



# AGENT SUMMIT

May 19-22, 2019

Venetian & Palazzo Resort Hotel Casinos  
Las Vegas, NV

## **EXHIBITOR SERVICE KIT**



May 19 –22, 2019  
Venetian & Palazzo Resort Hotel Casinos  
Las Vegas, NV

Dear Agent Summit Exhibitor,

Thank you for choosing to exhibit at Agent Summit 2019 being held at the Venetian & Palazzo Resort Hotel Casinos in Las Vegas, NV.

We are pleased to provide you with our easy-to-use Exhibitor Service Kit. The kit is complete with a checklist of the pertinent services needed to ensure a successful and productive exhibition for your company.

**EXHIBITOR STAFF REGISTRATION PROCEDURES**

Exhibitors will be allotted a certain number of complimentary conference badges. Please refer to your exhibitor agreement for your specific allotment. The badge form has been designed to register your staff. If you go over your allotment of badges for staff, you will need to purchase additional passes for \$895.00 per person.

**BADGE PICK-UP COUNTER**

Exhibitor badges will not be mailed. Badges will be available for pick-up at the Agent Summit Registration Counters located on level 1 of the Sands Expo Center starting on Sunday evening, May 19, 2019. Please check the online agenda for specific registration hours. Staff that are on site solely for the purpose of installing or dismantling your booth do not need an exhibitor badge from your allotment. Instead they will be required to wear a temporary worker pass that is valid for move-in and move-out hours only. Temporary worker passes can be picked up at the registration counters.

**SHOW CONTRACTOR**

We are excited to have Shepard Exposition as our contractor. Shepard provides excellent customer service and the same products and services that you are familiar.

We can call you to personally review all deadlines and assist you with filling out mandatory show management forms. Many of the services provided are time-sensitive and offer pre-show discounts . . . **read this kit carefully!**

If you have questions pertaining to the material enclosed, please contact me directly at 310-717-0633 or by email at Marguerite.Hoffman@bobit.com.

Sincerely,

Marguerite Hoffman  
Event Manager

Bobit Business Media  
3520 Challenger Street, Torrance, CA 90503  
Phone 310-533-2400, Fax 310-533-2511



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## STEP-BY-STEP GUIDE

- 1) Print the Print & Post Quick Reference sheet on page 4 and keep it handy.
- 2) Use the checklist on page 5 to complete the mandatory show management forms.
- 3) Plan your exhibit using the checklist on page 11 and online at [www.agentsummit.com/service-kit](http://www.agentsummit.com/service-kit).
- 4) Complete your forms by the deadlines!
- 5) Verify you have completed all items on your checklist.

### Tips

- Read all emails from Show Management.
- Be sure to order by the discount deadlines for the best rates.
- Use [www.agentsummit.com](http://www.agentsummit.com) as a resource where you'll find:
  - Current Floor Plan: Check out the latest configuration.
  - Sponsorship Information: From bag stuffers to networking events, investing in a sponsorship opportunity will increase your onsite exposure.
  - Seminar Schedule: Don't forget that your exhibitor badge includes the seminars. Attend these to get a better understanding of your clients' needs.



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## PRINT AND POST QUICK REFERENCE SHEET

### Exhibit Hall Schedule

Sunday, May 19 5:00pm - 6:30pm Welcome Reception: Badge Pick up and Happy Hour

### Exhibitor Move-In

Monday, May 20 8:00am - 4:00pm Exhibitor Move-In Hall C *(Show ready by 4pm)*  
 8:00am - 6:30pm Registration Open

### Exhibit Hall Hours

Monday, May 20 4:30pm - 6:30pm Opening Reception in Exhibit Hall C

Tuesday, May 21 8:00am - 9:00am Exhibit Hall Open and Breakfast  
 12:15pm - 1:30pm Exhibit Hall Open and Lunch  
 4:30pm - 6:30pm Exhibit Hall Open and Evening Reception

### Exhibitor Move Out

Tuesday, May 21 7:30pm - 10:30pm Exhibitor Move-Out *(Early dismantle prohibited)*

*Note: All exhibits must be fully removed from the exhibit hall by 10:30pm on Tuesday night. You will not be permitted in the exhibit hall on Wednesday to claim your belongings. Any items left after 10:30pm on Tuesday will be removed by our general contractor at the expense of the exhibitor.*

