



We look forward to having you exhibit at MJBizCon 2022!

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:

October 13	Book your hotel rooms through onPeak, the official hotel provider for MJBizCon
October 13	Register your onsite staff
October 17	Advance Warehouse Opens
October 24	Early Discount deadline for all Cox services (internet, data, wireless etc.)
October 24	Early Discount deadline for all Freeman services / Free furnishing order form due
November 1	Catering Orders must be received by 12pm to Centerplate
November 9	Last day shipments will be accepted to the Advance Warehouse
November 13	Shipments to Show Site (refer to ESM for details and shipping instructions)

***IMPORTANT: Complete the [Free Furnishing](#) order form by **Monday, October 24, 2022**.**

Exhibitor Services Manual

The 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

<u>Material Handling</u>	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!
<u>Shipping</u>	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 Wednesday, November 9th). 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.
<u>Carpet</u>	Standard tuxedo carpet is provided for inline booths at no charge. If you would like a different color carpet or add padding, please complete the carpet order forms through Freeman Online . Please note: Island booths are considered raw space and will need provide their own flooring.
<u>Cleaning</u>	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 .
<u>Lead Retrieval</u>	Lead Retrieval can be purchased through Maritz. For additional information please check the Exhibitor Resource Center site for details and pricing.

Electrical

Your booth package does **NOT** include electrical. If you need electrical, please complete the electrical order forms through [Freeman Online](#).

Insurance

New This Year! We have streamlined exhibitor insurance by including it on your invoice. No more back and forth, no reminder emails, no scrambling at the last minute to send us your proof of insurance.

Exhibitor Move-in/ Out Schedule**Monday, November 14**

7:00 a.m. - 6:00 p.m.	Registration Open	Lower South Hall ONLY
8:00 a.m. - 6:00 p.m.	Move-In for Booths 400 sq. ft. or larger ONLY	South Hall Upper and Lower
1:00 p.m. - 6:00 p.m.	Move-In (All exhibitors)	South Hall Upper and Lower

Tuesday, November 15

7:00 a.m. - 6:00 p.m.	Registration Open	South Hall Upper and Lower
8:00 a.m. - 6:00 p.m.	Exhibitor Set-up	South Hall Upper and Lower

***All exhibits must be installed and complete by Tuesday, November 15, 2022 at 6:00 p.m.**

Wednesday, November 16

7:00 a.m. - 6:00 p.m.	Registration Open	South Hall Upper and Lower
10:00 a.m. - 6:00 p.m.	Exhibit Hall Open	South Hall Upper and Lower

Thursday, November 17

8:00 a.m. - 6:00 p.m.	Registration Open	South Hall Upper and Lower
10:00 a.m. - 6:00 p.m.	Exhibit Hall Open	South Hall Upper and Lower

Friday, November 18

8:00 a.m. - 3:00 p.m.	Registration Open	South Hall Upper and Lower
10:00 a.m. - 3:00 p.m.	Exhibit Hall Open	South Hall Upper and Lower
3:00 p.m. - 11:00 p.m.	Move-out	South Hall Upper and Lower

*** Exhibits that are 800 sq.ft. or larger, have heavy Machinery or large shipping containers please submit requests to sales@mjbiz.com**

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

We look forward to seeing you in Vegas!