



September 26-28, 2011  
Las Vegas Hilton  
Pavilion 11

## General Show Information & Rules A- Z

In addition to the following general rules and information, please review the facility general rules policies and procedures and the display guidelines located at <http://www.vscac.com/Exhibitor/Service-Manual/>

**Each exhibitor will be responsible for knowing and adhering to all policies and procedures outlined by show management and the Las Vegas Hilton.**

### **AUDIO/VISUAL**

Exhibitors requiring any audio/visual can make arrangements through **Freeman AV**. Order forms can be found online at <http://www.vscac.com/Exhibitor/Service-Manual/>

### **ARRANGEMENT OF EXHIBITS**

VSCAC will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor.

Each table top space will automatically be provided with the following:

- 1. 6 ft draped table**
- 2. 2 side chairs**
- 3. 1 wastebasket**
- 4. 2 comp passes**

**Conference Room is Carpeted wall to wall.**

All order forms can be found online at <http://www.vscac.com/Exhibitor/Service-Manual/>

**Note: On-site prices will be at least 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!**

### **BUSINESS CENTER**

The Las Vegas Hilton is proud to have a Business Center onsite. The business center can handle shipping, mailing, faxing, photocopying and other important details. The Business Center is conveniently located in the East Tower on the Ground Floor. (702) 732-5052 for pricing and additional details.

### **CANCELLATION**



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Payment is refundable if VSCAC is notified in writing postmarked on or before **June 24, 2011**, except for initial \$200 deposit. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

### **CONTRACTED LABOR**

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment.

### **EARLY TEARDOWN**

**Teardown before the show is over is strictly prohibited.** Any exhibitor violating this policy will be fined show points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. There are no exceptions.

### **ELECTRICAL CONTRACTOR**

TSE Electrical is the Official Electrical Provider for the show. They can assist in handling all of your electrical requirements. Order forms can be found online at <http://www.vscac.com/Exhibitor/Service-Manual/>

### **EXHIBITOR REGISTRATION**

VSCAC has set-up on-line registration for your convenience! With a login and password, which will be sent directly to your main contact in a separate email, you can simply register your staff, make any changes, and keep track of your staff badges. If you prefer to fill out the forms on the following pages, please print clearly and fax back to 817-277-7616.

We suggest that you use your badge allotments for your booth staff FIRST. Then distribute extras to your guests and clients. Please note that there will be **absolutely** no extra complimentary registrations awarded over your allotment.

All badges will be printed as filled out online. **Company name changes will not be allowed.** Questions call 800-576-8788

### **PURCHASING EXTRA BADGES**

If you have used your allotment of complimentary registrations and require additional staff badges, or guest badges, you may purchase those passes through the registration link you will receive via email. Registration is offered at a discounted rate of **\$595.00 per person.**

**Allotment breakdown is as follows:**

**Table Top = 2 complimentary registrations per space**

**Custom Spaces/Sponsorships = As indicated on your contract**

### **FLORAL & PLANT RENTALS**



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The Official Florist is Convention Plant Creations. Rates & order forms can be found in online at <http://www.vscac.com/Exhibitor/Service-Manual/>

### **FREIGHT CARRIER**

ELITeXPO is the Official Carrier for VSCAC. See more information online at <http://www.vscac.com/Exhibitor/Service-Manual/>

### **GENERAL REGULATIONS**

No part of the building shall be defaced in any manner, nor shall signs of other articles be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the building.

In addition to the follow general rules and information, please review the facility general rules policies and producers and the display guidelines located at <http://www.vscac.com/Exhibitor/Service-Manual/>

**Combustible decorating material**, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden.

**Cloth and other decorating materials** must pass any flameproofing and fire codes and ordinances prevailing in the Convention Center.

**All packing containers**, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays.

**Smoking** in accordance with the city fire codes and ordinances, smoking will not be permitted in the convention area at any time.

**Helium Balloons inside the facility** must remain 'tethered' to a fixed object and must have approval from Show Management prior to displaying. Any balloons that get released within the facility will incur labor costs associated with the removal of the balloon. Use of confetti, balloons, glitter or other similar materials will incur an additional clean-up fee.

### **GENERAL TABLE TOP MOVE-IN SCHEDULE:**

Move in will take place on Monday, September 26 from 8:00am - 6:00pm. Exhibits must be show ready by 8:00am on Tuesday September 27<sup>th</sup>.