**Important Deadlines Snapshot:** All deadlines are not included below; review the kit for additional deadlines.

Deadline	Form or Information	Contractor/Vendor
April 19, 2019	Shepard Discount Services (Booth Rentals, Rental Accessories, Specialty Flooring, Non Hanging Signs/Graphics)	Shepard Exposition Services
April 29, 2019	Mandatory Show Management Forms (Emergency Contact Information, and Booth Display Information)	Show Management
	Certificate of Insurance - Mandatory	Rainprotection Insurance
April 29, 2019	Hotel Room Discount Deadline	Palazzo Resort Hotel Casino
April 30, 2019	SES Discount Services (Electrical Service & Labor, Internet Services/Telecommunications, Audio Visual & Computers, and Booth Cleaning)	SES – Specialized Event Services
April 22, 2019	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Advance Warehouse	Shepard Exposition Services
April 29, 2019	Shepard Discount Services (Carpet, Furniture, Installation & Dismantle Labor)	Shepard Exposition Services
May 3, 2019	Plants & Floral	Convention Plant Creations
May 10, 2019	Badge Scanners/ Lead Retrieval	Custom Registration
May 13, 2019	Last Day for Shipments to Arrive at Advance Warehouse	Shepard Exposition Services
May 17, 2019	Last Day to Pre-Register Staff	Custom Registration
May 20, 2019	First Day Freight Can Arrive Onsite	Shepard Exposition Services

## Shipping Addresses

*Shipping labels provided in the Shepard Service Kit.*

### Advance Warehouse

Shipments accepted April 23 – May 14, 2018

[Exhibiting Company Name & Booth #]

Agent Summit

C/O Shepard Exposition Services

5845 Wynn Road, Suites A, B, C, D

Las Vegas, NV 89118

### Onsite Shipping - Starting May, 21, 2018 at 8:00am

*\*Shipments arriving direct to show site before this time will be turned away at the expense of the exhibitor.*

c/o Shepard Exposition Services

[Exhibiting Company Name & Booth #]

Agent Summit

Sands Expo & Convention Center

201 Sands Avenue

Las Vegas, NV 89169

# MANDATORY FORMS CHECKLIST

Here is a list of the mandatory forms, orders and information that EVERY exhibitor must return.

Additional forms may be required depending on the configuration of your exhibit. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

#### Proof of Insurance

**Due April 27, 2018**

Return to Rainprotection Insurance.

See page 18 or [click here to submit online.](#)

#### Booth Giveaway and Activation Information

**Due April 27, 2018**

Return to Show Management

See page 19 or [click here to submit online.](#)

#### Booth Display Information

**Due April 27, 2018**

Return to Show Management by email.

See page 20-21.

#### Emergency Contact Information

**Due April 27, 2018**

Return to Show Management

See page 22 or [click here to submit online.](#)

## Highly Recommended!

#### Booth Staff Pre-Registration

**Due May 18, 2018**

Return to Custom Registration

See page 23 or [click here to register online.](#)

Registrations can be handled onsite, but we highly recommend adding this to your mandatory to-do list and checking it off before leaving for the conference!



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## FRAUD WARNING

Agent Summit is committed to providing you with the best services and travel deals around. Bobit Business Media are the official providers for Agent Summit and works with the approved official contractors listed below.

### OFFICIAL APPROVED CONTRACTORS

- Convention Plant Creations
- Custom Registration, Inc.
- ELITeXPO
- Pro-Tect Security
- Rainprotection Insurance
- SES – Specialized Event Services
- Shepard Exposition Services
- Venetian & Palazzo Resort Hotel Casinos

### OFFICIAL VENDOR EMBLEM

Look for this emblem on email communications to easily identify Agent Summit Official Vendors. When in doubt call Marguerite Hoffman at 310-717-0633



## **⚠ EXHIBITOR FRAUD WARNING!**

Any offers from other third-party vendors or travel agencies are not endorsed by Agent Summit. These offers can be in the form of list rentals, e-mail blasts, ePromos, housing, travel- the list goes on. **Don't be fooled by offers from other parties using the Agent Summit name** – they are NOT affiliated with Agent Summit, Bobit Business Media or MG Investment Group.

**Below is a list of fraudulent companies** that are known to target exhibitors, sponsors and attendees. Be aware there are **many more scammers out there** and if the offer seems too good to be true, it probably is. At the very least, please check the prospective vendor's rating at [www.bbb.org](http://www.bbb.org).

## **SCAMMERS – Do not respond to these companies!**

<u>Company Name</u>	<u>Website</u>
10 times	<a href="http://10times.com">http://10times.com</a>
Corporate Booking Services	<a href="http://allcbs.com">http://allcbs.com</a>
Exhibitor Housing Services	<a href="http://www.ehshousing.com">http://www.ehshousing.com</a>
Global Housing Corp	<a href="http://www.globalhousingcorp.com">http://www.globalhousingcorp.com</a>
m+a Exhibition Database	<a href="http://www.expodatabase.com">http://www.expodatabase.com</a>
m+a International Tradeshow Media	<a href="http://www.m-averlag.com/english">http://www.m-averlag.com/english</a>
Trade India	<a href="http://www.tradeindia.com">http://www.tradeindia.com</a>
Events in America	<a href="http://www.eventsinamerica.com">http://www.eventsinamerica.com</a>

**If you are contacted by a company you suspect to be fraudulent please contact**

[Marguerite.Hoffman@bobit.com](mailto:Marguerite.Hoffman@bobit.com) or call 310-717-0633



