



INCOMPAS 2021 Exhibitor, Meeting Room, and Sponsor FAQs

Where can I register for the 2021 INCOMPAS Show?

- Please book your team using your complementary registration passes as soon as possible. Complementary registrations can be cancelled and/or transferred to a different team member at any time. **Please reference your Fulfillment Guide for the allotted number of complimentary registrations and codes your company receives. Registration instructions are included in your Fulfillment Guide.** You can register from the 2021 INCOMPAS Show by navigating through the INCOMPAS website: [REGISTER HERE](#).

When can I book housing for the 2021 INCOMPAS Show?

- The INCOMPAS Show room rate is available, pending the hotel's overall availability, when [making reservations](#). Please note that since the cut-off date has passed, the show rate is no longer guaranteed. [BOOK HERE](#)

What is the hotel cancellation policy?

- Cancellation of reservation must occur at least 72 hours prior to arrival date to avoid being charged a penalty of the first night's room and tax.

Who do I contact about my INCOMPAS Exhibit or Meeting space?

- Kayley Pitman; exhibits@incompas.org; 312.673.5923

Who do I contact about my INCOMPAS Sponsorship?

- Carolyn Kline; exhibits@incompas.org; 312.673.5374

Who do I contact while I am on-site?

- Ask for us at the registration desk:
 - Kayley Pitman - [Exhibits, Meeting Rooms](#)
 - Carolyn Kline – [Sponsorship](#)
 - Danielle Bartodziej - [Registration](#)

What are the most current health care protocols for INCOMPAS?

- The health and wellness of The 2021 INCOMPAS Show attendees remains our top priority as we return to in-person events. We are making preparations to hold The 2021 INCOMPAS Show in accordance with [CDC](#) and [local authority](#) guidance, as well as working with The Cosmopolitan of Las Vegas, a Marriott Bonvoy property, to ensure the highest standards of safety, hygiene, cleanliness and operational effectiveness for all participants. [Click here](#) to learn more about our health and safety updates.

When can I move into my exhibit space?

- Exhibitor move-in will begin on Monday, October 25, at 7:00am. Note that exhibits and kiosks will be turnkey, no need for a lot of set-up time!

How many people can work my exhibit space?

- Your exhibit space will come with (2) stools.

Where can I view my space on the floorplan?

- You can view your company location on the show floor by viewing the INCOMPAS online floorplan: [CLICK HERE](#). If there are any issues with what you see on this floorplan, feel free to reach out to the [Exhibits Team](#) for assistance.

What else is included in my exhibit package?

- Turnkey Exhibit: No labor, AV, electric, shipping or furniture costs. Includes:
 - Company branding
 - 2 stools
 - Counter space
 - TV monitor
 - Electric
 - Lighting
 - Set-up and tear-down
 - Four full conference registrations. Additional passes offered at a discounted rate of \$475
 - Pre- and post-show attendee list, to include name, title, company, city, state, ZIP and country. Email addresses will be provided, in the post-show list, of attendees who opted-in
 - Inclusion in INCOMPAS Show Guide
 - Logo on the INCOMPAS website
 - Access to the INCOMPAS Deal Center
 - Listing in the Show Mobile App

What else is included in my meeting space package?

- The standard room set for off-floor meeting rooms is max rounds with (8) chairs at each table. *See Fulfillment Guide for an example image.* (1) 6' table with (2) chairs will be placed outside the meeting room as well. Reminder: you are responsible for coordinating your own AV, Electric, and Food & Beverage needs (please reference your Fulfillment Guide for vendor contact information). ***If you would like a different set up, please email us at exhibits@incompas.org*
- Other inclusions:
 - Opportunity to purchase additional registrations at the discounted rate of \$475 each
 - Pre- and post-show attendee list to include name, title, company, city, state, ZIP and country. Email addresses will be provided in the post-show list of attendees who opted-in
 - Inclusion in The INCOMPAS Show Guide
 - Listing in the Show Mobile App

- Access to The INCOMPAS Deal Center
- Complimentary Wi-Fi **

Where do we ship any materials needed for the show as an Exhibitor or Meeting Room company?

- INCOMPAS Exhibits have been designed for ease of set up, reducing the need for you to ship onsite. If you need to ship any collateral to the event, shipping will be coordinated with the onsite FedEx office. Please make sure to note your tracking number for shipping, as you are responsible for any packages arrivals onsite. *(If you are a sponsor, you will ship to the Advanced Warehouse. Please reach out to exhibits@incompas.org for the address or refer to your fulfillment guide)*

[Click here for shipping and pricing information.](#)

What is needed in order to set up my meeting space?

- It is recommended to bring collateral, but not required. Signage will be provided for you, no additional signage is allowed.

When are the exhibit hall hours?

- **Sunday, October 24, 2021**
 - Welcome Happy Hour: 4:30 p.m. – 6:30 p.m.
- **Monday, October 25, 2021**
 - Expo Hall Open: 7:00 am – 6:00 pm
 - Dedicated Expo Hours: 10:30 am – 1:00 pm
 - Opening Reception: 4:00 pm – 6:00 pm – Exhibit Hall
- **Tuesday, October 26, 2021**
 - Expo Hall Open: 7:00 am – 5:00 pm
 - Dedicated Expo Hours: 10:00 am – 2:00 pm
 - *NEW* Dedicated Exhibitor Hours - "Catch Chip for a Sip" Beer and Wine Happy Hour: 4:00 pm – 5:00 pm -- Expo Hall - Brera Ballroom
 - *UPDATE:* INCOMPAS Reception: 6:30 pm – 8:30 pm – Chelsea Pool**
- **Wednesday, October 27, 2021**
 - Private Meeting Rooms Open 7:00 am – 12:00 pm
 - *Meeting Room companies will have 24-hour access to their rooms starting Monday morning through Wednesday at 12:00 pm.

When are other functions at INCOMPAS taking place?

- You can view the detailed 2021 INCOMPAS agenda by [clicking here.](#)

When do I need to remove my materials?

- All of your materials must be removed by EOD on Tuesday, October 26.

Will I receive any attendee data prior to the show?

- [Access the Attendee List \(ConnectIN\) Here](#)

Will I receive any attendee data after the show?

- Yes, as an INCOMPAS exhibitor, you will receive a post-show attendee list, to include name, title, company, city, state, ZIP and country. Email addresses will be provided, in the post-show list, of attendees who opted-in.

If you have additional questions, please do not hesitate to reach out to our [Exhibits Team](#).