



**IT'S ALL ABOUT SAFETY**

Oct. 28-30, 2019 | M Resort Spa Casino Hotel, Las Vegas Area

[WWW.FLEETSAFETYCONFERENCE.COM](http://WWW.FLEETSAFETYCONFERENCE.COM)

# ONLINE SPONSOR SERVICE PACKET



Dear Fleet Safety Conference Sponsor,

Thank you for choosing to be a sponsor at the 2019 Fleet Safety Conference, being held October 28-30, 2019 at the M Resort in Henderson, NV.

We are pleased to provide you with our easy-to-use Table Top Display Sponsor Packet. The Packet is complete with a checklist of the pertinent services needed to ensure a successful and productive event for your company.

If you are unclear on anything, please let me know and I will personally review the deadlines and assist you with filling out show management forms. We are committed to your success at this event and are available to assist in any way possible to make that happen for you!

If you have questions pertaining to the material enclosed, please contact Irene at 949-400-4950 or by e-mail at [mmendez@bobit.com](mailto:mmendez@bobit.com).

Sincerely,

Michelle Mendez, CMP  
Event Manager  
Bobit Business Media  
3520 Challenger Street  
Torrance, CA 90503



## Event Contacts

### **Show Management**

Michelle Mendez, CMP  
Event Operations Director  
949-400-4950  
[mmendez@bobit.com](mailto:mmendez@bobit.com)

Jane Swift  
Event Assistant  
(310) 533-2538  
[jane.swift@bobit.com](mailto:jane.swift@bobit.com)

Amy Hangartner  
Conference Manager  
(310) 533-2518  
[amy.hangartner@bobit.com](mailto:amy.hangartner@bobit.com)

### **Sponsorship Sales**

Joni Owens  
Sales Manager  
(310) 533-2530  
[joni.owens@bobit.com](mailto:joni.owens@bobit.com)



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### **Hotel Reservations**

M Resort Spa Casino  
12300 Las Vegas Blvd. South  
Henderson, NV 89044  
(877) 673-7678  
Online: [Click here](#)  
Room Discount: \$140/night while rooms are available  
or by the expiration date.  
Discount Expires: October 7, 2019  
Reference: Fleet Safety Conference

### **UPDATED**

#### **Audio Visual, Electrical, Internet Orders**

Ryan Wolf  
Sales Manager  
PSAV  
Phone: (702) 797-1172  
Cell: (702) 324-5721  
[rwolf@psav.com](mailto:rwolf@psav.com)

#### **Shipping and Receiving**

\*See page 8 for detailed information.  
The UPS Store  
12300 Las Vegas Blvd. South  
Las Vegas, NV 89044  
(702) 797-1930  
[www.theupsstorelocal.com/6530/](http://www.theupsstorelocal.com/6530/)  
[store6530@theupsstore.com](mailto:store6530@theupsstore.com)  
Store Hours • Monday-Friday 8am-5pm • Saturday-  
Sunday 10am-4pm

### **UPATED**



## Mandatory Forms Checklist

Here is a list of the mandatory forms, orders and information that every exhibitor must return.

Additional forms may be required depending on the configuration of your exhibit. Please review the complete Sponsor Service Kit to determine which forms are necessary for you.

**Public Directory Form**

**Due October 10, 2019**

[Click here to submit online](#)

**Emergency Contact Information**

**Due October 10, 2019**

[Click here to submit online](#)

**Proof of Insurance**

**Due October 10, 2019**

[Click here to purchase your liability insurance](#)

**New Product Form (Optional)**

**Due October 18, 2019**

[Click here to submit online](#)

**Shipping Form**

**Due October 17, 2019**

[Click here to submit online](#)

**Sponsor Staff Pre-Registration**

**Due October 24, 2019**

Register Online

See page 13 for more details



## Quick Reference Move-in/out Schedule

### Sponsorship Benefits

Each Sponsorship will included the following:

- Complementary passes – quantity determined by Sponsorship level
- Logo & 20- word description in the Event Mobile App
- Logo Marketing Package
- Website exposure for four moths post event
- Enhancement Item – custom selected – show management will review specifications and deadlines.