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## APPROVED CONTRACTOR LIST

**⚠ EXHIBITOR FRAUD WARNING!** Please take a moment to read this important warning to all Agent Summit exhibitors. Below is a list of Agent Summit Approved Contractors. No other approved contractors will solicit you directly. If you are contacted by a company not listed below and you would like to check the validity, please email [marguerite.hoffman@bobit.com](mailto:marguerite.hoffman@bobit.com)

### Audio Visual

SES – Specialized Event Services  
201 Sands Ave.  
Las Vegas, NV 89169  
Ph: 702-733-5070  
[servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

### Booth Staffing & Talent

Judy Venn & Associates  
3401 W. Charleston Blvd.  
Las Vegas, NV 89102  
Phone: (702) 259-4494  
[lvinfo@judyvenn.com](mailto:lvinfo@judyvenn.com)

### Business Center

FULL SERVICE  
FedEx Office Business Center  
Level 2 - Venetian Congress Center  
Ph: (702) 836-4400  
Fx: (702) 262-0801

### LIMITED SERVICE

Sands Expo Exhibitor Service Center  
Level 1 of Sands Expo  
Ph: 702-733-5070

### Catering

Venetian/Palazzo/Sands Expo  
201 Sands Ave.  
Las Vegas, NV 89169  
Ph: (702) 733-5676  
[catering@sandsexpo.com](mailto:catering@sandsexpo.com)

### Decorator/Furniture

Shepard Exposition Services  
Contact: Customer Service  
5845 Wynn Rd., Suites A, B, C, D  
Las Vegas, NV 89118  
Phone: (702) 507-5278  
Fax: (702) 948-0341  
**EVENT CODE: L144560519**  
[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

### Electrical/Lighting

SES – Specialized Event Services  
201 Sands Ave.  
Las Vegas, NV 89169  
Ph: 702-733-5070  
Fax: (702) 733-5568  
[servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

### Florist

Convention Plant Creations  
827 Magazine Street  
New Orleans, LA 70130  
Phone: (800) 749-4524  
Fax: (504) 524-5958  
[Felicia@conventionplant.com](mailto:Felicia@conventionplant.com)

### Freight

ELITeXPO  
Michael Reed  
845 Commerce Drive  
South Elgin, IL 60177  
Phone: (800) 543-5484  
[michaelr@elitexpo.com](mailto:michaelr@elitexpo.com)

### Hotel Reservations

Venetian & Palazzo Resort Hotel Casinos  
3325 S Las Vegas Blvd  
Las Vegas, NV 89109  
Ph: (866) 659-9659  
Group Rate: \$289/night  
Group Rate Deadline: April 29, 2018 or  
until block is full  
Reference: Agent Summit

### Insurance Management

Rainprotection Insurance  
Phone: (800) 528-7975  
[Sales@rainprotection.net](mailto:Sales@rainprotection.net)

### Internet Services

SES – Specialized Event Services  
201 Sands Ave.  
Las Vegas, NV 89169  
Ph: 702-733-5070  
Fx: (702) 733-5568  
[servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com)

### Shipping & Receiving

*\* Shipping labels provided in the Shepard Service Kit*

### ADVANCE WAREHOUSE

[Exhibiting Co. & Booth #]  
Agent Summit  
c/o Shepard Exposition Services  
5845 Wynn Rd., Suites A,B,C,D  
Las Vegas, NV 89118  
Phone: 702-507-5278  
Fax: 702-948-0341  
[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)  
**EVENT CODE: L144560519**

### Shipping Dates:

April 23 - May 14, 2018  
*\*Shipments received May 15-May18, 2018 will incur a surcharge for late delivery*

### DIRECT TO SHOW SITE

c/o Shepard Exposition Services  
[Exhibiting Co. & Booth #]  
Agent Summit  
Sands Expo & Convention Center  
201 Sands Avenue  
Las Vegas, NV 89169

**Shipping Date:** Shipments accepted starting May 20, 2019 at 8:00am. *\*Shipments arriving direct to show site before this time will be turned away at the expense of the exhibitor.*

### Registration & Lead Retrieval

Custom Registration, Inc.  
2001 E Randol Mill Rd Ste 135  
Arlington, TX 76011  
Phone: (817) 277-7187  
Fax: (817) 277-7616  
*\*Phone registrations only, for questions call 800-576-8788.*

### Security

Pro-Tect Security  
3511 S. Eastern Avenue  
Las Vegas, NV 89169  
Phone: (702) 735-0110  
Fax: (702) 735-7793  
[www.protectsecurityvegas.com](http://www.protectsecurityvegas.com)



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## AGENT SUMMIT CONTACT INFORMATION

### Show Management

Marguerite Hoffman  
Event Manager  
Phone: (310) 717-0633  
Fax: (310) 533-2511  
[Marguerite.Hoffman@bobit.com](mailto:Marguerite.Hoffman@bobit.com)

