



May 20 – 23, 2018
Venetian & Palazzo Resort Hotel Casinos
Las Vegas

GENERAL SHOW INFORMATION & RULES A- Z

In addition to the following general rules and information, please review the [Exhibit Display Rules and Facility General Policies and Procedures](#).

Each exhibitor will be responsible for knowing and adhering to all policies and procedures outlined by show management and The Venetian/Palazzo & Sands Expo Center.

AUDIO/VISUAL

Exhibitors requiring audiovisual can make arrangements with [SES – Specialized Event Services](#).

ARRANGEMENT OF EXHIBITS

Agent Summit will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interest of an exhibitor. The current floor plan can be found online at <http://www.AgentSummit.com>.

BALLONS

Mylar balloons are prohibited. Latex balloons inside the facility must remain “tethered” to a fixed object. The balloon may be no larger than thirty-six inches (36”) in diameter. You must have approval to display balloons from your Event Service Manager prior to move-in. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose.

BANNER/SIGN HANGING

Banner and sign hanging is prohibited in Hall G due to low ceiling height (13ft 3in).

BOOTH DECORATION

Shepard Exposition Services is the Official Service Contractor for Agent Summit.

The exhibit hall is NOT carpeted and it is MANDATORY for exhibitors to carpet their booth. Carpet order must be placed through Shepard or exhibitors may bring their own.

Each 10' x 10' space will be provided with the following:

- 8' Back Drape, 3' Side Rail (in-line booths only)
- Back Drape Color: Teal & White, Side Rail: Teal
- 7" x 44" One Line Company Identification Sign (in-line booths only)

If you upgraded your space agreement to a booth package you will also be provided with:

- (1) 6' table with black skirt, (2) side chairs and (1) waste basket

If you're unsure what is included with your booth call show management at (310) 533-2586.

Note: On-site prices will be at least 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!

BUSINESS CENTER

The FedEx Office is a full service business center that is open Monday through Friday from 6:00am – 9:00pm and Saturday and Sunday from 6:00am – 6:00pm. It is located on level 2 of the Congress Center at the Venetian and



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offers full services. For more information, please visit <http://www.venetian.com/hotel/amenities/business-center.html>.

The Sands Expo Exhibitor Service Center is a limited service business center. Call (702)733-5070 for more information.

CANCELLATION

Payment is refundable if Agent Summit is notified in writing at least 90 days prior to the event, less a \$300 processing fee. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

CARPET - MANDATORY

The exhibit hall is NOT carpeted, but booth carpet is **MANDATORY**. Each exhibitor must order carpet through Shepard Exposition Services unless you bring your own. The exhibit hall aisle carpet color is peacock (teal and black).

CONTRACTED LABOR

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment. Please review the Union Rules found in the Shepard kit.

EARLY TEARDOWN

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined show points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. Exhibitor move-out is Tuesday, May 22, 2018 from 7:30pm to 10:30pm.

ELECTRICAL CONTRACTOR

[SES – Specialized Event Services](#) is the official electrical provider for the show. They can assist in handling all of your electrical requirements.

EXHIBITOR ADMITTANCE/NON-SHOW HOURS

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be worn at all times while in the exhibit hall. Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear down the booth will be given temporary worker badges – which will not be valid during show hours. No one will be permitted to remain in the hall longer than one-half hour after the closing each night.

Show Management is not responsible for lost, damaged or stolen articles. We strongly advise that items from the exhibit hall and VIP rooms be carried and locked up each night.

EXHIBITOR REGISTRATION

Agent Summit has set-up on-line registration for your convenience! The log-in and password will be sent via email directly to the contact person listed on the exhibit/sponsor contract. The user name and password is the email address and zip code of the main contact. You can easily register your staff, make any changes, and keep track of your staff badges. All badges will be printed exactly as they are entered. Please be careful and double check your information when typing in your staff names. Questions call 800-576-8788. Company name changes will not be allowed.



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Please note that there will be absolutely no extra complimentary registrations awarded over your allotment. If you have used your allotment of complimentary registrations and require additional staff badges, you may purchase those passes through the registration link you will receive via email. Registration is offered at a discounted rate of \$895.00 per person.

Refer to your exhibit agreement for the number of complimentary badges your company is allotted.

FLORAL & PLANT RENTALS

The official florist is Convention Plant Creations.

FOOD & CONCESSIONS

The Venetian & Palazzo Resort Hotel Casinos are the exclusive provider of all food and beverage offered and consumed on the premises. Exhibitors are not permitted to bring food and beverages into the facility/hotel. Sample items that are prohibited include but are not limited to: granola bars, chips, bottled water, soda, beer, sandwiches and pizza. Bite sized candy and mints may be permitted.

