



## Exhibit Space Policies Platinum Level Exhibitors

**Due Date: August 30, 2019**

This document provides Platinum level exhibitors with the information necessary to properly design and build exhibits that fit within the established conference guidelines. Contact your exhibit manager, Cathy Nicastro, [cathy@tomcatevents.com](mailto:cathy@tomcatevents.com) or 702.283.7461, with any questions.

**The show floor** will be located in Hall D. Exhibit space selection will take place the week of August 19.

### Booth Specifications – rendering **due August 30** for compliance review and approval

E-mail a rendering of your exhibit space, including all dimensions and components, to [Cathy](mailto:Cathy) for review and approval.

- Raw space is 20' x 20'.
- Booth height limit is 16'.

The following items are **not** permitted:

- Hanging signs, rigging, and multi-story booths

### Booth Graphics – proof **due August 30** for branding review and approval

E-mail a proof of all booth graphics (including stand-alone signs, signs on monitors, etc.) to [Cathy](mailto:Cathy), for review and approval, prior to production. Exhibitors should consult the [SAP Partner Branding Guidelines](#) when developing signage and collateral.

### Move-In

- Saturday, September 21 1:00 p.m. – 5:00 p.m. (freight and cabling only, no labor)
- Sunday, September 22 8:00 a.m. – 5:00 p.m.
- Monday, September 23 8:00 a.m. – 7:00 p.m.
- Tuesday, September 24 7:00 a.m. – 9:00 a.m. (no crates allowed)

**All exhibitors must be show ready by Tuesday, September 24, 9:00 a.m.**

### Move-Out

- Thursday, September 26 6:00 p.m. – 10:00 p.m.
- Friday, September 27 8:00 a.m. – 5:00 p.m.
- Outgoing freight must be scheduled for Friday, September 27. Carriers should check in by 8 a.m.

### Show Floor Schedule

The Exhibitor Conference Schedule, including show floor hours, will be posted in the [Exhibitor Manual](#).

### Exhibitor Services – Order forms will be posted the [Exhibitor Manual](#).

- Show decorator and shipping vendor – Freeman is the official vendor.
- Electrical, Internet, floral, and cleaning should be ordered through SES.  
**IMPORTANT: Electrical and Internet services must be pre-ordered and the cabling installed on Saturday, September 21.**
- Audio visual – FMP is the official audio visual vendor.
- Badge scanning – vendor is TBD.
- Catering – booth and meeting room catering have separate forms.
- The Exhibitor Appointed Contractor (EAC) form must be completed if a non-official show vendor will be working on the show floor. The form and instructions are in your [Exhibitor Console](#).

### Aisles and Common Areas

The aisles, passageways, and overhead spaces remain strictly under the control of SAP. This includes all conference function space, the show floor, and other Venetian|Palazzo Congress Center property. No signs, decorations, banners, advertising matter or special exhibits will be permitted in these areas.

Each exhibitor is responsible for keeping the aisles near its exhibit space free from congestion caused by demonstrations and other promotional activities. Sufficient space must be provided within the booth for the comfort and safety of attendees

watching demonstrations and other promotional activities. All marketing activities, including the use of talent personnel, must be conducted within the exhibit space.