Lorena Cardenas  
Event Assistant  
Phone: (310) 533-2550  
Fax: (310) 533-2511  
[lorena.cardenas@bobit.com](mailto:lorena.cardenas@bobit.com)

### Sponsor Fulfillment

Marguerite Hoffman  
Event Manager  
Phone: (310) 717-0633  
Fax: (310) 533-2511  
[Marguerite.Hoffman@bobit.com](mailto:Marguerite.Hoffman@bobit.com)

### Education/ Speaker Management

Kate Spatafora  
Managing Editor  
Phone: 631-561-7586  
[kspatafora@mgigmedia.com](mailto:kspatafora@mgigmedia.com)

### Exhibit & Sponsor Sales

David Gesualdo, Show Chairman  
Agent Summit  
Phone: (727) 947-4027  
Fax: (310) 388-6061  
[dgesualdo@mgigusa.com](mailto:dgesualdo@mgigusa.com)

Eric Gesualdo, National Sales Director  
Agent Summit  
Phone: (727) 612-8826  
[egesualdo@mgigusa.com](mailto:egesualdo@mgigusa.com)





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## EXHIBIT HALL C & BOOTH OVERVIEW

The Exhibit Hall is located in Hall C on level 2 of the Sands Expo Center, which is connected to the Venetian & Palazzo Resort Hotel Casinos.

Here is a basic overview of your exhibit space.

- ▶ **Booth Drape:** All booths will have the following drape (excluding island booths):
  - Back Drape: Teal & White
  - Side Rail: Teal

**Booth Type:** Refer to your exhibitor/sponsorship agreement for your booth type. If you're unsure about what is included in your booth call show management at (310) 717-0633 or email [Marguerite.Hoffman@bobit.com](mailto:Marguerite.Hoffman@bobit.com)

- **Standard Booths Include :** Drape and 7"x44" ID sign **\*Your exhibit booth does NOT include a skirted table, chairs or wastebasket unless your space agreement specifically states you upgraded to a booth "Package."**
- ▶ **Carpet:** Aisle carpet color is peacock (teal and black)
  - **IMPORTANT!** 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.
- ▶ **Hanging Signs** are NOT permitted in Hall c.

