

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
 Order Services online at theexpogroup.com

InsureTech Connect 2022
 September 20 - 22, 2022
 Mandalay Bay Resort and Convention Center
 Las Vegas, NV

**Discount Deadline:
 August 22, 2022**

**Exhibit Hall
 Colors**

Back drape color: Black
 Side drape color: Black
 Aisle carpet color: None - Concrete will show.

NOTE: Carpet/Flooring is REQUIRED in all booth spaces.

**Meeting
 Pod
 Packages**

Exhibitors with Meeting Pod Packages will receive:

- Semi-Private Meeting Pod
- (4) Side Chairs
- Access to Electrical Outlet
- (1) 30" Round 30" High Pedestal Table
- Company Logo

**Kiosk
 Packages**

Exhibitors with Kiosk Packages will receive:

- Kiosk structure
- Logo for Header
- Power
- To add AV, please see the Audio Visual form.

**Inline
 Booths**

Exhibitors with Inline Booths will receive:

- 8' High backwall pipe & drape
- (1) 44" x 7" Booth ID Sign that show company name and booth number.
- 3' High sidewall pipe & drape

**Quick
 Tips**

- The Electrical provider has jurisdiction for the mounting of any monitor and bracket onto a structure or backwall, regardless of supplier. If you need to coordinate the labor to hang a monitor you are providing or being ordered through the exhibitor service manual you can order that on the Electrical Order Form under Electrical Labor. Just note that the labor is for monitor installation. For any questions, please contact your Customer Account Manager.

**Exhibit Hall
 Hours**

Exhibitor Move-In

| | | | |
|--------|--------------------|-------------------|---|
| Monday | September 19, 2022 | 8:00 am - 5:00 pm | (Targeted Move-In - 20' x 20' Booths and larger.) |
|--------|--------------------|-------------------|---|

| | | | |
|---------|--------------------|-------------------|--|
| Tuesday | September 20, 2022 | 8:00 am - 5:00 pm | |
|---------|--------------------|-------------------|--|

All exhibits must be fully installed, empty containers removed and moved to storage by 5:00 pm on Tuesday, September 20, 2022. Additional charges may apply for empty removal after this time.

Show Hours

| | | |
|-----------|--------------------|-------------------|
| Wednesday | September 21, 2022 | 9:00 am - 6:00 pm |
| Thursday | September 22, 2022 | 9:00 am - 5:00 pm |

Exhibitor Move-Out

| | | |
|----------|--------------------|--------------------|
| Thursday | September 22, 2022 | 5:00 pm - 9:00 pm |
| Friday | September 23, 2022 | 8:00 am - 12:00 pm |

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Dismantle

The Expo Group will begin returning empty containers **once the show has closed.**
 All Booths must be dismantled by Friday, September 23, 2022 by 12:00 pm.
 All carriers other than the official show carriers must check in at the freight desk by 10:00 am on Friday, September 23, 2022 otherwise exhibitor shipments will be subject to rerouting.

Important Dates

Expedite Fees

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics
 50% Expedite Fee if ordered after August 29, 2022.
 100% Expedite Fee if ordered after September 5, 2022.

Installation Dates

Audio Visual/Computer equipment, if ordered, will be installed starting on September 19, 2022.

Cancellation Dates

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics
 A 50% penalty is charged for cancellations after August 22, 2022 and prior to September 9, 2022.

Labor

Labor cancellations received less than 2 days prior to scheduled service will be billed a 1-hour minimum charge.

All Remaining Services

Received on or after September 9, 2022, are subject to a charge of 100% of the order total.

Shipping Information

Advance Receiving at the Warehouse

Address: <EXHIBITOR COMPANY NAME>
 <EXHIBITOR BOOTH NUMBER>
 InsureTech Connect 2022
 c/o The Expo Group
 ABF Freight
 4501 N Lamb Blvd
 Las Vegas, NV 89115

- Advance Shipments will be accepted between Monday, August 22, 2022, through Wednesday, September 14, 2022.
- **Materials received after September 10, 2022 will be subject to an additional surcharge.**
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

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Shipping
Information
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Direct Shipments to Mandalay Bay Resort and Convention Center - Bayside B,C,D

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
InsureTech Connect 2022
Mandalay Bay Resort and Convention Center - Bayside B,C,D
c/o The Expo Group
3950 S Las Vegas Blvd
Las Vegas, NV 89119
Direct shipments must arrive at show-site beginning at 8:00 am on Monday, September 19, 2022 through Thursday, September 22, 2022. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: ABF Freight
Air Carrier: Airways Freight