

Exhibitor Information/Exhibit Sales

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Accounting

Rhonda Bolker Senior Accountant
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Official General Contractor

FERN
800.774.1251
lwhitesides@fernexpo.com

Tradeshow Venue

Venetian Expo
201 Sands Ave, Las Vegas, NV
89169
702-733-5556
<https://www.venetianlasvegas.com/meetings/>

OFFPRICE Show

6300 N. River Rd, Ste, 301
Rosemont, IL 60018
262-782-1600
www.offpriceshow.com

SHOW DEADLINES

Exhibitors are strongly encouraged to place service and equipment rental orders **early**. By ordering **before the published deadlines** you will **save as much as 50%** in some instances, versus after the deadline or on-site.

ACTION	DEADLINE	<input type="checkbox"/> when completed
Artwork for show site sponsorships <ul style="list-style-type: none"> • Send graphics to account manager 	July 13th	<input type="checkbox"/> notes:
Final booth payment <ul style="list-style-type: none"> • Contact Juan Velasquez (jvelasquez@tarsus.com) 	June 23rd	<input type="checkbox"/> notes:
FERN discount for orders received with payment <ul style="list-style-type: none"> • Order on FERN OneView site 	July 13th	<input type="checkbox"/> notes:
SES discount for orders received with payment <ul style="list-style-type: none"> • Link can be found on FERN OneView site under additional services 	July 15th	<input type="checkbox"/> notes:
Online Booth ID & Directory Listing Form <ul style="list-style-type: none"> • Details on page 8 • 	July 29th	<input type="checkbox"/> notes:
Advance Shipments to arrive at the FERN OneView site without surcharges. Labels can be printed on FERN OneView site	July 28th by 3:30 PM	<input type="checkbox"/> notes:
Direct Delivery to Show Site <ul style="list-style-type: none"> • Labels can be printed on FERN OneView site 	August 3rd	<input type="checkbox"/> notes:

Payment Policy

No one will be allowed to set up their booth unless they are paid in full. For payment of booth space, hotels, equipment rentals and sponsorships we accept company check, cashier's check, money order or credit card (plus a 3% surcharge after first use).

SHOW SCHEDULE – Hall G

Set-up Dates and Hours

Thursday	August 3	8:00am - 6:00pm
Friday	August 4	8:00am - 6:00pm

Show Dates and Hours – **NEW SHOW HOURS****

Saturday	August 5	9:00am - 6:00pm
Sunday	August 6	9:00am - 6:00pm
Monday	August 7	9:00am - 6:00pm
Tuesday	August 8	9:00am - 3:00pm

Move-Out Schedule

Tuesday	August 8	3:01pm - 10:00pm
Wednesday	August 9	8:00am - 12:00pm

CHECKED BOX STORAGE

No large boxes, wooden pallets, crates or rolling sample cases will be allowed in or behind booths during the show. Empty boxes, pallets, crates and cases can be stored with FERN or placed in checked box storage. There is no charge for this and the items will be easily accessible immediately the show closes.

The checked box storage will work much like a coat or luggage check. Once you are ready to remove the empty boxes from your booth, you may bring them to the designated area where you will receive a claim ticket with your company name, booth number and the number of items being stored. At the end of the show, you will return to that designated Checked Box storage area to return your claim ticket and collect your boxes.

FLOORPLAN

To view the most up-to-date floor plan, please visit our website at www.offpriceshow.com, click on Floorplan at the top.

INSURANCE

Any exhibitor who is using an outside display company must supply a Certificate of Insurance naming the OFFPRICE Show, FERN and The Venetian Convention and Expo Center as additional insured. All certificates must be on file 30 days prior to the show.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the show.

DECORATION RULES

Booth Package

An exhibitor's booth package includes the following: Pipe and drape (8' high), unlimited drayage, base electrical service (500w drop per **2 booths**), booth ID sign, wastebasket, Show Directory listing, promotional material, and exhibitor badges.

Display Height

Your booth may be as high as 12' off the ground-including hanging signs. If you build your booth higher than 12', Show Management may ask you to lower it to their legal height restrictions. Anything to be displayed above 12' must be coordinated through Show Management.

Please keep displays clear of all **Fire Equipment (including Fire Alarm sensors or hoses attached to the building columns)** air vents and duct work. You are not permitted to hang anything from the ceiling.

Pipe and Drape

No hanging of any display materials on the pipe and drape. No pinning samples on the drape. Do not attach zip ties to the drape. By attaching zip ties to your pipe and drape, you may cause your booth to collapse.

ELECTRICAL

All space rentals include basic electrical service, (1) 500 watts (5 amp) drop per 2 booths. There is a tag on your electrical drop that states how much power you have been given. Any electrical power that is plugged into your socket above what the electrical tag states will be considered "overloaded" and your electrical fuse will be blown. Electrical outlets that are overloaded will be reset **one time**. If the electrical drop needs to be reset a second time, a (1) hour labor charge will be incurred. If you require additional electrical power, more than is provided in your booth package, you can order from the Venetian Expo. Please refer to The Venetian Convention and Expo link in the Exhibitor Kit for more information and ordering instructions.

Please Note: A steamer or iron requires 20 amps (2000 watts) to operate. If you plug one of these into your 5 amp (500 watts) electrical outlet, you will blow your fuse. Also, please pay special attention to the amount of watts that your spotlights are using. Typically, you would be able to use (2) lights for your average 500w (5 amp) electrical drop. There are "Steamer Outlets" available, where you can plug in your steamer during the move-in, located near the blockhouses. First come first served.

