

Thank you for your participation MJBizCon 2019!

As the show approaches, there are several important items and deadlines that you need to be aware of to ensure that your show participation is both a productive and successful experience.

Important Deadlines:

Oct 11	Submit your proof of insurance to events@mjbizdaily.com
Nov 11	If using an EAC (Exhibitor Appointed Contractor) send form to sales@mjbizdaily.com
Nov 11	Early Discount deadline for all Cox services (internet, data, wireless etc.)
Nov 11 – Dec 4	Shipments to Advance Warehouse
Now - Dec 4	Book your hotel rooms https://mjbizconference.com/hotel/
Nov 18	Early Discount deadline for all Freeman services / Free furnishing order form due
Oct 28	Lead Retrieval deadline form due to CSI
Dec 4	Register your onsite staff
Dec 9 & 10 ONLY	Shipments to Show site

What is included in my booth? (You must complete the FREE furnishing order form below)

Every 10 x 10 booth space (100 sq. ft.) includes:

- 8' black pipe and drape back wall
- 3' black pipe and drape sidewalls
- 6' or 4' black draped table
- 2 standard chairs
- Wastebasket
- Booth ID sign
- **FREE-** Material Handling
- **FREE-** Standard black carpeting
- Online Booth profile
- Four (4) Exhibit Passes

***IMPORTANT: Order your FREE furnishings by November 18, 2019!**

Exhibitor Services Manual

Your Exhibitor Services Manual (ESM) contains all the necessary documentation needed to execute your experience at MJBizCon. The ESM contains the forms, rules, guidelines, deadlines, and information for all your show services.

Important notes regarding the documents within the ESM

- Material Handling** Your onsite material handling is included in your booth fee up to 3,000 pounds per item. This means you will not get a large bill for moving your freight from dock to booth, storing your empties, returning them, and bringing them back to the dock for outbound shipping. There are a few exceptions such as late shipments, heavy machinery, etc., but follow the guidelines and your material handling is on the house!
- Shipping** You are responsible for shipping to the show and arranging return transportation. We HIGHLY encourage you to ship to the advance warehouse (with delivery no later than **Tuesday, Dec 10**). This will provide you a much smoother set-up day as your booth materials will be in your booth when you arrive for set-up.
- Carpet** Standard Black carpeting is provided for your booth at no charge. If you would like a different color carpet or add padding, please complete the carpet order forms online through Freeman.
- Cleaning** Your booth will be vacuumed at no charge on Tuesday evening. If you would like daily vacuuming, please complete the cleaning order form through Freeman Online.
- Lead Retrieval** Early bird pricing ends on **Friday, October 11**. You must complete and return the CSI form by **Monday, October 28** for advanced pricing.

Electrical

Your booth package does **NOT** include electrical. If you need electrical for your booth, please complete the electrical order forms through Freeman Online.

Insurance

Per your sales agreement, you are required to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, for the event. Failure to secure or provide the insurance does not limit the extent of your liability. If you do not have General Liability Insurance or your underwriter will not provide this to you, you can order a low cost temporary event policy from Buttine Insurance.

You will need to name the following as additional insured prior to the event:

Anne Holland Ventures Inc. dba MJBizCon
3900 S. Wadsworth Blvd. Ste 100,
Lakewood, CO 80235

-and-

Las Vegas Convention Center
3150 Paradise Rd
Las Vegas, NV 89109

Exhibitor Load-In and Out / Show Floor Hours

Monday, December 9

7:00 am – 6:00 pm	Registration Open	North Hall 2
8:00 am – 6:00 pm	Move-In (Booths 600 sq.ft. or larger ONLY)	Central Hall
10:00 am-6:00 pm	Move-In (Booths 400 sq.ft. or larger ONLY)	Central Hall
1:00 pm – 6:00 pm	Move-In (All Exhibitors)	Central Hall

Tuesday, December 10

7:00 am – 6:00 pm	Registration Open	North Hall 2
8:00 am – 6:00 pm	Exhibitor Set-up	North & Central Halls

Wednesday, December 11

7:00 am – 6:00 pm	Registration Open	North Hall 2
10:00 am – 6:00 pm	Exhibit Hall Open - Central and Marketplace	North & Central Halls

Thursday, December 12

7:00 am – 6:00 pm	Registration Open	North Hall 2
10:00 am – 6:00 pm	Exhibit Hall Open - Central and Marketplace	North & Central Halls

Friday, December 13

7:00 am – 3:00 pm	Registration Open	North Hall 2
10:00 am – 3:00 pm	Exhibit Hall Open - Central and Marketplace	North & Central Halls
3:00 pm – 10:00 pm	Exhibitor Tear-Down	North & Central Halls

NOTE: Do not tear-down early or you will lose priority points

If you have any questions, please don't hesitate to contact us!

We look forward to seeing you in Vegas!