### Table Top Display Set-Up

Monday, October 28	12:00pm - 5:00pm	Set-Up
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### Table Top Display Featured Hours

Displays will be available to attendees during all conference hours. The times below are the featured times for displays. We recommend that a company representative be present at the display during all conference hours.

Tuesday, October 29	7:30am	8:30am	Breakfast
	10:15am	10:45am	Networking Break
	5:00pm	6:00pm	Evening Reception
Wednesday, October 30	7:30am	8:30am	Breakfast
	10:45am	11:15am	Networking Break

### Table Top Display Move-Out

Early move-out is prohibited. Please plan accordingly and only pack your display after 1:30pm.

Wednesday, October 30	1:30pm	3:30pm	Move-Out
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## Exhibitor Registration

**Deadline: October 24, 2019**

NEW registration process this year and you don't need to remember any login or password information – but you will want to bookmark this page for sure!

The main contact listed on your contract will receive a Welcome email from “**Fleet Safety Conference: no-reply@customreg.com**”. If you do not see this email come through into your inbox, please make sure to check your spam/junk mail. This email will contain a unique link to your registration platform where you will be able to allocate your complementary staff passes.

If additional passes are needed, you may purchase additional badges at the rate of \$790.00 per person. We request that all online registrations be complete by October 24, 2019. For best service, we strongly encourage you to register early! The registration system will automatically prompt you for payment when you have filled your complimentary allotment.

**We suggest you bookmark/save your registration portal URL to access, add or change registrants at any time. Also save the Welcome email in case you login from different device**





## Hotel and Travel Information

M Resort Spa Casino has set up special rates for Fleet Safety Conference attendees and sponsors. Rates expire October 7 or until sold out.

12300 Las Vegas Blvd. South

Henderson, NV 89044

(877) 673-7678

Online: [Click here](#)

Room Discount: Starting at \$140/night

Discount Expires: October 7, 2019

Reference: Fleet Safety Conference

### Getting There

Las Vegas McCarran International Airport is a 20 minute ride to M Resort Spa Casino. The hotel offers complimentary scheduled airport shuttle service. For scheduled pick up/drop off times, please refer to the [Airport Shuttle Schedule](#).

### Parking

M Resort Spa Casino has complimentary on-site self-parking.

### Beware of Travel Scams

Fleet Safety Conference is committed to providing you with the best travel deals and does not work with an outside third-party vendor. Any offers from other hotels and/or travel agencies are not endorsed by or associated with Fleet Safety Conference or Bobit Business Media. Prior to booking with a party other than the Fleet Safety Conference, please check the prospective vendor's rating at [www.bbb.org](http://www.bbb.org).

### Hospitality and Special Events

To book a hospitality suite or conduct a special event during Fleet Safety Conference, you must request approval from Show Management 45 days pre-event. No events will be permitted that conflict with any official portion of the Fleet Safety Conference program. Show management reserves the right to not approve an event or hospitality room in conjunction with Fleet Safety Conference.

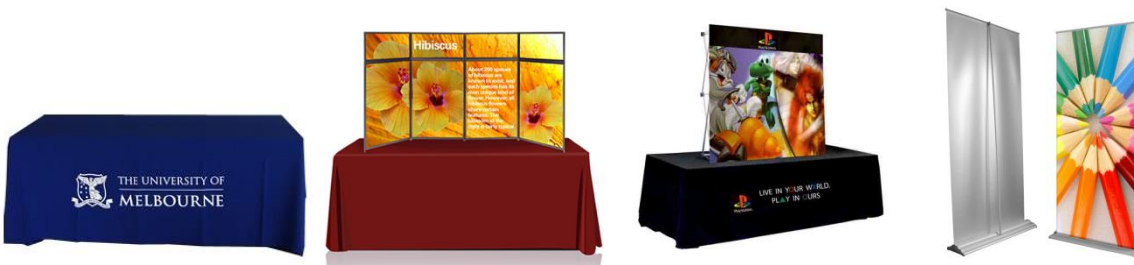


## Display Rules

### Table Top Display Inclusions and Rules

- Your table top display includes one six-foot draped table, two chairs, and one wastebasket.
- In accordance with the fire marshal, tables can only be pulled 5 feet away from the wall.
- You may only display behind your table, not on the sides, in front, or from the ceiling.
- Do not store containers, boxes or crates behind your table top.
- Balloons are not permitted.
- Maximum two roll-up signs only.
- Table top pop-up displays must be no taller than 61 inches.

