



Dear INCOMPAS Exhibitors and Meeting Hosts:

Please review the following notes and reminders in preparation for The 2019 INCOMPAS Show and share with your team members as appropriate.

MOBILE APP

We're making it easier to meet more contacts and set up meetings with the launch of our Mobile App, sponsored by [Spectrum Business](#). This mobile app includes the full attendee list, which allows you to continue to book meetings with new registrants from the excel attendee list that you received.

Only registered attendees can access the [INCOMPAS Show Mobile App or online attendee list](#).

- Username: **email address you used when registering**
- Password: **last name (no caps)**.

For ease of scheduling meetings using the attendee list, we recommend:

- Use the [mobile app](#) once you are onsite, to send quick one off emails
- Use the [online version](#) for pre-show show scheduling and ease of connecting to outlook

EXHIBITOR REGISTRATION

As a reminder, everyone at The 2019 INCOMPAS Show is required to wear an official badge while attending the expo hall, sessions, meeting rooms, or other sanctioned event.

[Click here](#) to register using the discount codes provided in your confirmation email. If you have any questions or need your confirmation resent, please email The INCOMPAS Exhibits Team at exhibits@incompas.org.

HOUSING

The housing deadline to receive the INCOMPAS preferred rate has passed, but the hotel still has additional availability. [Book your hotels](#) as soon as possible to avoid high increases in room rate.

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.

EXHIBITOR SERVICES MANUAL

The 2019 INCOMPAS Show Exhibitor Service Kits are available by [clicking here](#). Both the [Exhibit Hall Only](#) and [Hotel Meeting Room](#) kits are available and include shipping information, important dates, expo furnishings and additional services.

Please pay attention to what is included in your exhibit package above so you are aware of what you need to order. Table Tops, Networking Tables and Meeting Pods do not include electric. If you will need power, please reach out to Encore

ELECTRICAL SERVICES

Encore – Omni Louisville

omnilouisville@encore-us.com

www.encore-us.com

Phone: 702.385.6911

Exhibitor Move-In:

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

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

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

Show Hours:

Monday, November 4, 2019

Expo Hall Open: **8:00 am – 7:30 pm**
Dedicated Exhibit Hours: 5:30 pm – 7:30 pm

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

Do not hesitate to contact us if you need anything prior to the show.