



Exhibitor Service Kit Information

American Exposition Services is pleased to be selected as your Official Service Contractor for the 2022 Nevada Independent Insurance Agents Annual Tradeshow. All of our exhibitor services will be available via our online marketplace starting **February 2, 2022**. Please use the following instructions to visit our site, become familiar with the rules and information provided, and place any necessary orders.

New Users: Please register using the link below or use the automated login that will be sent to you via e-mail on February 2, 2022. If you need new login information, please call 916-925-3976 - Option 1, or e-mail info@american-expo.com. Please follow the link (or copy and paste to your browser) to set up your permanent password.

- Link to Online Marketplace: <https://aes.boomerecommerce.com>



Below are some quick facts and shipping information for your reference. This information is also available via our website upon logging in.



Health & Safety: As we navigate this return to in-person events, please understand there will be some health and safety measures and protocols we ALL must follow. We will be following State, local and venue guidelines in order to remain compliant and keep our staff and guests safe during and after the event. Specific protocols are still being determined and you will be updated with exact instructions as they are made available.



Quick Facts

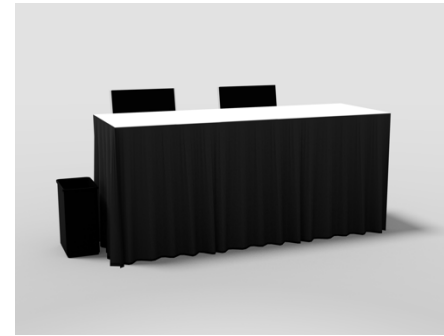
What does each 10'x10' booth space include?

- | | |
|------------------------------------|--------------------------------|
| (1) 8' high back drape (black) | (2) 3' high side drape (black) |
| (1) 6' draped table w/ black skirt | (2) Contour chairs |
| (1) Waste basket | (1) Exhibitor I.D. sign |



What does each 12'x12' booth space include?

- | | |
|-----------------------------------|-------------------------|
| (1) 6' draped table w/black skirt | (1) Exhibitor I.D. sign |
| (2) Contour chairs | (1) Waste basket |



Electrical

Please note that electrical and internet service is **NOT** included in your booth equipment. Please order on the booth selection form.

Carpet

The ballroom has existing carpet but you may choose to order custom colored carpet for your space through the online kit.

Discount Price Deadline

To take advantage of advance order discount rates, place your order by **February 25, 2022**.

*If you should need any additional furnishings or services including tables & chairs, carpet & padding, material handling and shipping, electrical services, or labor please login to our website for convenient ordering and payment.

How can you get your materials to the show and/or booth?

Using TS Shipper, *Powered by AES*, can save time, money and unwanted hassle. Shipping with TS Shipper is a convenient and simple way to combine and receive all of your show services in one place. Contact Exhibitor Services for assistance.

- **Advance Shipping to Warehouse (fees apply):**

You can ship all of your materials to our Advance Warehouse via TS Shipper or your preferred carrier: Please send your shipments to arrive between **February 9 – 25th** as follows:

American Exposition Services
Nevada Independent Insurance Agents Annual Tradeshow
(Exhibiting Company Name & Booth #)
1341 N. Market Blvd. Ste. 300
Sacramento, CA 95834



NIIA Annual Tradeshow
 March 10, 2022
 Atlantis Casino Resort Spa Reno
 Reno, NV

Quick Facts

Show Schedule

EXHIBITOR MOVE-IN: Thursday March 10, 2022 11:30am – 2:30pm

*All exhibits must be fully installed by 2:30pm and requested to join us for a VIP cocktail reception.

EXHIBIT HOURS: Thursday March 10, 2022 3:30pm – 6:30pm

CARRIER DEADLINE: Thursday March 10, 2022 4:00pm

EXHIBITOR MOVE-OUT: Thursday March 10, 2022 6:30pm – 8:30pm

*All labor and outbound freight services provided after 5:00pm will have overtime charges applied.

Dismantle and Move-Out Information

All exhibitor materials must be removed from the exhibit facility by **8:30pm on Thursday, March 10, 2022**. Any materials remaining in the facility will be re-routed via AES's choice or returned to warehouse to await disposition at exhibitor's expense.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carrier's check-in by **4:00pm on Thursday, March 10, 2022**.

Outbound Freight Shipments

- TS Shipper is the preferred freight carrier for this show and will be available during show hours at the AES Service Desk. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier. To/From shipping labels and Material Handling Agreements will be available at the AES Service Desk prior to the close of show.
- If you choose to use a carrier other than TS Shipper, such as Fed Ex and UPS Parcel, you will need to make the pickup arrangements prior to departure. Please reference the check-in and move-out times above. Please note some carriers, including UPS and FedEx will require carrier specific shipping labels and must be pre-printed and attached to your shipment in order for them to pick up and accept your shipment. AES will not be available to provide carrier specific labels.
- Any shipments left on the show floor after the carrier check-in time above will be re-routed via the show carrier at the Exhibitor's expense. Shipping fees will be invoiced to the master account on file.

Time Saving Hints

- Arrange your outbound carrier early. Our Service Desk will be available during all show hours for your assistance.
- Fill out, sign and return your MHA to the Service Desk once your shipment is packed and labeled.
- Remove old labels and tags.
- Keep all copies of shipping documents for tracking purposes.
- AES is happy to provide printed, non-carrier specific shipping labels. Please visit our Service Desk.

Excessive Trash and Booth Abandonment

- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-out.



NIIA Annual Tradeshow
March 10, 2022
Atlantis Casino Resort Spa Reno
Reno, NV

Quick Facts

- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash.
- The exhibitor will be charged for the removal and disposal of these items.
- Charges may include Installation & Dismantle labor, Forklift/Rigging Labor, and/or Dumpster Fee.
- Please call our Exhibitor Services Department for a quote.

AES Contact Information

AES Exhibitor Services hours of availability and contact information:

Monday – Friday 8:00am – 4:30pm

Office Phone Number: (916) 925-3976
Exhibitor Services Option #1
Shipping & Logistics Option #2

Email: info@american-expo.com

Website: www.american-expo.com

We are so pleased to have been selected to service your event needs. If you have any questions please contact our exhibitor service representatives at 916-925-3976 x100 or info@american-expo.com.

-American Exposition Services



CLICK HERE FOR ASSISTANCE