FREIGHT CARRIER

ELITeXPO is the Official Carrier for Agent Summit.

GENERAL REGULATIONS

No part of the building shall be defaced in any manner, nor shall signs of other articles be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the building. In addition to the following general rules and information, please review the facility general rules policies and producers and the display guidelines.

- Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden.
- Cloth and other decorating materials must pass any flame proofing and fire codes and ordinances prevailing in the Convention Center.
- All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays.
- Smoking in accordance with the city fire codes and ordinances, smoking will not be permitted in the convention area at any time.

GENERAL BOOTH MOVE-IN SCHEDULE

Move in will take place on Monday May 21st from 8:00am - 4:00pm. If you require additional move-in time please contact show management at 310-717-0633 or email Marguerite.Hoffman@bobit.com to get a targeted move-in time on Sunday, May 20th. Exhibits must be show ready by 4:00pm on Monday, May 21st.

INSURANCE CERTIFICATE (Mandatory)

Rainprotection Insurance is the official insurance management company for Agent Summit. Exhibitors are required to **provide a certificate of insurance to Rainprotection Insurance by April 27, 2018.**

If you have your own insurance, please submit a copy to Sales@rainprotection.net by April 28, 2018. Otherwise, you can purchase insurance through Rainprotection Insurance for \$99. Supplemental auto liability is also available. See page 18 for more information or [click here](#).



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MOVE-OUT

Exhibitor move-out is Tuesday, May 22nd from 7:00pm-10:30pm. All exhibit materials must be removed from the hall by 10:30pm. Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times. Teardown before the show ends is strictly prohibited. Please consider this when making travel plans. There are no exceptions.

HOTEL ACCOMMODATIONS

The Venetian & Palazzo Resort Hotel Casinos has a limited number of discounted rooms at the rate of \$289 per night single/double occupancy.

Venetian & Palazzo Resort Hotel Casinos
3325 S Las Vegas Blvd
Las Vegas, NV 89109
Group Rate: \$289/night
Group Rate Deadline: April 29, 2018 or until block is full
Reservations call: (866) 659-9659
[Or click here to book online](#)
Reference: Agent Summit

MODELS/HOSTESSES

Judy Venn & Associates is a full service talent agency providing booth staff, models, hostesses, hosts, interpreters, and demonstrators to exhibitors.

SECURITY

To ensure the security of your booth all leads and valuable items should be removed from the expo area, locked up and secured. The expo area will be locked down each night and the perimeter of the room and general location will be monitored by security. If you feel that your booth 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 the Venetian & Palazzo Resort Hotel Casinos 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 ([Event Code L144560518](#)) to provide shipping and receiving services. Detailed information including shipping and labels, material handling and storage forms can be found in the Shepard Service Kit.

Advance Warehouse Shipping

All advance freight should be received at the Shepard Exposition Services warehouse between April 23, 2018 and May 14, 2018. Label each piece and address all shipping documents/bills of lading as follows for shipments to the warehouse:

[Exhibiting Company Name & Booth #]

Agent Summit
C/O Shepard Exposition Services
5845 Wynn Rd., Suites A, B, C, D
Las Vegas, NV 89118

** Freight delivered May 15-18 2018 should go to the advance warehouse, but will incur extra charges for late delivery.*



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Direct to Show Site Shipping

Paris Las Vegas will not accept shipments prior to May 21, 2018 at 8:00am. Shipments received at the Paris Las Vegas prior to 8:00am on May 21st will be refused and sent back to sender at the expense of the exhibitor. Label each piece and address all shipping documents as follows for shipments to show site:

C/O Shepard Exposition Services
[Exhibiting Company Name & Booth #]
Agent Summit
Sands Expo & Convention Center
201 Sands Ave.
Las Vegas, NV 89169

STORAGE

Empty containers and storage items will be handled through Shepard. You may obtain “Empty” storage stickers from Shepard to place on empty boxes, which will be returned to you upon move-out. Please do not store containers, boxes and crates behind booth walls. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.

SUBLETTING SPACE

No exhibitor may assign, sublet or apportion their space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of business, nor permit any agent of any exhibiting firm to solicit business or take orders in their space.

SUITCASING

Suitcasing is prohibited and is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference or event without the proper authorization by the event sponsor or in ways that violate the rules of the event. All business must be conducted in your exhibit space. Placing promotional materials and brochures in public areas is prohibited.

UNAUTHORIZED SOLICITATION

Agent Summit strives to protect the investment of our sponsors and exhibitors. To that end, please note that while all attendees are invited to the exhibit hall, any supplier who is observed to be soliciting business, or “suitcasing” will be asked to leave immediately. Additional penalties may be applied.