Welcome to the 2022 FBINAA/NvSCA Annual Conference in Las Vegas

**\*\*\*MOVE IN is November 14, 1:00 to 5:00 & November 15, 7am MOVE OUT is November 16, 2 to 5pm\*\*\***

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

* The Grand Ballroom A is the exhibit space for the conference; it is at maximum capacity.
* Please come to the Grand Ballroom foyer on the 2nd 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 1-6-ft x 30” skirted table unless you purchased multiple 6-ft x 30” tables.
* Merchandise can be displayed as long as it fits on top of that table or multiple tables.
* You cannot have anything in the aisle in front of the table as the aisles need to remain clear.
* You can have a single pull up banner directly behind the table but no pipe and drape.
* Move-in on Monday November 14th is from 1:00-pm to 5:00-pm through the 3rd floor rollup in the parking garage.
* There will be 3-parking spaces where the vendors can park and unload and then move your vehicle prior to taking booth materials into Grand Ballroom A.
* We will have 2 ushers outside the rollup door assist and direct movement.
* There will be 3 flat carts for the vendors use.
* If you use a cart(s), please immediately unload the cart(s) and return the cart(s) 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. You can store under your 6-ft table if you choose.
* Vendors cannot bring any food or beverages into the meeting space to give out for immediate consumption. All food and beverages must be purchased from the South Point Catering Department.
* No candles or open flames or anything flammable can be utilized in the exhibitor area.
* There is package handling available, with package handling fees, but if the packages are shipped to yourself, you are responsible to go to the business center, pay the package handling charges and bring it to Grand Ballroom A.
* If required, complimentary WiFi is available.
* If anyone needs hardwire internet, please immediately notify me so that arrangements can be made with Southpoint Staff. I will need the 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 11/16