



AGENT SUMMIT

May 7-10, 2023

Caesars Palace Las Vegas

Las Vegas, NV

General Show Information & Rules A-Z

GENERAL SHOW INFORMATION & RULES A- Z

Each exhibitor will be responsible for knowing and adhering to all policies and procedures outlined by Show Management and Caesars Palace Las Vegas.

AUDIO/VISUAL

Exhibitors requiring audiovisual can make arrangements with Encore, phone 702-866-1133

ARRANGEMENT OF EXHIBITS

Agent Summit will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interest of an exhibitor. The current floor plan Rule and Regulations can be found [online](#).

BAG INSERTS

Follow these helpful tips to ensure your tote bag insert makes it in the show bag. Your boxes should contain the **bag insert item only**. Do not pack other items in these boxes. Label every box with the bag insert label. Address your bag inserts to "Show Management" and use the Advance Warehouse Shipping Address. **DO NOT SEND DIRECT TO THE HOTEL**, your items will not make it in the show bag. Items will be refused and sent back to your office or promotional provider. Provide tracking information to Show Management.

BALLONS

Mylar balloons are prohibited. Latex balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than thirty-six inches (36") in diameter. You must have approval to display balloons from your Event Manager prior to move-in. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose.

BANNER/SIGN HANGING

Banner and sign hanging is allowed and can be ordered with Encore. Hanging Signs in all standard Peninsula and Island Booths, are allowed banner at a height of 16ft 18ft high. The distance is measured from the floor to the top of the sign. For example, the highest point of any sign should not exceed the maximum allowable height.

BOOTH DECORATION

Shepard Exposition Services is the Official Service Contractor for Agent Summit.

The exhibit hall is carpeted and it is NOT mandatory for exhibitors to carpet their booth. Carpet order must be placed through Shepard or exhibitors may bring their own.

Each 10' x 10' space will be provided with the following:

- 8' Back Drape, 3' Side Rail (in-line booths only)
- Back Drape Color: White and Side Rail: White
- 7" x 44" One Line Company Identification Sign (in-line booths only)

If you upgraded your space agreement to a Booth Package you will also be provided with:

- (1) 6' table with **Black** skirt, (2) side chairs and (1) waste basket

If you are unsure what is included with your booth call show management at (949) 400-4950.

Note: On-site prices will be at least 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!

BOOTH DISPLAY DIAGRAM – MANDATORY

It is mandatory for all exhibiting companies to provide a diagram of their booth display. This is to ensure your booth layout fits the booth you have selected and adheres to our Exhibitor Display Rules and Regulations. Agent Summit follows the IAEE industry standard booth guidelines ([link](#)). Please be sure to review the rules and regulations prior to move-in.

BUSINESS CENTER

The FedEx Office is a full-service business center within the hotel. Office hours vary. Located on the ground level, by the Palace Towers.

CANCELLATION

Payment is non-refundable. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

CARPET – NOT MANDATORY

The exhibition floor is covered with carpeting; however, the utilization of booth carpeting is optional. Should you elect to utilize carpeting within your booth space, it is mandatory to secure the necessary carpeting through Shepard Exposition Services. An alternative option is to bring your own carpeting.

CONTRACTED LABOR

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment. Please review the Union Rules found in the Shepard kit.

EARLY TEARDOWN

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined show points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. Exhibitor move-out is Tuesday, May 9th from 6:30pm – 10:00pm.

ELECTRICAL CONTRACTOR

Encore is the official electrical provider for the show. They can assist in handling all your electrical requirements.

EXHIBITOR ADMITTANCE/NON-SHOW HOURS

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be always worn while in the exhibit hall. Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear down the booth will be given temporary worker badges – which will not be valid during show hours. No one will be permitted to remain in the hall longer than one-half hour after the closing each night. ***Show Management is not responsible for lost, damaged or stolen articles. We strongly advise that items from the exhibit hall and VIP rooms be carried out and locked up each night.***

EXHIBITOR REGISTRATION

The Exhibitor Registration Portal provides you with the following features: Register your staff; The portal automatically sends confirmation emails to your team members; Register by individual email addresses; and Edit information as needed.

[Exhibitor Registration](#)

[Sponsor Registration](#)

Registrations over your allotment will be offered at a discounted rate of \$895.00 per person. Refer to your exhibit agreement for the number of complimentary badges your company is allotted.

You will be notified under separate cover from Cvent with instructions for exhibitor registration.

FLORAL & PLANT RENTALS

The official florist is Expo Ease, phone 702-368-2868.

