

April 16-17, 2024

The Cosmopolitan of Las Vegas

Las Vegas, NV

**Exhibitor Service Kit**

Thank you for being a loyal Sponsor for this year’s Agent Summit April 16-17, 2024, held at The Cosmopolitan of Las Vegas.  We eagerly anticipate another year of in-person gatherings, providing us with the chance to facilitate connections between buyers and sellers.

Our online platform, the Exhibitor Portal, will allow you to submit all your show management forms due to show management and the Official Event Vendors.

***A friendly reminder: refrain from interacting with vendors not listed on the Official Vendor List. Numerous third parties often target exhibitors and sponsors, falsely claiming affiliation with the event. Please exercise caution and avoid engaging with such entities.***

Dates and Hours \* NEW EXPO HOURs for 2024!

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Reception** | Monday, April 15, 2024 | 5:00 pm – 6:30 pm Badge Pick-Up & Welcome Reception |
|  |  |  |
| **Move-In** | Monday, April 15, 2024 | 8:00 am – 5:00 pm |
|  | Tuesday, April 16. 2024 | 8:00 am – 10:30 am |
|  |  |  |
| **Show Dates** | \*Tuesday, April 16, 2024 | 12:10 pm – 7:00 pm Lunch & Expo  *Lunch served from 12:10 pm – 1:40 pm*  *Opening Reception 5:00 pm –7:00 pm* |
|  | Wednesday, April 17, 2024 | 7:30 am – 8:30 am Breakfast & Expo |
|  | \*Wednesday, April 17, 2024 | 12:10 pm – 7:00 pm Lunch & Expo  *Lunch served from 12:10 pm – 1:35 pm*  *Closing Reception 5:00 pm –7:00 pm* |
|  |  |  |
| **Move- Out** | Wednesday, April 17, 2024 | 7:00 pm – 10:00 pm \* |

* All freight will be picked up from the Shepard Warehouse, please do not instruct your carrier to pick up freight from the Cosmopolitan Hotel

SHOW MANAGEMENT CONTACTS

|  |  |  |
| --- | --- | --- |
| **Michelle Mendez, CMP**  Event Manager & Sponsor Fulfillment  949-400-4950  [mmendez@mgigmedia.com](mailto:mmendez@mgigmedia.com) | **Kate Spatafora**  Education &  Registration Manager  631-561-7586  [kspatafora@mgigmedia.com](mailto:kspatafora@mgigmedia.com) | **David Gesualdo**  Sponsorship & Exhibit Sales   727-947-4027  [dgesualdo@mgigusa.com](mailto:dgesualdo@mgigusa.com) |
| **Eric Gesualdo**  Sales  727-612-8826  [egesualdo@mgigusa.com](mailto:egesualdo@mgigusa.com) | **Sherry DelVecchio**  E-Promos  623-229-0730 (MST)  [Sherry.delvecchio@bobit.com](mailto:Sherry.delvecchio@bobit.com) | **Heidi Dimaya**  Show Guide Ads  310-533-2542  [Heidi.dimaya@bobit.com](mailto:Heidi.dimaya@bobit.com) |