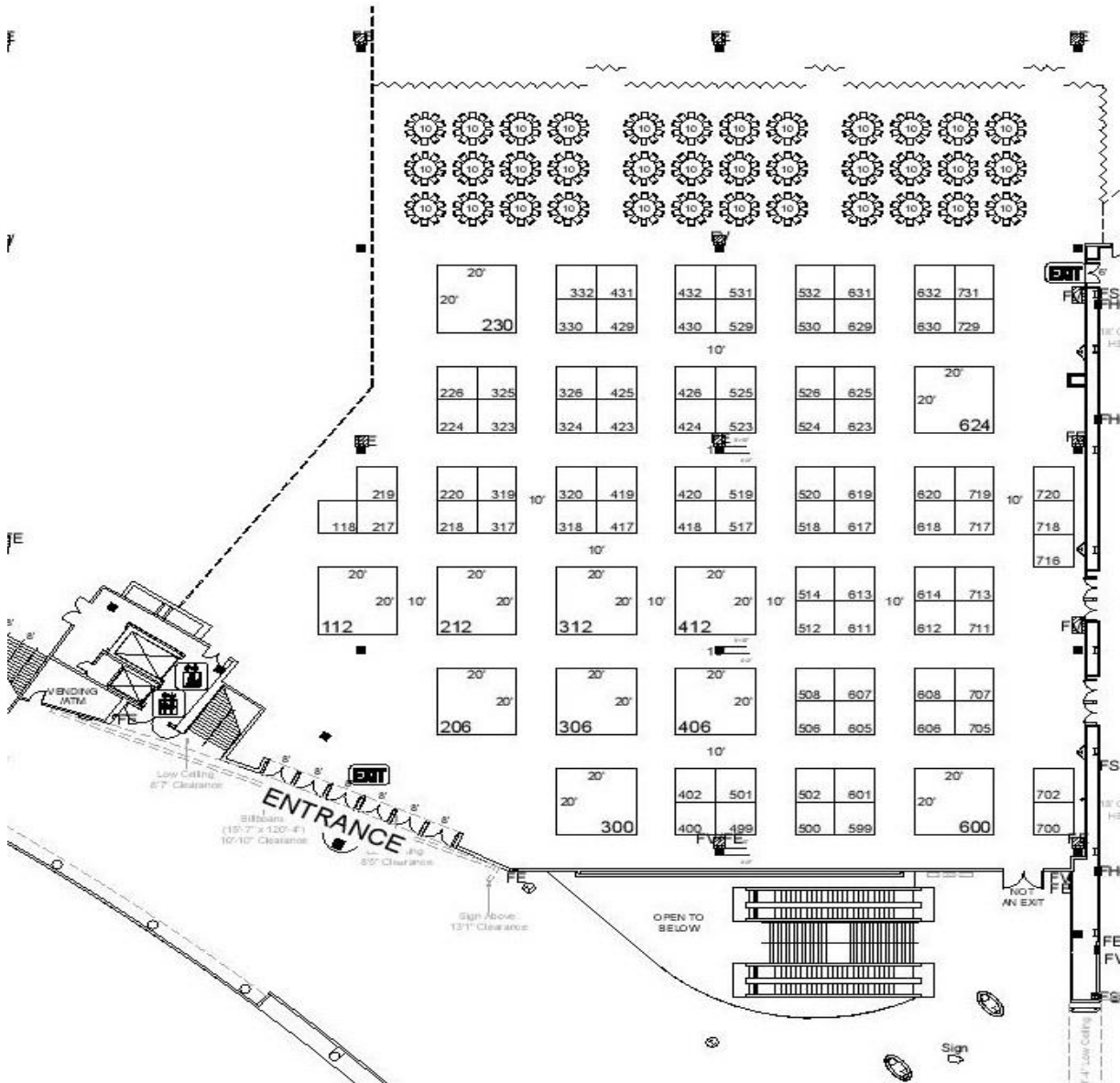


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# EXHIBIT HALL C FLOOR PLAN

Visit [www.AgentSummit.com](http://www.AgentSummit.com) for the most current floor plan.

Agent Summit  
 May 21 - 23, 2018  
 Sands Expo\_Hall C  
 Las Vegas, NV



## BOOTH PLANNING CHECKLIST

The following items are suggested items that are popular among exhibitors and may not apply to you. Contact the corresponding contractor to order what you need for your exhibit booth. More great rentals and services can be found through the Agent Summit [online service kit](#).

*Note: If you **upgraded** your space to include a **booth package** you will be provided (1) 6ft table with black skirt, (2) side chairs, and (1) wastebasket. If you're not sure if you have a booth package please call customer service at the number below.*

Popular Items	Vendor	Order Form
<input type="checkbox"/> Carpet - <b>MANDATORY</b>	Shepard Exposition Services	Shepard Service Kit
<input type="checkbox"/> Table with skirt	Shepard Exposition Services	Shepard Service Kit
<input type="checkbox"/> Chairs	Shepard Exposition Services	Shepard Service Kit
<input type="checkbox"/> Wastebasket	Shepard Exposition Services	Shepard Service Kit
<input type="checkbox"/> Furniture and Booth Accessories	Shepard Exposition Services	Shepard Service Kit
<input type="checkbox"/> Booth Cleaning	SES – Specialized Event Services	<a href="#">SES Online Orders</a>
<input type="checkbox"/> Electrical	SES – Specialized Event Services	<a href="#">SES Online Orders</a>
<input type="checkbox"/> Internet	SES – Specialized Event Services	<a href="#">SES Online Orders</a>
<input type="checkbox"/> Audiovisual (e.g. monitors)	SES – Specialized Event Services	<a href="#">SES Online Orders</a>
<input type="checkbox"/> Floral	Convention Plant Creations	<a href="#">Floral Order Form</a>
<input type="checkbox"/> Lead Retrieval/ Badge Scanners	Custom Registration Inc.	<a href="#">Lead Retrieval Order Form</a>
<input type="checkbox"/> Freight Carrier	ELITExPO	<a href="#">Freight/Shipping Order Form</a>



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## 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



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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 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 21, 2019 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 20th 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](mailto: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 20th.

#### **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 26, 2019.**

**If you have your own insurance, please submit a copy to [Sales@rainprotection.net](mailto: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 21st 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, 2019 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 L144560519](#)) 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, 2019 and May 13, 2019. 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



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

### **Direct to Show Site Shipping**

The Palazzo and Sands Convention Center will not accept shipments prior to May 20, 2019 at 8:00am. Shipments received at the The Palazzo and Sands Convention Center prior to 8:00am on May 20<sup>th</sup> 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.





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## SHIPPING GUIDELINES

Detailed information is included in the Shepard Service Kit including shipping labels, material handling authorization and storage forms.

### Shepard Advance Warehouse

First Day for warehouse deliveries (without surcharge): **Monday, April 22, 2019**

Last Day for warehouse deliveries (without surcharge): **Monday, May 13, 2019**

*\* Freight delivered May 15-18 should go to the advance warehouse, but will incur a surcharge for late delivery.*

### SHIP TO:

[Exhibiting Company Name & Booth #]  
Agent Summit  
C/O Shepard Exposition Services  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, NV 89118

Phone: 702-507-5278

Fax: 702-948-0341

Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

**Event Code: L144560519**

### Direct to Show Site

Shipments will be received onsite **starting Monday, May 20, 2018 at 8:00am**. Shipments that arrive at the Sands Expo Center prior to 8:00am on May 21st will be refused and sent back to sender at the expense of the exhibitor.

### SHIP TO:

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

### SHIPPING CHECKLIST

Be sure to complete the following forms in the Shepard Service Kit.

