

# MJBizCon<sup>®</sup>

## Exhibitor FAQ's



## [Where can I find information on Health and Safety Regulations for MJBizCon?](#)

- You can find the most up-to-date Health and Safety Regulations [HERE](#).
- [HERE](#) you can find a list of resources on [How to Safely Return to Exhibiting](#) provided from Freeman's Resource Collection.

## [What comes with my booth package?](#)

### **Inline booth space includes:**

- 8' black pipe and drape back wall
- 3' black pipe and drape side walls (please note: corner booths do **NOT** have a side wall that borders an aisle)
- Booth ID sign
- Tuxedo carpet

**\*Electrical is NOT included with your booth and needs to be ordered through Freeman Online.**

The [Free Booth Furnishings](#) form must be filled out to receive the following items:

- o 6' black draped table
- o 2 standard chairs
- o Wastebasket

**\* Orders received after October 24, 2022, will be charged at the Standard Price listed on the Furnishings Order Form.**

### **Island Booth Packages:**

Island booth spaces are sold as raw space and exhibitors must provide their own flooring.

**\*Please refer to the Exhibitor Resource Center page for booth rules.**

## [What expenses should I keep in mind when budgeting for MJBizCon?](#)

- Exhibit space rental
- Additional booth furnishings: Signage, collateral, giveaways, etc.
- Electrical, internet/Wi-Fi, cleaning and/or AV equipment
- Staff expenses: hotel accommodations, travel, etc.
- Shipping to Advance Warehouse/Show Site

## [How do I register my booth staff?](#)

As soon as exhibitor registration opens, you will be the first to receive an email with the steps on how to register your booth staff. Steps will also be posted on the Exhibitor Resource Center site.

For additional exhibitor registration assistance, please contact Maritz:

[MJBiz@maritz.com](mailto:MJBiz@maritz.com)

Phone: (864) 208-2465

## [Where do I pick up my badge onsite?](#)

### **Monday, November 14**

7:00 am - 6:00 pm (Lower South Hall ONLY)

**\*7:00 am Exhibitors can pick up their badges before the floor opens for setup. Effective Monday morning, everyone MUST have a badge to get onto the show floor.**

### **Tuesday, November 15**

7:00 am - 6:00 pm (Upper and Lower South Hall)

### **Wednesday, November 16**

7:00 am - 6:00 pm (Upper and Lower South Hall)

### **Thursday, November 17**

8:00 am - 6:00 pm (Upper and Lower South Hall)

### **Friday, November 18**

8:00 am - 3:00 pm (Upper and Lower South Hall)

### **How can I cut down on my overall costs?**

- ORDER IN ADVANCE SO YOU DON'T MISS THE EARLY BIRD RATES!
  - Important deadline dates can be found on the Exhibitor Resource Center page.
- Schedule (necessary) labor on straight time. Refer to Freeman Online labor rates.
- Multiple pieces shipped together can be crated/palletted and shrink wrapped, this will help with shipping fees to the advance warehouse/show site.

### **What is the safest and most efficient way to get my materials to the show?**

- Read material handling and shipping instructions in the ESM.
- Use pre-printed shipping labels provided in the ESM.
- Make company, booth number and show name visible on shipments.
- Multiple pieces can be considered one shipment if crated/palletted and shrink-wrapped. This cuts down on items being separated or lost.
- Ship to the Freeman Advance Warehouse
- Keep tracking numbers for shipments

### **Can I set up my own booth?**

- Yes. Refer to the ESM for Freeman Rules and Regulations and Union Regulations.
- If using an EAC (Exhibitor Appointed Contractor) to set up/tear down your booth, please refer to the ERC (Exhibitor Resource Center) page for new rules and fees.
- You must have your booth set up by **Tuesday, November 15<sup>th</sup> at 6:00 p.m.**
- Click [HERE](#) for Freeman responsibilities when setting up your booth.

### **What are the restrictions for my booth structure?**

Please refer to the inline/island booth rules. They can be found on the Exhibitor Resource Center Page.

### **Can I tear my booth down early?**

Exhibitors are not allowed to tear down early. Tear down will begin at **3:00 p.m. on Friday, November 18<sup>th</sup>**. If an exhibitor begins teardown early, they will lose priority points. Freeman will begin returning containers as soon as the aisle carpeting is removed from the exhibit floor. Please be patient.

### [Am I allowed to bring my booth materials in myself?](#)

- Exhibitors are allowed to “hand carry” **small items** such as cartons and packages.
- When exhibitors choose to “hand carry”, they may not access designated material handling areas and must carry items through the main entrance. Please refer to Pre-Show Management, Material Handling section in the ESM on page 7.

### [Is Material Handling Covered?](#)

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!

### [Are there noise or sound restriction within my booth?](#)

Per IAEE Guidelines, in general, the use of sound equipment in booths is permitted if the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Sound and noise should **NOT exceed 85 decibels** when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor’s booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

**\*Show Management reserves the right to determine at what point sound constitutes interference with another exhibitor and you may be asked to turn down or turn off amplified sound.**

### [Can I leave my items in my booth overnight?](#)

Show Management does provide overnight “perimeter” security around the halls but highly recommends not leaving valuables in the booth while unattended or overnight. Taking valuables with you at the end of show day is encouraged.

### [Can I bring a pop-up Tent?](#)

At MJBizCon, Pop-Tents are prohibited and will not be allowed. They will be taken down at the exhibitor’s expense.

### [What are my ordering options \(such as electric, internet, booth rental, furniture, cleaning etc.\)?](#)

You can find additional services and pricing on the [Exhibitor Resource Center](#) site and on [Freeman Online](#). These additional services include – electrical, internet, floral arrangements, booth rental, furniture, cleaning, booth security, and lead retrieval.

### [If I forgot something for my booth setup or need additional help, where do I go onsite?](#)

Visit the Exhibitors Service desk, location TBD (there will be one on both lower and upper South Halls). Floor managers and Freeman concierges will be assigned to each pavilion on the show floor. They will stop by and introduce themselves during setup. Floor managers will be there throughout the show and can assist with any questions that arise.

### [Where can I make copies if I run out of sale material at the show?](#)

There is a FedEx located in Central Lobby of the LVCC. They are open from 8:00am-5:00pm daily.

#### **In-store services:**

- Saturday service
- Sunday service
- Express shipping
- Ground shipping
- Packaging supplies
- Copy & print services
- Return shipping services
- Signs and banners
- Direct mail services
- International shipping
- Get a shipping label
- Packing services

### [Are there sponsorship opportunities to enhance my presence at the show?](#)

Yes! Please contact your sales rep for details.

### [How do I book my hotel for myself or a group?](#)

onPeak is our official hotel provider for MJBizCon. Do not book with vendors other than those provided by show management. Only reserve your hotel accommodations through the phone number or link provided, otherwise we cannot guarantee your reservation confirmation. [HERE](#) is the link for Las Vegas Travel Information.

### [What are the rules around Cannabis, THC, and CBD at MJBizCon and the Las Vegas Convention Center?](#)

Please click [HERE](#) to read the LVCC and MJBizCon Cannabis/ CBD and THC policies.

### [Can I order catering for my booth or give out samples?](#)

Catering can be ordered through Centerplate. You can also find sampling rules and fees on the [Centerplate forms](#). You must submit your catering order to Centerplate by **November 1<sup>st</sup>**.

### [What's NEW this year at MJBizCon?](#)

Make sure to check the Exhibitor Resource Center page often for the latest happenings at MJBizCon! We have added some exciting new things and can't wait to share them with you!