



General Information

IMPORTANT DATES AND TIMES

Caesar’s Forum Conference Center – Alliance Ballroom

Monday, April 28	11:00 a.m. – 5:00 p.m.	Exhibitor Move-In
Tuesday, April 29	8:00 AM – 5:00 PM	Exhibitor Move-In
	7:00 p.m. – 9:00 p.m.	<i>Exhibit Showcase Grand Opening</i>
Wednesday, April 30	10:00 a.m. – 11:00 a.m.	<i>Exhibit Showcase Open</i>
	1:00 p.m. – 3:00 p.m.	<i>Exhibit Showcase Open</i>
	5:30 p.m. – 7:30 p.m.	<i>Poster Reception + Exhibit Showcase</i>
Thursday, May 1	10:45 a.m. – 12:45 p.m.	<i>Exhibit Showcase</i> <i>Passport to Prizes drawing at 12:30 p.m.</i>
	12:45 p.m. – 5:00 p.m.	Exhibitor Move-out

*All exhibits must be open and staffed during the show hours.

Exhibitors may begin to pack equipment, supplies, and literature when the show closes at 12:45 PM on Thursday, April 1 and must be completely out of the Alliance Ballroom by 5:00pm. **Exhibitors may not dismantle any portion of their booth(s) prior to the official dismantle period. Penalties and/or loss of priority points will be determined at the sole discretion of show management.**

All exhibitor materials must be removed by 5:00 PM. If your freight remains in the Alliance Ballroom after 5:00 PM without approval of show management, it will go out via GES Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the GES Service Desk during Service Desk Hours or prior to arriving in Las Vegas.

IMPORTANT: Please note the facility is carpeted. Floor furnishings are not required for this event. Exhibitors can elect to rent furnishings through GES that aligns with their brand/colors.



General Information

Each Booth Purchase Includes:

- 8' High black back wall/3' high side rails
- One (1) company ID sign and Booth # Sticker
- Listing on Convention website, online floorplan, and mobile app
- Pre- and post-show attendee list (contact name, title, company, and mailing address)
- Pre-show marketing kit to promote participation
- Two (2) Exhibit Showcase Only Badges
 - o Once your company's registration allotment is full, you may purchase additional Exhibitor badges for \$200 each. Your company also has the opportunity to purchase Full Conference registrations for \$705.

OFFICIAL GENERAL SERVICES CONTRACTOR

GES is the 2025 Aspire Convention Official General Services Contractor. Other official show suppliers are listed in the "Exhibitor Services Directory" below. GES will maintain an Exhibitor Service Center located in Alliance Ballroom.

SECURITY

Understanding the value and importance of your equipment and exhibit material, security guards will be in Alliance Ballroom during the duration of the event. Although ANPD Show Management provides this service, we are not responsible for any loss of material by an exhibitor.

EMPTY CRATES

It is important that crates are removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely, and "empty" stickers should be attached. Open crates will not be accepted for storage.

A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show. "Empty" crate stickers must be obtained at the Exhibitor Service Center located in the Exhibit Hall.

Empty crates will be returned to your booth after the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event. Please review and ensure your compliance with the Rules and Regulations posted within the Exhibitor Services Kit.



General Information

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.