February 10, 2012

As an exhibitor, you are required to carry workmen's compensation and commercial general liability which includes contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. This coverage must be evidenced by a Certificate of Insurance (see enclosed sample) with a 30-day notice of cancellation provision to the holder and supplied to and naming Bobit Business Media, F&I Magazine Publisher, Agent Summit, Caesars Palace and Shepard Exposition Services as additional insurers at least 30 days before the first day of move-in. A Certificate of Insurance may be obtained through your primary Insurance Agency, or you may be able to obtain a rider's policy on your homeowner's insurance, business/commercial or auto insurance.

List Insured Here

ACORD CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)	
PRODUCER (201)661-2000 FAX (201)661-2499		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		05/12/2006	
Capacity Coverage Company of NJ Inc One International Blvd. 3rd Floor Mahwah, NJ 07495		INSURERS AFFORDING COVERAGE		NAIC #	
INSURER: Celebrity Limousine Service Inc.&/or Celebrity Limousine & Transportation Services		INSURER A: Hartford Fire Insurance Co.	INSURER B: Hartford Casualty Insurance Co.		
		INSURER C:	INSURER D:		
		INSURER E:			
COVERAGES					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
PERIOD OF INSURANCE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC	OZUUN01	05/15/2006	05/15/2007	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA. OCCURRENCE) \$ 300,000 MED EXP (ANY AMOUNT) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> BODILESS AUTOS <input checked="" type="checkbox"/> HERISS AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	OZUEN0	05/15/2006	05/15/2007	COMBINED SINGLE LIMIT (EA. ACCIDENT) \$ 1,000,000 BODILY INJURY (PER PERSON) \$ MEDICAL EXP (PER PERSON) \$ PROPERTY DAMAGE (PER OCCURRENCE) \$ PRODUCTS - COMP/OP AGG \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> EMPLOYERS LIABILITY <input type="checkbox"/> WORKERS COMPENSATION (EXCEPTIVE OFFICERS/MEMBERS EXCLUDED) F&I: (SHOWS HOW SPECIAL PROVISIONS APPLY) OTHER:		05/15/2006	05/15/2006	WORKERS COMPENSATION AND EMPLOYERS LIABILITY \$ 4,000,000 EMPLOYERS LIABILITY \$ 4,000,000 WORKERS COMPENSATION (EXCEPTIVE OFFICERS/MEMBERS EXCLUDED) \$ F&I: (SHOWS HOW SPECIAL PROVISIONS APPLY) \$ OTHER: \$
Re: Tradeshow being held at the Las Vegas Hilton Hotel, Las Vegas, NV, March 8-9, 2011					
CERTIFICATE HOLDER		CANCELLATION			
Bobit Business Media Agent Summit 2011 3520 Challenger St. Torrance, Ca 90503		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE			
ACORD 25 (2001/08) FAX: (310) 533-2400		©ACORD CORPORATION 1988			

RETURN TO

If you don't have an insurance contact, any of the following companies will be able to assist you
 John Buttine, Inc. New York, NY (212) 697-1010

Please fax completed form for processing to (310) 533-2511, email to lorena.cardenas@bobit.com or mail to Agent Summit • 3520 Challenger St. • Torrance, CA • 90503

EXHIBITOR REGISTRATION

DEADLINE: February 10, 2012