- Credit Card Authorization Form
- Material Handling Authorization Form
- Fill out the shipping labels and adhere to each package



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## CERTIFICATE OF INSURANCE



**MANDATORY DEADLINE: APRIL 26, 2019**



Request for information. This form is available online.

**Submit Online:** <http://bit.ly/2n7fcQN>

### Mandatory Coverage

#### Exhibitor Liability Insurance Requirements

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with the following requirements:

- Minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- This insurance must be in force during the lease dates of the event, May 19-23, 2019, naming Bobit Business Media/Agent Summit (3520 Challenger St. Torrance, CA 90503) as the certificate holder.
- The Additional Insured must read as follows: Bobit Business Media/Agent Summit, The Venetian, The Palazzo, Sands Expo and Shepard Exposition Services.

**If you do not have your own liability insurance you can purchase it for \$99 through Rainprotection.**

[Click here to purchase your liability insurance.](#)

#### NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

- Address: 201 Sands Avenue, Las Vegas, NV, 89169
- Phone Number: (800) 528-7975

### Mandatory Coverage

#### Workers Compensation/Employers Liability

As a standard requirement based in the state you are domiciled in, you are required to provide proof of Workers Compensation insurance with limits not less than \$1,000,000 for each occurrence. This insurance cannot be purchased from Rainprotection Insurance. Please submit a copy to [Sales@rainprotection.net](mailto:Sales@rainprotection.net).

### Mandatory Coverage

#### Auto Liability Insurance

If automobile insurance will not be included on your certificate then you must supply a copy of the insurance for any vehicle that will be driven onto the site for unloading, loading or display purposes. If you are not using an auto for the show, this coverage is not necessary. The auto declarations page must show active policy dates, vehicles covered, and a minimum Bodily Injury/Property damage liability of a combined single limit of \$150,000.

Rainprotection can offer this coverage, but only if you first purchased Liability Insurance through the link above.

[Click here to purchase your Supplemental Auto Liability insurance.](#)

### Optional Additional Coverage

**Rainprotection offers affordable short term Equipment/Merchandise/Display Insurance.** All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

[Click here to complete and return the Enrollment Form.](#)

## BOOTH TRAFFICKING INFORMATION MANDATORY

**Deadline: April 26, 2019**



Request for information. This form is available online.

**Submit Online:** <https://tinyurl.com/vyrrelda>

It is **mandatory** for exhibitors providing a special giveaway or activation on the show floor to get **pre-approved by show management**. Agent Summit offers many great EXCLUSIVE sponsorships and we encourage all exhibitors to be creative in promoting traffic to their booth, so we will be assisting exhibitors to ensure there is no overlap with exclusive sponsorships.

Examples of special giveaways or activations include photo booths, cell phone charging stations, games, specialty items, etc.

### Booth Giveaways That are Prohibited:

- Water Bottle (pre-filled and sealed)
- Lanyards
- Cigars

### Other Prohibited Activations:

- Professional Headshots/Photography
- Shoe Shine
- Cigar Rolling
- Bourbon Tasting

**Submit Online:** <https://tinyurl.com/vyrrelda>

# BOOTH DISPLAY INFORMATION **MANDATORY**

**Deadline: April 26, 2019**

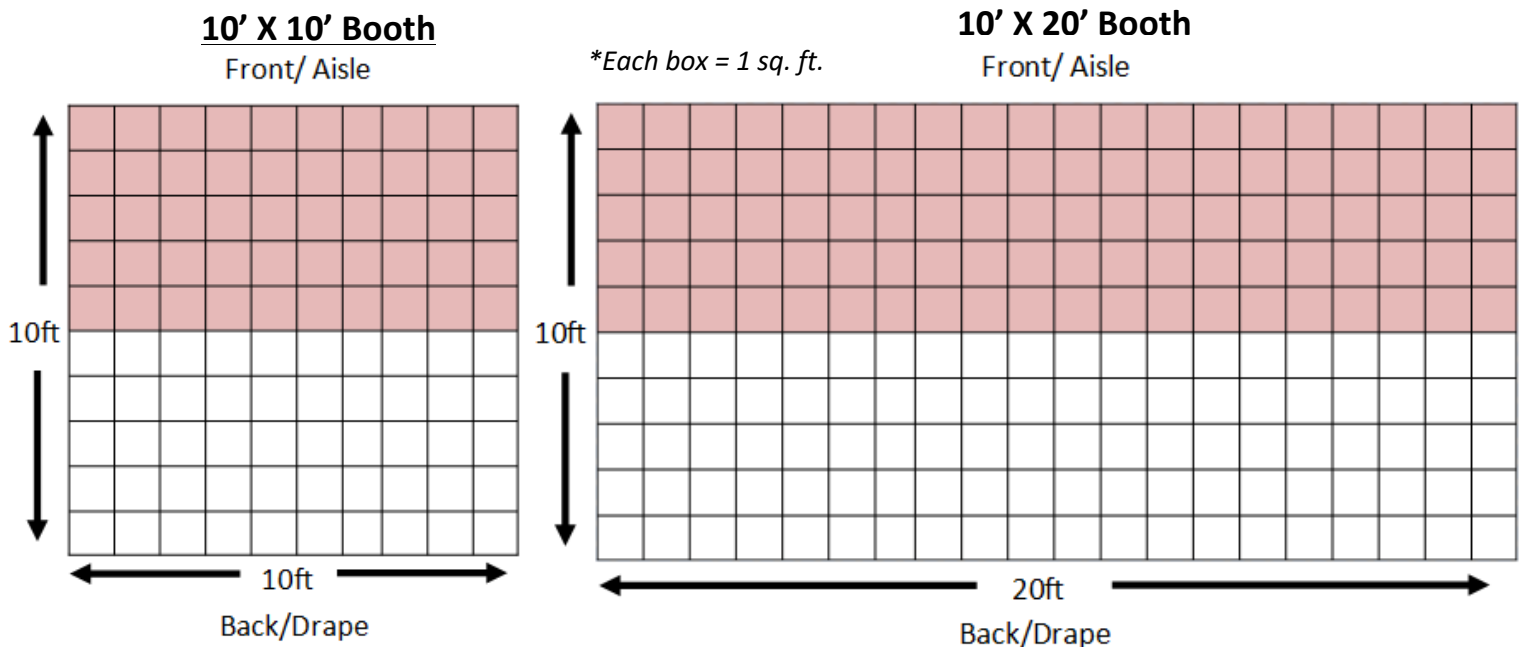
**Request for information.** This form is not available online. Please print, handwrite and email to Marguerite.Hoffman@bobit.com.

