

Dear Exhibitor,

Welcome to Emergency Nursing 2024! We look forward to assisting you with the planning of your exhibit in Las Vegas, NV. This manual contains important details relative to your participation in September. Please take time to review this information and feel free to contact us if you have any questions.

This manual is to provide you with all the information necessary for a successful and profitable exhibition. In this manual, you will find forms for services offered by the official show contractors. If you are utilizing outside contractors (contractors not specifically mentioned in this manual), please notify them of the insurance requirements for access to the show floor and inform ENA Show Management and GES of the company name and personnel name.

GES requires all exhibitors to have a login to order online services. If you do not have a login already, please sign up for GES Espresso to place orders for Emergency Nursing 2024.

On behalf of ENA, we are pleased that you will be joining us this September. If there is anything that we can do to assist you, please feel free to contact us. We look forward to seeing you and to a very successful and productive Emergency Nursing 2024!

Sincerely,



ENA Show Management

Emergency Nursing Exhibit Management & Fulfillment

EMERGENCY NURSES ASSOCIATION

930 E. Woodfield Road | Schaumburg, IL 60173

**CRITICAL DATES**

<b>Date(s)</b>	<b>Activity</b>
Now Live	Floor Plan open to all exhibitors. Booths will be assigned on a first-come, first-served basis.
Now Live	Exhibitor Housing Open
Tuesday, April 30	Deadline to Book Discounted Hotel Rooms
Monday, June 3	Exhibitor Registration Live Exhibitor Services Manual Live
Monday, July 1	Lead Retrieval Early Bird Ends
Monday, July 8	Swapcard Mobile App Available to Exhibitors
Friday, July 19	Lead Retrieval Advanced Pricing Ends
Friday, July 26	Exhibitor and Sponsorship Payments Due in Full
Thursday, August 1 – Friday, August 30	Advance Shipments May Begin Arriving at the Warehouse
Monday, August 5	Exhibitor Appointed Contractor (EAC) Notification Due
Friday, August 9	Deadline to complete company listing in Swapcard Mobile App
Wednesday, August 14	GES Discount Deadline for Orders Booth Cleaning/Sanitizing Booth Furniture Booth Carpet Shipping: Advanced Warehouse & Direct to Show Site
Thursday, August 15	Pre-Show Attendee Mailing List distributed to exhibitors for those who purchased it.
Tuesday, September 3 - Wednesday, September 4	Direct Delivery to Show Site Shipments May Begin Arriving (8:00 a.m. – 5:00 p.m.)

## **EXPERIENCE HALL SCHEDULE**

### Exhibitor Move-In:

Tuesday, September 3	1:00 p.m. - 4:30 p.m.
Wednesday, September 4	8:00 a.m. – 5:00 p.m.

*All exhibits must be fully operational by 5:00 p.m., Wednesday, September 4. After this time, no installation work will be permitted without special permission from ENA Show Management.*

### Show Hours:

Thursday, September 5	11:00 a.m. – 4:00 p.m.
Friday, September 6	9:00 a.m. – 12:00 p.m.

### Exhibitor Move-Out:

Friday, September 6	12:00 p.m. – 7:00 p.m.
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*All exhibits will close promptly at 12:00 p.m. on Friday, September 6. All carriers must check-in by 10:00 a.m. on Friday, September 6. All freight not called for by 7:00 p.m. on Friday, September 6, will be shipped by the preferred carrier of the official show contractor at the exhibitor's expense.*

## **EXHIBITOR RESOURCES**

### Exhibitor Resource Page

You can access the Exhibitor Resource page [here](#).

### Americans with Disabilities Act Conformance

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend ENA, its officers, directors, agents, members, and employees from and against any claims, liabilities, losses, damages, and expenses (including attorney's fees and expenses) resulting from or arising out of the exhibitor's failure or allegations of exhibitor's failure to comply with the provisions of the ADA. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA

Civil Rights Division

U.S. Department of Justice

950 Pennsylvania Avenue, NW

Civil Rights Division

Disability Rights Section - NYAV

Washington, D.C. 20530

Phone: 800-514-0301

<http://www.ada.gov/new.htm>

Booth Giveaways

Exhibitors may conduct giveaways in their booth, as long as all promotion and the drawing itself take place within the contracted exhibit space. ENA will not announce winners of exhibitor booth giveaways over the microphone.

