

## Welcome to the 2019 FBINAA/NvSCA Annual Conference in Las Vegas

**\*\*\*MOVE IN is 11/4, 3 to 6pm – MOVE OUT is 11/6, 2 to 5pm\*\*\***

Some general information from the SouthPoint event management for the exhibition space is as follows:

- The Grand Ballroom is the exhibit space for the conference; it is at maximum capacity.
- Please come to the exhibit hall on the 2<sup>nd</sup> floor and pick up your purchased registration items (name badge, passport info., etc.) at the FBINAA table in the hallway.
- These are not pipe and drape booths.
- Each Vendor has 1-8-ft x 30" skirted table unless they purchase multiple 8-ft x 30" tables.
- They can display merchandise that fits on top of that table or multiple tables.
- They cannot have anything in the aisle in front of their table as the aisles need to remain clear.
- They can have a single pull up banner directly behind their table put no pipe and drape.
- Move-in is Monday November 4<sup>th</sup> from 3:00-pm to 6:00-pm through the 3<sup>rd</sup> floor rollup in the parking garage.
- There will be 3-parking spaces where the vendors can park and unload and then move their cars prior to taking their booth materials into Grand A.
- We will have a security guard outside the rollup door to direct traffic.
- There will be 3 flat carts for the vendors use.
- If carts are used they need to immediately unload the carts and take the carts back outside for the next vendor to use.
- There is no storage of crates or any booth related materials in the service hallways or anywhere on hotel property other than a vehicle or guest room. Whatever they can store under their 8-ft table is their storage area.
- Vendors cannot bring any food or beverages into the meeting space to give out. All food and beverages must be purchased from the South Point Catering Department.
- No candles or open flames or anything flammable.
- There is package handling available but if the vendors ship any small packages to themselves they are responsible to go to the business center and pay the package handling charges and pickup their package from the business center and bring it to Grand Ballroom A.
- If required, WiFi is available.
- If anyone needs hardwire internet we will need their booth number so we can check with MIS to see if we can run hardwire to their table. Their table would need to be one of the tables on the perimeter walls of the room not any of the tables in the 5-center aisles.
- Move OUT is following the lunch raffle and will be around 2:00 to 5:00 on 11/6