## Booth Display Schematic

It is **mandatory** for all exhibiting companies to provide a diagram of their booth display. This is to ensure your booth layout fits the booth you have selected and adheres to our [Exhibitor Display Rules and Regulations](#). Please be sure to review the rules and regulations prior to move-in.

Draw your booth set up using the grid and display guidelines on the following pages. Label all items that will be included in your display such as banners, tables, chairs, audiovisual (including height of each) and submit your drawing to Marguerite.Hoffman@bobit.com or fax to (310) 533-2511 by **April 26, 2019**.

## Booth Display Diagram – For Inline Booths



### Display Rules

- Items placed in the front half (i.e. 5ft) of your booth must be under 4ft tall. This is the shaded pink area.
- Tables and chairs should be placed in the back half of your booth, so your booth visitors are not congregating in the aisle.
- Floor standing objects must be no taller than 8ft.

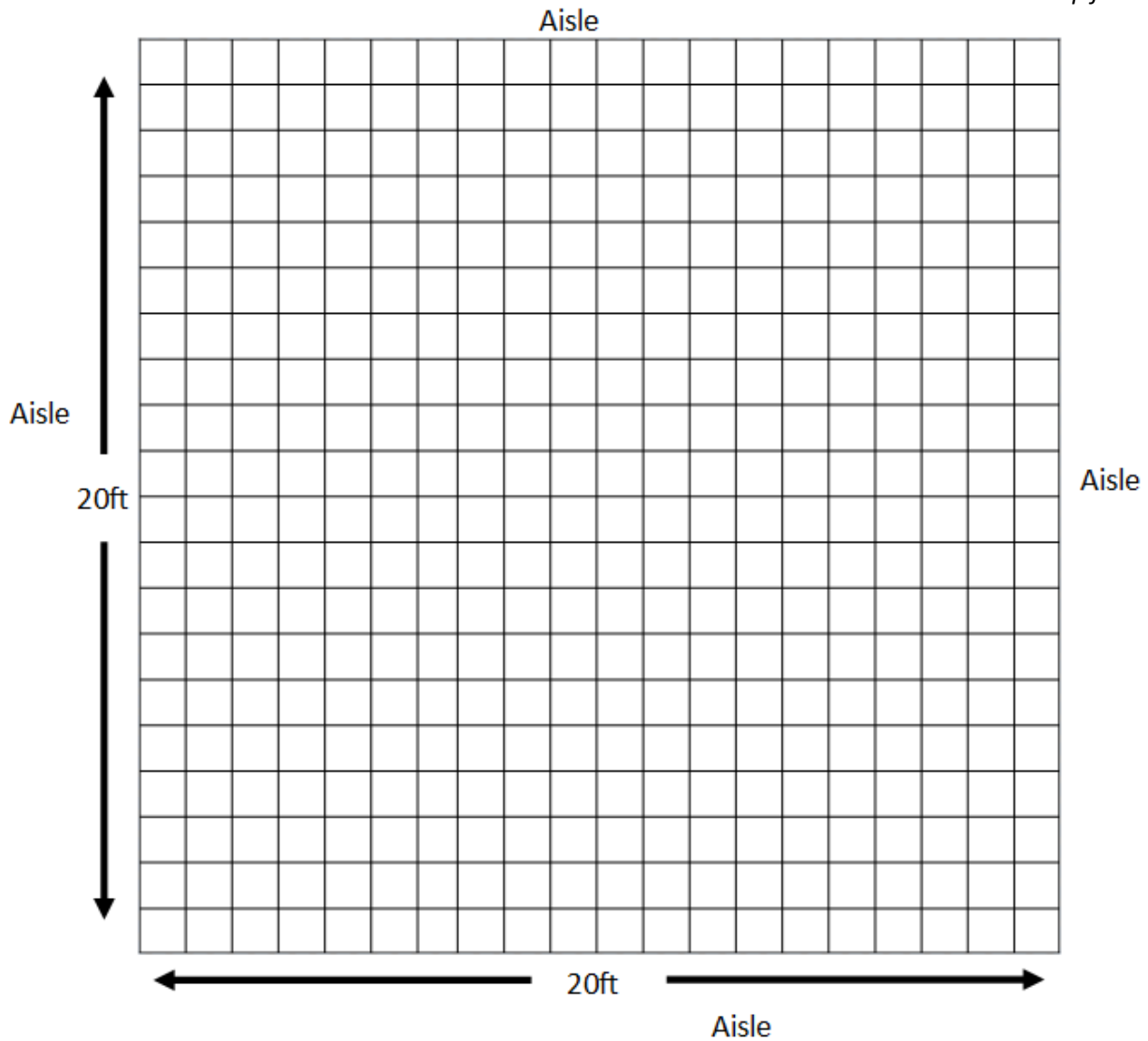
### Perimeter Booths

- The above display rules apply, except perimeter booths are permitted to have floor standing objects no taller than 12ft and may hang a banner at a height of 16ft from the floor to the bottom of the banner.

**Booth Display Diagram – For Island Booths**

**Island Booth**

*\*Each box = 1 sq. ft.*



**Display Rules**

*The ceiling height in the exhibit hall is 18feet tall.*

- Double-sided or rotating banners, signs, and graphics must be set at least 10ft away from other booths.



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## EMERGENCY CONTACT INFORMATION

### MANDATORY

**Deadline: April 26, 2019**



Request for information. This form is available online.

**Submit Online:** <https://tinyurl.com/yywxjobq>

It is important that we have an onsite point-of-contact contact from your company for urgent issues while at the show. Please submit your onsite emergency contact online.

**Submit Online:** <https://tinyurl.com/yywxjobq>



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## EXHIBIT STAFF PRE-REGISTRATION

**Deadline: May 18, 2019**



Request for information. This form is available online.

**Register Online:** <http://bit.ly/2BrhZHw>

### Online Registration Instructions

Go to: <http://bit.ly/2BrhZHw>

Refer to your space contract for your login information

Username: Email address

Password: Zip code

Access the link anytime to add or change registrants!