### Booth Package

Each booth will be set with 8' high gold/white/white/gold back drape, 3' high gold side dividers, and a company identification sign (7" x 44"). Any additional furnishings and services can be ordered by using the forms in the Exhibitor Services Manual. Please note that the hall is not carpeted, and all exhibitors are required to carpet their booth(s). Exhibitors may rent carpet from GES. The aisle carpet will be Pepper.

### Business Services

The FedEx Office Business Center is the exclusive business center for the Venetian, located on level 2 of the Congress Center at the Venetian, adjacent to the Bellini Ballroom.

The following services are available onsite: posters/signs and graphics; black and white/color copies; computer workstations with design software; packing, shipping, and receiving via FedEx for packages up to 150lbs; office equipment rental; binding and finishing services; office supplies; large volume production of meeting materials/books; 24/7 network; Mobility Solutions (scooters and wheelchairs) and more.

For more information about the FedEx Office Business Center at the Venetian or to place an order, please go to [FedEx Business Center | The Venetian Resort](#)

Phone: 702.836.4400

Email: [usa5607@fedex.com](mailto:usa5607@fedex.com)

### Contract Conditions/Rules & Regulations

Exhibitors must comply with all of the policies, rules, terms and regulations contained within [Exhibitor Rules & Regulations](#) document. Exhibitors are responsible for compliance with all facility regulations and codes concerning fire, safety, and health, which may be applicable in the Experience Hall during the event.

### Catering / Food / Beverage Dispensing

Any exhibitor wishing to provide food or non-alcoholic beverages in their booth during exhibit hours must receive permission from ENA Show Management. Serving alcoholic beverages in exhibit booths is strictly prohibited. For information on how to submit item(s) for approval, email [enaexhibit@smithbucklin.com](mailto:enaexhibit@smithbucklin.com). Please note that outside food and beverages are prohibited, and any items provided should be ordered through the Venetian's Catering Department, as the official food service provider.

### Convention Center

The Venetian Resort Las Vegas

3355 S. Las Vegas Blvd.

Las Vegas, NV 89109

### Dismantling of Exhibits

All exhibits must remain intact until the closing of the show. Exhibits shall not be dismantled or removed, in whole or in part, before 12:00 pm on Friday September 6, 2024. If exhibits are not removed, ENA has reserved the right to remove exhibits and charge the expense to the exhibitor. All carriers other than the official show carriers must be checked-in by 10:00 am on Friday September 6, 2024, otherwise the exhibitor shipment will be subject to rerouting at the exhibitor's expense.

#### ENA Show Management

The ENA Show Management (Smithbucklin) Office will be located onsite in the back of the Experience Hall. Prior to the show, contact ENA Show Management at [enaexhibit@smithbucklin.com](mailto:enaexhibit@smithbucklin.com) if you have questions.

#### Exhibitor Appointed Contractors

All Exhibitor Appointed Contractors (EACs) must obtain a temporary set-up/tear-down wristband from the security guards for access to the Experience Hall during move-in and move-out. All EACs must be registered with GES by Monday, August 5, 2024.

#### Exhibitor Registration

As an exhibiting company, you are entitled to receive four (4) complimentary Exhibit Hall Only badges per 100 sq. feet of exhibit space purchased. Exhibitor badges are for Exhibitor's full and part time employees or contractors and do not allow access to sessions. Exhibitors who purchase more than 100 sq. ft. are entitled to four (4) additional badges for every 100 sq. ft. purchased.