FOOD & CONCESSIONS

Caesars Palace Las Vegas is the exclusive provider of all food and beverage offered and consumed on the premises. Exhibitors are not permitted to bring food and beverages into the facility/hotel. Sample items that are prohibited include but are not limited to: granola bars, chips, bottled water, soda, beer, sandwiches, and pizza. Bite sized candy and mints may be permitted. To place a food and beverage order for your booth, please contact Caesars Catering Department directly.

FREIGHT CARRIER

ELITeXPO is the Official Carrier for Agent Summit, phone 800-543-5484.

GENERAL REGULATIONS

No part of the building shall be defaced in any manner, nor shall signs of other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors or other parts of the building. In addition to the following general rules and information, please review the facility general rules policies and producers and the display guidelines.

- Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden.
- Cloth and other decorating materials must pass any flame proofing and fire codes and ordinances prevailing.
- All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays.
- Smoking in accordance with the city fire codes and ordinances, smoking will not be permitted in the convention area at any time.

HOTEL ACCOMMODATIONS

Caesars Palace has a limited number of discounted rooms. Discounted rooms available until April 22nd or until sold out. [Reserve Your Room](#)

Caesars Palace Las Vegas

Las Vegas, NV 89109

Group Rate Deadline: April 22nd or until block is full

(866) 227-5944 Mention Code SCASU3

INSURANCE

As per exhibitor feedback, we are pleased to announce that liability insurance, in compliance with all of our insurance requirements, is now included with your booth space fee. This will spare you the inconvenience and expenses associated with obtaining and submitting your own compliant insurance. We trust that you will find this added benefit to be advantageous. Our insurance vendor for Agent Summit is Rainprotection.

SECURITY

To ensure the security of your booth all leads and valuable items should be removed from the expo area, locked up and secured. The expo area will be locked down each night and the perimeter of the room and general location will be monitored by security. If you feel that your booth needs additional security, please contact Meredith Greene at GardaWorld Security, Meredith.Greene@garda.com , 855-456-0285 It is the responsibility of the individual company to secure valuable items and data.

SHIPPING AND RECEIVING

Please note that the Business Center at Caesars Palace Las Vegas is not equipped or staffed to handle a high volume of packages for tradeshow and/or conferences. In order to streamline your experience at Agent Summit, we have arranged for **Shepard Expositions (Event Code AGENT23)** to provide shipping and receiving services. Detailed information including shipping and labels, material handling and storage forms can be found in the Shepard Service Kit posted online.

Advance Warehouse Shipping

All advance freight should be received at the Shepard Exposition Services warehouse Shipping Dates:

April 7, 2023 – May 1, 2023 *Shipments received after May 1, 2023 will incur a surcharge for late delivery. Label each piece and address all shipping documents/bills of lading as follows for shipments to the warehouse:

[Exhibiting Company Name & Booth #]

Agent Summit
C/O Shepard Exposition Services
5845 Wynn Rd., Suites A, B, C, D
Las Vegas, NV 89118

Direct to Show Site Shipping

There is NO direct to show site shipping

STORAGE

Empty containers and storage items will be handled through Shepard Exposition Services. You may obtain "Empty" storage stickers from Shepard to place on empty boxes, which will be returned to you upon move-out. Please do not store containers, boxes, and crates behind booth walls. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.

SUBLETTING SPACE

No exhibitor may assign, sublet, or apportion their space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of business, nor permit any agent of any exhibiting firm to solicit business or take orders in their space.

SUITCASING & UNAUTHORIZED SOLICITATION

Suitcasing is prohibited and is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by the event management or in ways that violate the rules of the event. All business must be conducted in your exhibit space. Placing promotional materials and brochures in public areas is prohibited.

Agent Summit strives to protect the investment of our sponsors and exhibitors. To that end, please note that while all attendees are invited to the exhibit hall, any supplier who is observed to be soliciting business, or "suitcasing" will be asked to leave immediately. Additional penalties may be applied.

SHIPPING GUIDELINES

Detailed information is included in the Shepard Service Kit including shipping labels, material handling authorization and storage forms.

Shepard Advance Warehouse

First Day for warehouse deliveries (without surcharge): **Friday, April 7, 2023**

Last Day for warehouse deliveries (without surcharge): **Monday, May 1, 2023**

**Shipments received May 2-5, 2023 will incur a surcharge for late delivery*

SHIP TO:

[Exhibiting Company Name & Booth #]

Agent Summit

C/O Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Phone: 702-507-5278

Fax: 702-948-0341

Email: lasvegas@shepardes.com

Event Code: AGENT23