FOOD AND BEVERAGE SERVICES

The Venetian Convention and Expo will be providing all food and beverage during the course of the show. No outside food or beverage will be permitted on the exhibit floor. Any food and beverage (including bottled water and soda) brought in from outside of the Venetian Expo will be assessed a corkage fee. Exhibitors may distribute sample food (i.e. non-prepackaged food items) only upon written authorization by the Venetian Expo.

INDEPENDENT CONTRACTORS

If an exhibitor appoints a company other than FERN Expositions to install and dismantle their exhibit, they should read Exhibitor Appointed Contractors (EACs) and Third Parties found in the FERN portion of manual. Booth set-up personnel must also be registered as contractors and checked in with ID to enter the floor on set-up and tear down day.

OVERTIME

Labor overtime rates will apply for any work done by FERN laborers **after 5:00pm** or on **weekends**.

OTHER SHOW POLICIES

1. All Exhibitors must wear the OFFPRICE Show badge at all times during set-up, show hours and teardown. No one will be allowed onto the Show Floor without a badge, for any reason.
2. Exhibitors are expressly forbidden from inviting Buyers onto the show floor during set-up/tear-down time. Exhibitors may only apply for exhibitor badges for their own staff and will be required to individually prove their employee/company status and ID at the time of collecting their badge. Badges must be collected by each individual and will be charged for if lost.
 - a. Exhibitor Lost Badge Fee: \$25.00 per badge
3. Security will be checking ID and company credentials at the door, especially during set-up. Any buyer found on the show floor during set-up will have their badge removed and be escorted from the show floor. Show management also reserve the right to remove an exhibitor if they are in breach of this rule.
4. Booths must be manned with at least one person on show days from 9:00am - 6:00pm daily in the exhibit hall.
5. The sale of merchandise is limited to the Exhibitor only. No Guests or Buyers may solicit sales or display samples on
6. the premises. Samples are only allowed inside the confines of your booth.
7. All booths must be set up within their designated area only. If a booth display is placed in the aisle, it will be corrected
8. at the sole cost of the exhibitor.
9. All Exhibitors are limited to conducting business within their assigned location.
10. All requests for combining space must be done in writing with potential vendor's name, address and phone number.
11. You may share space with another exhibitor ONLY with written approval from Show Management. No unauthorized sub-leasing will be allowed.
12. Exhibitors will be able to bring samples in and out of the Show before the show opens each morning and after the show closes each evening. No samples will be allowed to leave the Show Floor during show hours for security purposes.
13. Use of two wheeled motorized vehicles are prohibited. Operators without reported disability are prohibited from using hover boards, Segway scooters or any two-wheeled motorized vehicle in The Venetian Convention and Expo Center public areas, including, but not limited to the tradeshow floor.
14. Absolutely NO SMOKING in The Venetian Convention and Expo Center at any time.

SECURITY

Show security will be on duty 24 hours a day from move-in to move-out. Exhibitors are required to wear badges at all times as these will be checked upon entry to the Convention Center. However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice to exhibitors that the show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind. The OFFPRICE Show recommends the following measure that exhibitors may wish to take to further safeguard their property:

1. Never leave laptops or valuable merchandise unattended in the booth. Be especially careful during move-in and move-out periods.
2. Be sure that boxes and cartons cannot be mistaken for trash. Place trash bins in the aisles at the close of each show day.
3. Drape sheets over your entire booth and clamp edges to the side of booth.
4. Lock Boxes are available to rent from FERN.
5. Hire the services of a guard to provide exclusive presence in your booth overnight. Contact show organizer for details of approved security services that are available.
6. During the move-out of the show, it is important for your boxes that are ready to ship to be clearly marked with your company name and booth number so that they do not get misplaced, cannot be mistaken for trash, or mistaken for another exhibitor's freight. The OFFPRICE Show strongly recommends that no matter the number of boxes that you have to ship, that you palletize and shrink-wrap them so that they are less likely to be stolen or misplaced.

Please note: Show Management and its service providers are not responsible for lost or stolen items. To ensure complete security of your important property (i.e. small-size samples, high-end samples, laptop computers) take them to your hotel room nightly.

SIGNAGE

All signs that are above the booths must fulfill the following criteria:

- Any signs or banners along the back wall of your booth may only be single-sided. No company information, logo or other text will be permitted on the back side of your banner that overlooks the neighboring exhibitor behind you.
- All signage approvals are conditional and if, in Show Management's opinion, the sign interferes with HVAC, lighting or overall appearance, the exhibitor may be asked to either move or remove the sign at the exhibitor's own expense.
- Any signs that require rigging or hanging from the ceiling must use FERN Expositions to hang them.
- All signs that are hung by FERN Expositions are subject to union and FERN rates. You may personally install a sign or banner within your booth space up to 12', so long as it is not attached to the ceiling, pipes or any ductwork.

Dear Exhibitor,

As part of our commitment to ensuring an accurate show directory for our attendees we have created an online Show Directory Entry Form to enable you to control the accuracy of your show directory listing.

This easy-to-use online program will enable you to enter/edit your company's profile in a timely manner - and with no paper trail!

How do you access your online directory listing? **You will receive a booth confirmation email with full instructions on how to complete your show directory listing.** Some of the features that are included in your directory listing are:

- Company Contact Details
- Product Categories (10 category maximum) to be featured online and in the show directory
- Company Description (the description will only be shown online; it will not be printed in the directory booklet at the show)
- You can continue to make changes up until the deadline date, **July 29, 2023**

If you have any questions, please contact exhibit@offpriceshow.com

Best regards,

The OFFPRICE Show Staff