OKAY!



NOT OKAY



Standard Pop-Up Display

Hanging Sign

Roll-Up on Table

### Security

To ensure the security of your table top, all valuable items should be removed from the display area, locked up and secured. The display area does not have the ability to be 100% secured. Hotel security will monitor the area, but they are not directly assigned to watch your table top. It is the responsibility of the individual company to secure valuable items and data.



## Shipping Information for Displays

**TARGET ARRIVAL DATE: October 24<sup>th</sup>**

All shipping will be handled directly by the onsite UPS Store. They recommend sending inbound parcels and display materials at least five days in advance. However, they can hold packages for up to 30 days. Please call or email the UPS Store prior to display move-in to check on whether all your materials have arrived.

If you have any shipping questions, please contact the UPS Store at (702) 797-1930. They're available to ensure that delivery and shipment of your materials is as seamless as possible.

### Inbound Procedures:

- Print out the supplied Exhibitor Shipment label below. Fill out the sticker completely and attach one sticker to each package.
- To pre-pay handling fees, contact the UPS Store and complete a Credit Card Authorization form.
- If you do not pre-pay, please visit the UPS Store to pick up your parcels and/or they can deliver them once payment is received.

### Outbound Procedures:

- If you have pre-paid:
  - Pick up Outbound Shipment Stickers from the UPS Store and affix one sticker to each package.
  - Please attach your own carrier label. Visit the UPS Store if you need labels.
  - Parcels are to remain at your display table and will be picked up by UPS Store associates.
- If you have not pre-paid:
  - Please bring your parcels to the UPS Store for processing and shipping via UPS. Applicable handling fees will also apply.

<div style="text-align: center;"><b>EXHIBITOR SHIPMENT</b> </div> <div style="background-color: black; color: white; padding: 2px; font-weight: bold; margin-top: 5px;">FROM:</div> <p>Event Name: _____</p> <p>Company Name: _____</p> <p>Contact Name: _____</p> <p>Contact Phone #: _____</p> <p><b>PIECE</b> <input style="width: 40px; text-align: center;" type="text"/> <b>OF</b> <input style="width: 40px; text-align: center;" type="text"/></p> <p><b>BOOTH#</b> <small>(IF KNOWN)</small> _____</p> <div style="background-color: black; color: white; padding: 2px; font-weight: bold; margin-top: 5px;">TO:</div> <p style="text-align: center;"><b>THE UPS STORE</b> INSIDE THE M RESORT ATTN: <small>(COMPANY NAME)</small> _____ 12300 South Las Vegas Blvd. Henderson, NV 89044 <i>Call The UPS Business Center 3 Business Days Prior to Event to Confirm Receipt of Parcels 702.797.1930</i></p>	<div style="text-align: center;"><b>EXHIBITOR SHIPMENT</b> </div> <div style="background-color: black; color: white; padding: 2px; font-weight: bold; margin-top: 5px;">FROM:</div> <p>Event Name: _____</p> <p>Company Name: _____</p> <p>Contact Name: _____</p> <p>Contact Phone #: _____</p> <p><b>PIECE</b> <input style="width: 40px; text-align: center;" type="text"/> <b>OF</b> <input style="width: 40px; text-align: center;" type="text"/></p> <p><b>BOOTH#</b> <small>(IF KNOWN)</small> _____</p> <div style="background-color: black; color: white; padding: 2px; font-weight: bold; margin-top: 5px;">TO:</div> <p style="text-align: center;"><b>THE UPS STORE</b> INSIDE THE M RESORT ATTN: <small>(COMPANY NAME)</small> _____ 12300 South Las Vegas Blvd. Henderson, NV 89044 <i>Call The UPS Business Center 3 Business Days Prior to Event to Confirm Receipt of Parcels 702.797.1930</i></p>
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