AGENT SUMMIT 2024 SERVICE KIT QUICK REFERENCE SHEET

|  |  |  |
| --- | --- | --- |
| **Deadline** | **Form or Information** | **Contractor/Vendor** |
| ASAP | Company & Sponsor Logo in both EPS and JPG format   * Website * Onsite Signage | Agent Summit  Kata Spatafora  631-561-7586  [Kspatafora@mgigmedia.com](mailto:Kspatafora@mgigmedia.com) |
| Deadlines Vary | E-Promos | Agent Summit  Sherry DelVecchio  623-229-0730 (MST)  [Sherry.delvecchio@bobit.com](mailto:Sherry.delvecchio@bobit.com) |
| February 23, 2024 | Mobile App   * Company Description | Agent Summit  Kata Spatafora  631-561-7586  [Kspatafora@mgigmedia.com](mailto:Kspatafora@mgigmedia.com) |
| February 23, 2024 | Emergency Contact Form   * Complete Online Form | Agent Summit  Michelle Mendez  949-400-4950  [Mmendez@mgigmedia.com](mailto:Mmendez@mgigmedia.com) |
| February 23, 2024 | Sponsor Graphics for Branded Deliverables   * Badge Lanyard * Banners * Chair Covers * Columns Wraps * Hotel Key Card * Meter Panels * Podium Signs * Tote Bags * And More... | Agent Summit  Michelle Mendez  949-400-4950  [Mmendez@mgigmedia.com](mailto:Mmendez@mgigmedia.com) |
| March 1, 2024 | Show Guide Ad   * Upload via Ad Portal | Agent Summit  Heidi Dimaya  310-533-2542  [Heidi.dimaya@bobit.com](mailto:Heidi.dimaya@bobit.com) |
| March 1, 2024 | Registration   * Staff Registration | Agent Summit  Kata Spatafora  631-561-7586  [Kspatafora@mgigmedia.com](mailto:Kspatafora@mgigmedia.com) |
| March 11, 2024 | Booth Display Diagram   * Complete Online Form | Agent Summit  Michelle Mendez  949-400-4950  [Mmendez@mgigmedia.com](mailto:Mmendez@mgigmedia.com) |
| March 18, 2024 | First Day for Shipments to Arrive at Advance Warehouse | Shepard Exposition Services  702-507-5278  EVENT CODE: L156680424  [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com) |
| March 18, 2024 | Custom Shepard Discount Services   * Booth Rentals * Rental Accessories * Specialty Furniture * Signs/Graphics | Shepard Exposition Services  702-507-5278  EVENT CODE: L156680424  [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com) |
| March 18, 2024 | Encore Discount Services   * Electrical * Internet * Audiovisual | Encore  [Encore EventNow | Product Catalog (encoreglobal.com)](https://eventnow.encoreglobal.com/myevents/result/index/show_id/69e16b3f-3e95-ee11-be36-00224821ac89/) |
| March 18, 2024 | Encore Discount Services   * Booth Hanging Sign | [Property Microsite](https://www.encoreglobal.com/locations/nv/the-cosmopolitan-of-las-vegas/) |
| March 18, 2024 | Catering   * Booth Orders * VIP Meeting Room * VIP Meeting Room Space | Cosmopolitan Hotel  Joseph Boado  O 702.698.7571  M 725.276.0396  [joseph.boado@cosmopolitanlasvegas.com](mailto:joseph.boado@cosmopolitanlasvegas.com) |
| March 18, 2024 | Floral   * Booth Orders * VIP Meeting Rooms * VIP Meeting Spaces | Expo Ease  702-368-2868  [info@expoEase.com](mailto:info@expoEase.com) |
| March 18, 2024 | Freight   * + Shipping Booth to and from the Event | ELITeXPO   800-543-5484   [sales@elitexpo.com](mailto:sales@elitexpo.com) |
| March 18, 2024 | Tote Bag Insert   * Bag Insert Tracking | Agent Summit  Michelle Mendez  949-400-4950  [Mmendez@mgigmedia.com](mailto:Mmendez@mgigmedia.com) |
| March 25, 2024 | Hotel Room Discount Deadline   * Book Online | Hotel Reservations  The Cosmopolitan of Las Vegas  3708 Las Vegas Blvd. South  Las Vegas, NV 89109  Phone: 702-698-7575  Mention code SBOT24 |
| March 26, 2024 | Standard Shepard Discount Services   * Budget Booth Package * Booth Cleaning * Carpet, Furniture * Installation & Dismantle Labor | Shepard Exposition Services  702-507-5278  EVENT CODE: L156680424  [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com) |
| April 8, 2024 | Last Day for Shipments to Arrive at Advance Warehouse **without** surcharges | Shepard Exposition Services  702-507-5278  EVENT CODE: L156680424  [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com" \t "_blank) |
| April 12, 2024 | Last Day for Shipments to Arrive at Advance Warehouse **with** surcharges  \*  *date indicated is the last day freight can arrive to advance warehouse with guarantee of delivery to booth for exhibitor move-in* | Shepard Exposition Services  702-507-5278  EVENT CODE: L156680424  [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com) |

FRAUD WARNING 

 W

**EXHIBITOR FRAUD WARNING!**

Any offers from other third-party vendors or travel agencies are not endorsed by Agent Summit, nor associated with Agent Summit, Bobit Business Media, or MG Investment Group. Agent Summit is committed to providing you with the best services and travel deals around. 

**Here are the three most common scams that you should be aware of:**

**International Fairs Directory**

“International Fairs Directory” sends out a letter using the “Bobit Business Media” and the show name asking exhibitors to update their contact information. If you receive such a letter, do not respond, and do not send the form back. If you read the fine print, you would be agreeing to pay €1,212 (over $1,800) to them each year for three years for the “privilege” of advertising in their directory, which has no connection to any trade show.

**Attendee Lists**

Agent Summit and Bobit Business Media do not sell our attendee list. The only way you can obtain this information is by collecting the data yourself as you talk to attendees who stop by your booth. You can collect the information manually or rent a badge scanner.

**False Hotel Reservations**

Never book a hotel room with anyone calling you offering a hotel deal. The partner hotel for the event will be listed on the event website within for you to book yourself.

**If you are contacted by a company you suspect to be fraudulent, please contact**

[mmendez@mgigmedia.com](mailto:mmendez@mgigmedia.com) or call 949-400-4950.

