



September 4-6, 2024

Caesars Forum Conference Center, Las Vegas, NV

2024 Exhibitor Check List

Company Profile – for the Online Floorplan and Onsite Mobile App

Due Date: by August 3rd, but the sooner the better since it is live on the online floorplan

Notes: Contact [Andrea Hanson](#) to have your company profile access link resent

Profiles NOT filled out by August 3rd run the risk of not being included in the mobile app.

Exhibitor Staff Registration

Due Date: by August 2nd

Notes: Registration instructions are sent from our registration department and come from [The Experience Convention & Trade Show 2024](#) (experience@bnp-event-info.com)

Contact bnp@excutiveevents.com with questions or to have the email resent

Exhibitor badges are full access passes. All exhibitors have access to all sessions, meals and networking events.

Book Hotel Rooms

Due Date: Discounted rates available through **Monday, August 12th** or when block sells out, whichever comes first

Notes: Visit the [Event Travel page](#) for more information and to reserve your rooms

Lead Retrieval

Order Due Date: Order by **August 8th** for pre-show pricing

Notes: Visit [American Tradeshow Services](#) for information, pricing and to place your order

Innovative Expo - Official Exhibitor Services Contractor

Discounted Rate Deadline: **August 13th**

Notes: This is for furniture, carpet, etc. orders. For Shipping dates and information please refer to the [Exhibitor Resources page](#) and/or the Exhibitor Services Kit

Electrical/Audio Visual & Internet

Discounted Rate Deadline: **August 15th**

Notes: [Encore's Event Now](#) site can be accessed here for A/V, Electrical and Internet

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There is free wifi in the Forum however it is basic wifi, if you need more than the ability to check email for demonstrations or to conduct business, we recommend ordering dedicated internet.

Discounted Code to Share with Colleagues Clients and Customers

Notes: Your custom discount code will be in the registration email

In Addition: We will be sending you a link you can use to share your discount code through your social media via Gleanin. Keep an eye out for a separate email with all the details you need to get started.

Pre- or Post-Show Eblast

Due Date: Please refer to the Pre- and Post-Show email section of the [Exhibitor Resources page](#)

Notes: Exhibitors have the choice to send a pre-show **OR** post-show eblast

Your html deployment must mention your participation in The Experience.

Must be paid in full to send eblast.