### **MOVE-OUT**

Move-out hours are from 5:30pm -9:00pm on Wednesday, September 28<sup>th</sup> **Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined for the following show.** The hall must be completely cleared by 9:00pm on Wednesday. Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times.



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**OVERTIME-LABOR RATES ARE IN EFFECT AFTER 5:00PM ON WEEKDAYS AND ALL HOURS SATURDAY & SUNDAY.**

**FREIGHT DELIVERY (For Advanced Shipping Only)**

All advanced freight should be received at the Shepard Exposition Services warehouse no sooner than **August 30, 2011** and no later than **September 19 2011**.

Label each piece and address all shipping documents/bills of lading as follows for shipments to the warehouse:

[Exhibiting Company Name & Table Top #]  
VSCAC  
C/O Shepard Exposition Services  
6615 Escondido St. Ste C  
Las Vegas, NV 89119

**FREIGHT DELIVERY (For Show Site Shipping Only)**

The Las Vegas Hilton will **not accept** shipments prior to **Monday September 26, 2011**. Shipments received at the Las Vegas Hilton prior to show dates will be refused and sent back to sender.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

C/O Shepard Exposition Services  
[Exhibiting Company Name & Table Top #]  
VSCAC  
Hilton-Las Vegas  
3000 Paradise Road  
Las Vegas, NV 89119

**HOTEL ACCOMMODATIONS**

The Las Vegas Hilton has a limited number of discounted rooms at the rate of \$125 single/double occupancy.

**Las Vegas Hilton**

3000 Paradise Road, Las Vegas, NV 89109

**Book Online:** <http://www.vscac.com/Travel/>

**Book by Phone:** 800-732-7117

**Room Rate: \$125.00 Until September 2, 2011** or while rooms are available

**Deadline for Las Vegas Hilton  
discounted room rates: September 2, 2011**

Space is limited; you are encouraged to make your reservations early. Be sure to mention VSCAC in order to receive the discounted rate.



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### **MODELS/HOSTESSES**

Judy Venn & Associates is a full service talent agency providing booth staff, models, hostesses, hosts, interpreters, and demonstrators to exhibitors. Order forms online at <http://www.vscac.com/Exhibitor/Service-Manual/>

### **SECURITY**

Pro-Tect Security has been designated the Official Security Company for VSCAC. Show Management will arrange for general security during the exhibition. While management will make every effort to ensure that the exhibition area is completely closed to unauthorized personnel during non-show hours, we advise companies exhibiting items able to be carried out to remove them at the close of each day.

For exhibitors requesting individual security service, check online at <http://www.vscac.com/Exhibitor/Service-Manual/>

### **SHOW GUIDE**

The Official Show Guide will be distributed to all attendees. The program will contain the following information: Details on seminars & special events, facility maps and floor plans, sponsors, exhibitor listings in alphabetical order, including product descriptions and contacts.

**FINAL COPY DEADLINE DATE IS August 12, 2011.**



### **Mobile App – Green Package!**

Our **Complimentary** Mobile App provides you with the most technology advanced method of promoting your company, your products and services. You will be receiving an email direct from core-apps with your log-in and password. This will be sent directly to the person listed on your contract in a separate email; you can simply:

- Upload logo to appear on the floor plan and on the exhibitor information page
- Upload as many downloadable .pdf documents as you wish
- Maintain and update mobile app content all year long
- All this included with your booth for at **no additional fee!**

### **STORAGE**

Empty containers and storage items will be handled through Shepard. Please do not store containers, boxes and crates behind table top. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.



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## Free Show Guide Listing - **Mandatory** Deadline: August 12, 2011

**Your listing will appear EXACTLY as you type it below.** Please be aware of the spelling, capitalization, punctuation of your information as you are responsible for its accuracy.

The final copy date is **August 12, 2011**. If we do not receive this form on or before the due date, we will defer to your space application contract or a previous Show Program listing for company and product information.

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Product Categories: (Please check all that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> Captive Finance Company | <input type="checkbox"/> Non-Captive Finance Company      |
| <input type="checkbox"/> VSCAC Product Provider  | <input type="checkbox"/> Special Finance Product Provider |
| <input type="checkbox"/> Technology Provider     | <input type="checkbox"/> Training/Certification Company   |

Further describe your products / services (25 Words Max):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit via email to [lorena.cardenas@bobit.com](mailto:lorena.cardenas@bobit.com)  
or via fax: 310-533-2511**