## HOTEL INFORMATION

**Deadline: April 29, 2019**

Make your hotel reservations now! The Venetian & Palazzo Resort Hotel Casinos has set up special rates for Agent Summit Attendees. Hurry, availability is limited and rates expire April 29, 2018.



### **The Venetian & Palazzo Resort Hotel Casinos**

3325 S Las Vegas Blvd

Las Vegas, NV 89109

Group Rate: \$299/night

Group Rate Deadline: April 29, 2019 or until block is full

Reservations call: (866) 659-9659

[Or click here to book online](#)

Reference: Agent Summit

### **BE AWARE OF TRAVEL SCAMS!**

Agent Summit is committed to providing you with the best travel deals around. Agent Summit Show Management is the official travel provider for the conference and does not work with an outside third-party vendor. Venetian & Palazzo Resort Hotel Casinos is the official host hotel. The Venetian & Palazzo Resort Hotel Casinos will not call you to book your reservation and any offers from other hotels and/or travel agencies are not endorsed by Agent Summit. Don't be fooled by offers from other parties using the Agent Summit, Bobit Business Media, MG Investment Group or Agent Entrepreneur names – they are NOT affiliated with Agent Summit, Bobit Business Media, or MG Investment Group. Remember, if the offer seems too good to be true, it probably is. At the very least, prior to booking with a party other than Paris Las Vegas, please check the prospective vendor's rating at <http://www.bbb.org>.

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## HOSPITALITY & SPECIAL EVENTS

Your company is required to be registered for the 2019 Agent Summit conference to maintain a hospitality suite, or conduct a special event during Agent Summit. You must request approval from Agent Summit Show Management 45 days prior to the event. The suite or special event host is responsible for making the arrangements for the hospitality event with The Venetian & Palazzo Resort Hotel Casinos and is responsible for all charges. No events will be permitted that conflict with any official portion on the Agent Summit program. Promotion of the event may occur at the host's booth or if the event is open to the entire conference delegation, a request can be made to be included in the program guide. Agent Summit reserves the right to not approve an event or hospitality room in conjunction with the conference. The Venetian & Palazzo Resort Hotel Casinos has been advised not to book an event unless it has been approved by the Agent Summit conference in advance. No event can be conducted during exhibit hall hours.