



May 7-10, 2023

Caesars Palace Las Vegas

Las Vegas, NV

Checklist & Show Hours

Exhibitor Customer Service (949) 400-4950 Mon-Fri, 8:30am-5:00pm PST

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AGENT SUMMIT 2023 SERVICE KIT QUICK REFERENCE SHEET

Deadline	Form or Information	Contractor/Vendor
ASAP	Company & Sponsor Logo in both EPS and JPG format <ul style="list-style-type: none"> Website Onsite Signage 	Agent Summit Kata Spatafora 631-561-7586 Kspatafora@mgigmedia.com
Complete by May 1, 2023	Registration <ul style="list-style-type: none"> Booth Staff Agents 	Agent Summit Kata Spatafora 631-561-7586 Kspatafora@mgigmedia.com
Deadlines Vary	E-Promos	Agent Summit Sherry DelVecchio 623-229-0730 (MST) Sherry.delvecchio@bobit.com
March 1, 2023	Mobile App <ul style="list-style-type: none"> Company Description 	Agent Summit Kata Spatafora 631-561-7586 Kspatafora@mgigmedia.com
April 6, 2023	Show Guide Ad <ul style="list-style-type: none"> Upload via Ad Portal 	Agent Summit Heidi Dimaya 310-533-2542 Heidi.dimaya@bobit.com
April 7, 2023	First Day for Shipments to Arrive at Advance Warehouse	Shepard Exposition Services 702-507-5278 EVENT CODE: AGENT23 lasvegas@shepardes.com
April 7, 2023	Custom Shepard Discount Services <ul style="list-style-type: none"> Booth Rentals Rental Accessories Specialty Furniture Specialty Non-Hanging Signs/Graphics 	Shepard Exposition Services 702-507-5278 EVENT CODE: AGENT23 lasvegas@shepardes.com
April 14, 2023	Encore Discount Services <ul style="list-style-type: none"> Electrical Internet Audiovisual (e.g. monitors) 	Encore 702-866-1133 caesarspalaceexpo@encoreglobal.com
April 7, 2023	Catering <ul style="list-style-type: none"> Booth Orders VIP Meeting Room VIP Meeting Room Space 	Caesars Palace Erin Bauer 702-407-6020 Ebauer@caesars.com

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April 7, 2023	Freight <ul style="list-style-type: none"> Shipping Booth to and from the Event 	ELITeXPO 800-543-5484 sales@elitexpo.com
April 7, 2023	Security <ul style="list-style-type: none"> In Booth Orders 	GardaWorld Security 855-456-0205 meredith.greene@garda.com
April 7, 2023	Booth Display Diagram <ul style="list-style-type: none"> Complete Online Form 	Agent Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
April 7, 2023	Emergency Contact Form <ul style="list-style-type: none"> Complete Online Form 	Agent Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
April 10, 2023	Sponsor Graphics for Branded Deliverables <ul style="list-style-type: none"> Badge Lanyard Banners Chair Covers Columns Wraps Floor Stickers Hotel Key Card Meter Panels Podium Signs Show Bags 	Agent Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
April 10, 2023	VIP Meeting Spaces Graphic Order	Shepard Exposition Paula Herz 571-438-4065
April 17, 2023	Standard Shepard Discount Services <ul style="list-style-type: none"> Booth Cleaning Carpet, Furniture Installation & Dismantle Labor 	Shepard Exposition Services 702-507-5278 EVENT CODE: AGENT23 lasvegas@shepardes.com
April 21, 2023	VIP Meeting Space Final Artwork Uploaded to Shepard Expositions FPT Site	Shepard Exposition Paula Herz 571-438-4065
April 21, 2023	Tote Bag Stuffers <ul style="list-style-type: none"> Complete Online Form 	Agent Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
April 22, 2023	Hotel Room Discount Deadline	Caesars Palace Las Vegas

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	<ul style="list-style-type: none"> • Book Online 	888-987-6667 Mention code SCASU3 Hotel Reservations
April 28, 2023	Floral <ul style="list-style-type: none"> • Booth Orders • VIP Meeting Rooms • VIP Meeting Spaces 	Expo Ease 702-368-2868 info@expoEase.com
May 1, 2023	Last Day for Shipments to Arrive at Advance Warehouse without surcharges	Shepard Exposition Services 702-507-5278 EVENT CODE: AGENT23 lasvegas@shepardes.com
May 5, 2023	Last Day for Shipments to Arrive at Advance Warehouse with surcharges <i>* date indicated is the last day freight can arrive to advance warehouse with guarantee of delivery to booth for exhibitor move-in</i>	Shepard Exposition Services 702-507-5278 EVENT CODE: AGENT23 lasvegas@shepardes.com

DATES AND HOURS

Reception	Sunday, May 7, 2023	5:00 pm – 6:30 pm Welcome Reception
Move-In	Sunday, May 7, 2023	12:00 pm – 5:00 pm
	Monday, May 8, 2023	8:00 am – 10:30 am
Show Dates	Monday, May 8, 2023	11:20 am – 12:50 pm Lunch & Expo
	Monday, May 8, 2023	4:30 pm – 6:30 pm Reception & Expo
	Tuesday, May 9, 2023	8:00 am – 9:00 am Breakfast & Expo
	Tuesday, May 9, 2023	12:40 pm – 2:10 pm Lunch & Expo
	Tuesday, May 9, 2023	4:30 pm – 6:30 pm Reception & Expo
	Wednesday, May 10, 2023	8:00 am – 11:35 Breakfast & Education
*Move- Out	Tuesday, May 9, 2023	6:30 pm – 10:00 pm

** Augustus I & III, Emperors I & II, Venice, Sicily and Tornado have until Wednesday at 1pm to move-out*

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