APPROVED OFFICIAL CONTRACTOR LIST

|  |  |
| --- | --- |
| Encore  [Encore EventNow | Product Catalog (encoreglobal.com)](https://eventnow.encoreglobal.com/myevents/result/index/show_id/69e16b3f-3e95-ee11-be36-00224821ac89/) | **Freight**  ELITeXPO   Phone: 800-543-5484   **Email:** [sales@elitexpo.com](mailto:sales@elitexpo.com)  [www.eliteexpo.com](http://www.eliteexpo.com/) |
| **Catering**  Cosmopolitan Hotel  Joseph Boado  Phone: 702.698.7571 O  Phone: 725.276.0396 M  [joseph.boado@cosmopolitanlasvegas.com](mailto:joseph.boado@cosmopolitanlasvegas.com) | **Hotel Reservations**  The Cosmopolitan of Las Vegas  Phone: 702-698-7575  Phone: 855-435-0005 Mention code SBOT24 |
| **Decorator/Furniture**  Shepard Exposition Services  Contact: Customer Service  5845 Wynn Rd., Suites A, B, C, D  Las Vegas, NV  89118  Phone: 702-507-5278  **EVENT CODE**: L156680424  [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com) | **Rainprotection Insurance**  Client Services  Phone: 800-528-7975 ext 107  [www.Rainprotection.net](http://www.rainprotection.net/) |
| **Florist**  Expo Ease  6 E. Charleston  Las Vegas, NV 89104  Phone: 702-368-2868  [info@expoEase.com](mailto:info@expoEase.com)  [www.expoease.com](http://www.expoease.com/) | **Shipping & Receiving**  *\* Shipping labels provided in the Shepard Service Kit*  **ADVANCE WAREHOUSE**   [Exhibiting Co. & Booth #]  Agent Summit  c/o Shepard Exposition Services  5845 Wynn Rd., Suites A,B,C,D  Las Vegas, NV 89118  Phone: 702-507-5278  [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)  **EVENT CODE**: L156680424  **Shipping Dates:**  **March 18, 2024 – April 12, 2024** *\*Shipments received after* *April 8, 2024 will incur a surcharge for late delivery* |

EXHIBIT HALL & BOOTH OVERVIEW

The Exhibit Hall is located on the 4th Level at The Cosmopolitan of Las Vegas Hotel, in the Belmont Ballroom.

Here is a basic overview of what is provided in your exhibit space.

**Booth Type:** Refer to your exhibitor/sponsorship agreement for your booth type. If you are unsure about what is included in your booth call show management at (949) 400-4950 or email [Mmendez@mgigmedia.com](mailto:Marguerite.Hoffman@bobit.com)

* **Standard Booths Include:** (excluding island booths):
* Booth Drape:
* 8’ High Back Drape: White
* 3’ High Side Rail: White
* 7” x 44” ID sign, copy taken from your exhibit contract

\*Your exhibit booth does NOT include a skirted table, chairs, or wastebasket unless your space agreement specifically states you upgraded to a booth “Package.”

* **Carpet:**

**IMPORTANT!** 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.

* **Hanging Signs** are permitted in the Ballroom, and must be installed by 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.

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 The Cosmopolitan of Las Vegas.**

**AUDIO/VISUAL**

Exhibitors requiring audiovisual can make arrangements with Encore.

**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 can be found online at AgentSummit.com. ￼

**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 April 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 orders must be placed through Shepard or exhibitors April 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) wastebasket

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. Please be sure to review the rules and regulations prior to move-in.

**BUSINESS CENTER**

The FedEx Office if a full-service business center within the hotel. Office hours vary. Located on the 3rd level of the Cosmopolitan Hotel.

**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.

**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.

 Registrations over your allotment will be offered at a discounted rate of $995.00 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.

**FOOD & CONCESSIONS**

The Cosmopolitan of 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 the Cosmopolitan Hotel Catering Department directly.

**FREIGHT CARRIER**

ELITExPO is the Official Carrier for Agent Summit.

**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 flameproofing 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**

The Cosmopolitan of Las Vegas has a limited number of discounted rooms. Discounted rooms are available until **March 25, 2024**, or until sold out.

**The Cosmopolitan of Las Vegas**

3708 Las Vegas Blvd. South

Las Vegas, NV 89109

Phone: 702-698-7575

Phone: 855-435-0005

Group Rate Deadline: **March 25, 2024**, or until block is full

Mention code SBOT24

**IINSURANCE**

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 Michelle Mendez, 949-400-4950, [mmendez@mgigmedia.com](mailto:mmendez@mgigmedia.com). It is the responsibility of the individual company to secure valuable items and data.

**SHIPPING AND RECEIVING**

Please note that the Business Center at The Cosmopolitan of Las Vegas is not equipped or staffed to handle a high volume of packages for tradeshows and/or conferences.  In order to streamline your experience at Agent Summit, we have arranged for **Shepard Expositions (EVENT CODE: L156680424)** 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:

March 18, 2024 – April 12, 2024 \*Shipments received after April 8, 2024 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

**Outbound Shipping**

**IMPORTANT!** NO carriers may pick up shipments directly from the show facility. ALL shipments, upon end of the show, regardless of carrier, will be returned to the advanced warehouse. Outbound carriers must be scheduled to pick up from the advanced warehouse address, listed below. Shipments can be scheduled for Thursday, April 18th between 12:30PM - 4:00PM. Additional fees will be charged for shipments left at the facility after Thursday, April 18th.

**STORAGE**

Empty containers and storage items will be handled through Shepard Exposition Services. You April 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 April 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 April 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): **Monday, March 18, 2024**

Last Day for warehouse deliveries (without surcharge): **Friday, April 8, 2024**

*\*Shipments received April 9-12, 2024 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   
Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

**Event Code:**  L156680424