



Dear INCOMPAS Exhibitors and Meeting Room Hosts:

Thank you for your support of INCOMPAS! Last week your show confirmation was sent to you with details on your 2019 INCOMPAS Show participation. Our team is looking forward to working with you to make your participation at The 2019 INCOMPAS Show a success. Please pass this newsletter on to any members of your team who would benefit from this information.

**Exhibitor Move-In:**

Monday, November 4, 2019 8:00 am – 4:00 pm

*\*All exhibits must be set-up by 4:00 pm*

**Show Hours:**

Monday, November 4, 2019

Expo Hall Open: 5:30 pm – 7:30 pm

*\*New this year: The exhibit hall will be open to attendees during move in starting at 8:00 am*

Tuesday, November 5, 2019

Expo Hall Open: 7:30 am – 6:00 pm

Dedicated Exhibit Hours: 10:30 am – 1:30 pm

Wednesday, November 6, 2019

Expo Hall Open: 7:30 am – 4:00 pm

Dedicated Exhibit Hours: 11:00 am – 1:00 pm

**Meeting Room Hosts:** You will have all day access to your meeting room Monday – Wednesday. We only ask that no receptions or functions are hosted during our official show hours.

The Expo Hall, Deal Center and Meeting Rooms will be open according to the schedule shown above. Exhibitors are only required to be in their exhibit space during dedicated exhibit hours.

**Exhibitor Move-Out:**

Wednesday, November 6, 2019 4:00 pm – 8:00 pm

Exhibitors may not begin to pack equipment, supplies and literature prior to 4:00pm and exhibitors must be completely out of the hall by 8:00pm Wednesday, November 6.

## **EXHIBITOR HOTEL RESERVATION AND REGISTRATION**

**Step 1 – Book your Hotel Room** [Book your hotel stay](#) **PRIOR** to starting your registration. Once you have a hotel confirmation code, you will be able to register for the show at the discounted rate.

### **INCOMPAS Room Rates**

INCOMPAS has negotiated a hotel room rate of \$205 at the Omni Louisville Hotel. All room rates are per night and are subject to a 16% lodging tax.

### **Housing Rate Cutoff**

Take advantage of the discounted INCOMPAS rate and be sure to book your reservation on or before **Friday, October 11, 2019**. After **October 11**, the INCOMPAS room block will be released and the negotiated room rates may not be available.

**Please note, any solicitations you may receive between now and The 2019 INCOMPAS Show for housing are not from official INCOMPAS providers. Our conference hotels do not solicit exhibitors for reservations.**

**Step 2 – Register for the Show** See our [registration rates](#) and then [click here to register](#).

**Please reference your official confirmation email for the allotted number of complimentary registrations and codes your company receives.**

Everyone at The 2019 INCOMPAS Show is required to wear an official INCOMPAS badge while attending the Expo, sessions, and/or other sanctioned events.

### Questions?

For registration questions or comments, or if you need to make updates to existing registrations, please contact our registration coordinator, Erik Martin, at [registartion@incompas.org](mailto:registartion@incompas.org) or 312.673.4956.

## **COMPANY DESCRIPTION**

***\*For Booths, Kiosks, and Table Top Exhibits only\****

The INCOMPAS mobile app will be available for all INCOMPAS attendees to download and learn about exhibiting companies. Please fill out this [short survey](#) by **Friday, October 4** with your current company information.

## **UPCOMING CRITICAL DATES**

### **Friday, October 4**

- Fill out this [short survey](#) with your company description for the INCOMPAS mobile app.

### **Friday, October 11**

- Don't forget to register!
- Book your hotel reservations by this date to receive discounted room rates.

**Monday, October 14**

- Deadline to order AV (10x10 exhibits and Meeting Rooms Only)
- Deadline to order Lead Retrieval

**Monday, October 21**

- Fern Order Discount Deadline (Meeting Rooms Only)
- Deadline to order Electric and Internet through Encore

**Now - Thursday, October 31**

- Last day for shipments to arrive to Advance Warehouse
  - o To avoid additional after deadline charges, materials must arrive by October 31, 2019.

**EXHIBITOR RESOURCES**

The 2019 INCOMPAS Show Service kits are now available. These kits include shipping information, important dates, show times, expo furnishings and additional services. Please review your official confirmation email with your corresponding kit. If you have questions, please email Caitlin at [exhibits@incompas.org](mailto:exhibits@incompas.org).

Meeting Room Service Kit – available by [clicking here](#)

Exhibit Hall Service Kit – available by [clicking here](#)

**MARKETING KIT**

As an exhibitor, sponsor and/or meeting room host, you play an important role in the success of the show by raising awareness of the event and inviting your customers and contacts to attend. To help promote your presence at The 2019 INCOMPAS Show, we are offering you [sample communications](#) to share via email, social media and on the web.

Regards,

Caitlin Foli, INCOMPAS Exhibits Coordinator  
[exhibits@incompas.org](mailto:exhibits@incompas.org), 312.673.5391