#### Exhibitor Service Center

GES will staff an Exhibitor Service Center throughout the show to help exhibitors with all their orders. The GES Service desk will be in the back of the Experience Hall. Exhibitors may follow up on advance orders as well as place any onsite orders at the Exhibitor Service Center. Place your order by Wednesday August 14, 2024, to take advantage of advance order discount rates.

#### Lead Retrieval

CSI is the official lead retrieval vendor of Emergency Nursing 2024. The lead retrieval order form can be found in the Exhibitor Services Manual. Exhibitors should plan to pick-up and return their device on-site at the Lead Retrieval Counter.

#### Official Hotels

On Peak is the official contact for Housing for Emergency Nursing 2024. The official hotels will not call exhibitors or sponsors to make housing arrangements.

For groups of 15 rooms or more, the [Hotel Request Form](#) is applicable. The Emergency Nursing Association reviews groups of 15 rooms or more prior to hotel placement. The group policies, located in the request form, outline pertinent deadlines and hotel allotments.

For any questions related to housing, please contact Erin Holden at OnPeak by emailing [Erin.Holden@onpeak.com](mailto:Erin.Holden@onpeak.com).

You can access the list of host hotels for Emergency Nursing 2024 [here](#).

#### Security

Show Management shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. Show Management will provide perimeter security for the duration of the show and additional security during move-in and move-out to be stationed at primary freight entrances. However, Show Management cannot provide security for every booth on the show floor and is not responsible for any theft or damage to product or displays. Below are some extra tips to keep in mind:

- OBTAIN INSURANCE, which includes a rider to your existing insurance policy to protect your entire exhibit and product from the time they leave your warehouse until they return.
- Do not mark the contents of the package on the cartons or crates. Do not store products in “EMPTY CARTONS.”
- Ship products in locked cages or trunks, when possible, to the correct address listed in the service kit.
- Make a complete list of all products shipped, listing model #'s and serial #'s, whenever possible.
- Mount or attach products to your display whenever possible.
- Secure your staff's personal property at all times (move-in/out is the most vulnerable time).
- Stay with your products on closing day until your products are securely packed and marked for shipment.
- Make outbound shipping arrangements in advance of the close of the show at the GES Service Desk on-site.
- Inform your staff members working in your booth of the rules regarding removal of merchandise from the show.
- Do not sell, give away, or trade merchandise during or after the show. Re-crate the product and return it with your display.
- Do not wait until the end of the show to inform management of damage or theft. Contact security and/or show management on-site immediately.

#### Storage Behind Booth Back Drapes

Nothing may be stored behind booths and back wall drapes. ENA, the Las Vegas Fire Prevention Division, and The Venetian® Resort Las Vegas may inspect exhibits to ensure compliance. Accessible storage may be arranged with GES.

## **Key Contacts**

ENA Show Management

E: [enaexhibit@smithbucklin.com](mailto:enaexhibit@smithbucklin.com)

Registration

E: [Meetingservices@ena.org](mailto:Meetingservices@ena.org)

OnPeak - Official Housing Partner

E: [erin.holden@onpeak.com](mailto:erin.holden@onpeak.com)

P: 312.527.7336

GES – General Services Partner

P: (800) 801-7648

- Exhibitor Services Manual
- Show Decorator
- Shipping Logistics
- Show Labor
- Furniture Rental
- Carpet & Flooring Rental

The Venetian® Resort Las Vegas

E: [facilities@venetianlasvegas.com](mailto:facilities@venetianlasvegas.com)

P: 702.733. 5151

- Conference/Exhibit Facility
- Booth Cleaning
- Electrical
- Internet & Telecommunication Services
- Food & Beverage Service
- Plumbing
- Rigging

CSI - Lead Retrieval Services

E: [exhibitor-support@csireg.com](mailto:exhibitor-support@csireg.com)

P: +1.708.786.5565

Encore - AV Vendor

E: [eventnowsupport@encoreglobalmail.com](mailto:eventnowsupport@encoreglobalmail.com)

P: 1-800-966-4498

- Monitors
- Laptops
- iPads & iPad Stands
- Various Audio Packages
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Up-Lighting, Etc.