

#### Additional SouthPoint Details:

The FBI National Academy Associates and The Nevada Sheriffs' and Chiefs' Association are excited to be partnering with you at the 2018 FBINAA/NVSCA Annual Conference and want to thank you in advance for supporting our conference and our efforts to serve our respective communities.

As we nail down the final details I wanted to share what I have so far.

- Attached you will find the Exhibit Hall (Grand Ballroom A) floorplan and space numbers spreadsheet. **Your exhibit space number was sent via email on 10/23.** Email me through the contact information on this website if you don't have it.
- The vendor tables will be labeled; please do not change your assigned location. Information packets will be available during early vendor set up.
- There are still rooms available at the SouthPoint at a reduced rate when using room code **NVS1104** – reserve here: <https://southpointcasino.com/>
- You may ship some items to the SouthPoint Business Center **up to one week in advance** without storage charges. Large or heavy items may incur a handling fee. Call them with questions: 702-797-8100. Ship to: Southpoint Hotel Business Center 9777 Las Vegas Blvd South Las Vegas, NV 89183. Add the name of the person picking up the item as the ATTN:
- To assist you in bringing items into Grand Ballroom A, we are providing a drop-off area located on the east side of the parking garage on the third floor adjacent to the roll-up doors. The parking garage can accommodate vehicles up to 8' high
- Per the SouthPoint there is no earlier entry or set up; it begins Monday at 3:00.
- There will be two ushers available to assist you on Monday, November 5<sup>th</sup>, from **3:00 pm until 6:00 pm**. The ushers are in place to coordinate the drop off of vendor materials while you park your vehicles on the third floor before taking materials into Grand Ballroom A.
- There will be 3 carts available for your use. If you use a cart, unload it at your table then return it for others to use
- The hotel reminds you that nothing can be taped on the walls and food and beverage cannot be given away as all food and beverages purchased must be purchased from the catering department.
- For those that are part of the Passport Program we will issue you a unique paper punch to punch a hole on your space number in the passport card of the attendee submitting it to you. We'll just see how this goes 😊
- Also, don't forget to visit our nightly hospitality room. We will provide the exact room number on move-in day. The hospitality room is your chance to network and create lasting partnerships with agency leaders so please make an effort to swing by at some point between 5 and 10 pm; we truly want to get to know you!