

56th Annual

NAEPC Advanced Estate Planning Strategies Conference

November 5 – 8, 2019

EXHIBITOR INFORMATION AND REGISTRATION

Exhibit Space General Information

Your booth number is included within the email that contained this document. The Exhibit Hall will be located in The Brera Ballroom at The Cosmopolitan of Las Vegas.

All exhibitors must limit their displays to that of table-top size (exceptions noted below). Retractable signage is acceptable as long as it fits within the exhibit space. Standard exhibition space includes one clothed 6 ft. table, 2 chairs, a wastebasket, and an identification sign. As NAEPC utilizes a casual exhibit hall style, the entire ballroom is not set in 10 x 10 booths.

Exceptions: Premier sponsors receive up to approximately 20 ft. x 20 ft. of space with two 6 ft. tables, partner sponsors receive two clothed 6 ft. tables, and principal sponsors and “Your Way” sponsors that have chosen expanded space will receive 10 ft. x 10 ft. of space with one clothed 6 ft. table.

Audio-Visual (AV) Equipment, Internet & Electricity

AV equipment and electricity should be ordered by October 15, 2019 using the attached “[Exhibitor Service Order Form](#)”, which should be sent directly to PSAV at The Cosmopolitan of Las Vegas. Questions about AV and electrical services should be directed to cosmopolitanexpo@psav.com. For additional equipment needs not shown on the form, please contact the email above. On-site orders are subject to an additional 20% fee.

>NAEPC will place orders for sponsors that receive standard electrical service as one of their benefits.

Shipping Booth Materials

Receiving of booth materials will be handled by FedEx, the hotel’s in-house business center; **handling fees apply as shown below and must be paid using the “[Inbound Shipping Payment Form](#)”**. You are welcome to use the shipper of your choice to send your materials to the hotel. To ensure timely delivery of your materials to your booth, ensure that the boxes are labeled as follows (this information should appear in addition to your airbill). Shipments will not be accepted more than three days prior to the start of the conference. Please bring a copy of the tracking number(s) / airbill as this will enable tracking of shipments, should the need arise.

(Guest Name/Company Name/Booth #) (Guest Cell Number)
c/o FedEx Office at The Cosmopolitan of Las Vegas
3708 Las Vegas Blvd South
Las Vegas, NV, 89109
(56th Annual NAEPC Advanced Estate Planning Strategies Conference)
Box [] of []

Incoming and Outgoing Handling Fees

0.0 – 1.0 lb.	\$10.00	40.1 – 50.0 lbs.	\$55.00
1.1 – 10.0 lbs.	\$15.00	50.1 – 60.0 lbs.	\$55.00
10.1 – 20.0 lbs.	\$25.00	60.1 – 150.0 lbs.	\$70.00
20.1 – 30.0 lbs.	\$35.00	Pallets & Crates	\$250.00 or
30.1 – 40.0 lbs.	\$55.00		\$0.75/lb. > 333 lbs.

A one-time storage fee will apply to each package received and stored for more than five (5) calendar days.

Outbound shipping services will be available through the hotel’s business center.

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Delivery of Booth Materials & Set-Up

Exhibitor set-up will take place between 9:30 am and 3:30 pm on Tuesday, November 5, 2019. **Sponsors and exhibitors that have properly labeled their shipment can come directly to NAEPC registration.** Others should stop at the business center to make delivery arrangements.

Any exhibitor that is not completely set-up by 3:30 pm on Tuesday, November 5th will be asked to finish between 5:30 am and 6:15 am on Wednesday, November 6th. Booth set-up is not available on Monday, November 4th.

Show Hours, Set-Up, and Tear-Down

The exhibit hall is open during all receptions, meal periods, and breaks beginning after the exhibitor-only reception on Tuesday, November 5, 2019 through tear-down. The area will be open during the remainder of the time that sessions are in progress during which traffic is extremely light and booths are not required to be staffed.

Specific timing follows*:

<i>Tuesday, November 5, 2019</i>	<i>Wednesday, November 6, 2019</i>	<i>Thursday, November 7, 2019</i>
SET-UP · 9:30 am – 3:30 pm	6:30 am – 8:00 am (breakfast)	6:30 am – 7:45 am (breakfast)
NEW 4:00 pm (exhibitor reception)	10:30 am – 11:00 am (break)	10:00 am – 10:30 am (break)
5:00 pm – 6:00 pm (reception)	12:00 pm – 1:30 pm (lunch)	12:30 pm – 1:30 pm (lunch)
	3:30 pm – 4:00 pm (break)	2:35 pm – 3:05 pm (break)
	5:00 pm – 6:30 pm (reception)	TEAR-DOWN · 3:05 pm

All exhibitors must remain open through the published tear-down time.

**Although changes are not anticipated, exhibit hall hours are subject to adjustment.*

Hotel Reservations

A special block of rooms has been reserved for conference attendees at the hosting property, The Cosmopolitan of Las Vegas. The NAEPC room rate is \$219 plus a \$25 resort fee* (single/double occupancy, exclusive of applicable state and local taxes). Additional room options are available. To reserve, click [HERE](#) for the direct link, visit www.NAEPC.org/conference, or phone 855-435-0005 and reference group code SNAEP9. **We recommend making your reservations by Friday, October 4, 2019** and the reservation cut-off date is Friday, October 11, 2019. The group rate may be available three days pre- and post-conference, based on availability.

**Includes high-speed internet, 24-hour fitness center access, unlimited local, toll-free, and domestic long distance telephone calls, and tennis court access.*

>Any sponsor that receives complimentary room nights as a part of their support package must make hotel reservations for their attendees by Friday, October 4, 2019 and to communicate the names of those who are to receive the complimentary nights to NAEPC, after which they will be moved to the conference master account.