

## Exhibitor Meeting Room Instructions

**Due Date for Room Set: September 5, 2017**

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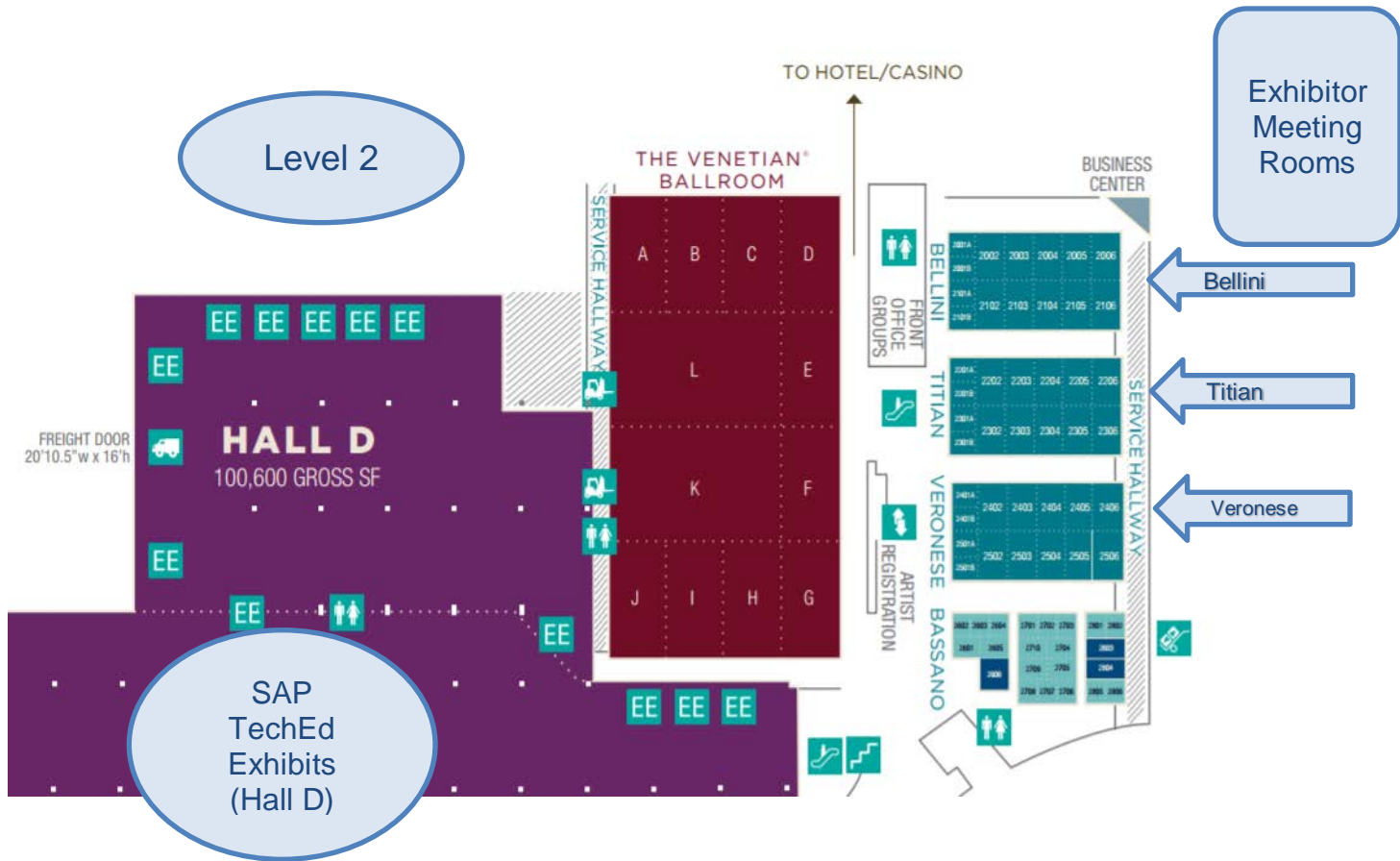
Thank you for purchasing a meeting room. This instruction sheet provides the necessary information to coordinate the details of your room.

***IMPORTANT!*** Please be reminded that exhibitor activities that conflict with the conference program are not permitted. This includes breakfasts, receptions or any other activities occurring in Las Vegas during the published conference program schedule. For the purposes of this conference, a conflicting activity is defined as one that assembles over 50 conference attendees in one location.

Included are skirted tables, chairs, electricity, and a sign with your company name. Exhibitor bears all costs and responsibilities for additional services such as catering, audio visual, and Internet.

Rooms may be set up to your preference: theater, classroom, etc. See page two for a map of room locations and the seating capacities for various room sets.

- **Main Contact and Room Set-Up** Contact Kevin Choi, [da.choi@sands.com](mailto:da.choi@sands.com) or 702.414.4132, to **submit your request for room set-up by September 5** and with questions about your meeting room. Be sure to include the room number and date of the room reservation in your request.
- **Move-in** Rooms will be set and ready for move-in at 6 a.m. on the first day of rental. Plan for additional furnishings, AV, and catering to be installed after 6 a.m. each day of rental.
- **Catering** Find the meeting room catering menu on the Marketing Information page of [Exhibitor Information Web Site](#). Contact Amanda Nichols, [amanda.nichols@sands.com](mailto:amanda.nichols@sands.com) or 702.414.4001 to place your request.
- **Additional Furnishings** (such as soft seating) Order from Freeman via the [Exhibitor Manual](#) – once meeting room locations are assigned the week of September 1, 2017. **Please do not place any furnishings or signs outside the room.**
- **Audio Visual** Order from [FMP](#).
- **Internet and Phone** Contact the [Sands Expo](#) directly to order Internet or phone service. Wireless access is in public spaces throughout the convention center but cannot be guaranteed in the meeting rooms.
- **Signage** A sign with your company name will be located outside the room. Please do not place any additional furnishings or signs outside the room.
- **Keys** Security staff will lock all meeting rooms between the hours of 8 p.m. and 6 a.m. More details, such as where to pick up your keys, will follow as we approach the dates of the conference.
- **Security** The security plan indicates that if anyone needs to enter your room after hours or does not have a badge, they may need to present an ID and business card with your company's name.
- **Valuables** It is advised that nothing of value be left in meeting rooms when unattended.



### Level 2 Meeting Room Capacities

Rooms	Square Feet	Theater	Classroom	Banquet	Reception
One Room	1200	120	50	80	171
One Room A or B	600	60	25	40	86