

WELCOME LETTER



Dear Exhibitor,

Thank you for participating at **IWCE 2023**. I would like to introduce myself as your Expo Hall Liaison. I am here to help you plan a successful show and answer any questions you may have.

Please take a few minutes to read this Exhibitor Service Manual (ESM) carefully. The following pages include rules, tips and order forms to help maximize your exhibiting experience.

SHOW INFORMATION

Dates & Location:

Las Vegas Convention Center

3150 Paradise Rd, Las Vegas, NV 89109
North Hall – N1-N4

Conference: Monday, March 27, 2023 - Thursday, March 30, 2023

Exhibit Hall: Wednesday, March 29, 2023 - Thursday, March 30, 2023

Move In Hours:

Monday, March 27: 8:00 am- 4:30pm

Tuesday, March 28: 8:00 am- 4:30pm

Booths must be show ready by **9:00 AM Wednesday, March 29th**

Exhibit Show Hours:

Wednesday, March 29: 10:00 am - 6:00 pm (Networking reception 4:30 – 6:00)

Thursday, March 30: 10:30 am – 5:00 pm

Move Out:

Thursday, March 30 5:00 pm- 10:00 pm

Friday, March 31 8:00 am-12:00 pm

EXHIBITOR REGISTRATION HOURS

Registration is located in the main expo entrance of the North Hall. Registration hours can be found [here on the Agenda at a Glance](#).

OFFICIAL VENDORS AND ORDERING INFORMATION

IWCE has partnered with several service providers to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance to save you money and ensure a timely move in. Use the Critical Dates Checklist to keep track of important deadlines and official vendor information.

HOTEL & TRAVEL INFORMATION

In partnership with Convention Housing Partners (CHP) we've secured discounted rates at a selection of Las Vegas hotels. Through Convention Housing Partners (CHP) we're able to offer you convenient and affordable options for your trip to IWCE 2023. Convention Housing Partners (CHP) is the only hotel provider endorsed by IWCE 2023, and we encourage you to book through them early for the best selection and price.

You can find more information inside the Exhibitor Portal.

SHIPPING INFORMATION

To ensure the receipt of your exhibiting materials on time and to avoid unloading delays on-site, we recommend shipping in advance to the GES warehouse. All shipping information and associated costs can be found under the Shipping/Drayage/Material Handling/Access Storage section of the ESK.

EXHIBITING TIPS

Whether this is your first show or your 100th, we have put together some helpful tips to maximize your ROI at the show. These can be found in the [Exhibitor Resources](#) page.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Jennifer Bain
Email: jennifer.bain@informa.com

Information Classification: General