

## Thank you for participating in MJBizCon 2021!

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:

August 20	Submit your proof of insurance to <a href="mailto:events@mjbizdaily.com">events@mjbizdaily.com</a>
September 16	If using an EAC (Exhibitor Appointed Contractor) send form to <a href="mailto:sales@mjbizdaily.com">sales@mjbizdaily.com</a>
September 16	Book your hotel rooms through <a href="#">OnPeak</a> the official hotel provider for MJBizCon
September 16	Register your onsite staff
September 20	Advance Warehouse Opens
September 27	Early Discount deadline for all Cox services (internet, data, wireless etc.)
September 27	Early Discount deadline for all Freeman services / Free furnishing order form due
October 12	Last day shipments will be accepted to the Advance Warehouse
October 17	Shipments to Show site

### What is included in my booth?

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 tuxedo carpeting
- Online Booth profile
- Four (4) Exhibit Passes

**\*IMPORTANT: Complete the [FREE furnishing order form](#) by Monday, September 27, 2021.**

### 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, October 12**). 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 tuxedo 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 through Freeman Online.

**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** Included in your booth package are two (2) lead retrieval licenses. Do not miss this **FREE** opportunity to capture and manage your show leads via an app on your phone.

**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., Suite 100  
Lakewood, CO 80235

**-and-**

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

**Exhibitor Move-in/ Out Schedule**

**Monday, October 18**

8:00 a.m. - 6:00 p.m.	Registration Open	North & Central Hall
8:00 a.m. - 6:00 p.m.	Move-In for Booths 400 sq. ft. or larger ONLY	Central Hall
1:00 p.m. - 6:00 p.m.	Move-In (All exhibitors)	Central Hall

**Tuesday, October 19**

7:00 a.m. - 6:00 p.m.	Registration Open	North & Central Hall
8:00 a.m. - 6:00 p.m.	Exhibitor Set-up	Central Hall

**\*All exhibits must be installed and complete by Tuesday, October 19, 2021 at 6:00 p.m.**

**Wednesday, October 20**

7:00 a.m. - 6:00 p.m.	Registration Open	North & Central Hall
10:00 a.m. - 6:00 p.m.	Exhibit Hall Open	Central Hall

**Thursday, October 21**

8:00 a.m. - 6:00 p.m.	Registration Open	North & Central Hall
10:00 a.m. - 6:00 p.m.	Exhibit Hall Open	Central Hall

**Friday, October 22**

8:00 a.m. - 3:00 p.m.	Registration Open	North & Central Hall
10:00 a.m. - 3:00 p.m.	Exhibit Hall Open	Central Hall
3:00 p.m. - 11:00 p.m.	Move-out	Central Hall

\* Exhibits that are 880 sq.ft. or larger, have heavy Machinery or large shipping containers please submit requests to [Sales@MJBizDaily.com](mailto:Sales@MJBizDaily.com).

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

*If you have any questions, please do not hesitate to contact us!*

***We look forward to seeing you in Vegas!***