



INCOMPAS Exhibitor Newsletter – August

Thank you for exhibiting with us at the 2022 INCOMPAS Show, hosted at the Sheraton Denver Downtown in Denver, CO. Please read this newsletter carefully and pass it on to any members of your team who would benefit from this information.

Exposition Schedule

Exhibitor Move-In

Sunday, October 23, 2022 8:00 AM – 4:00 PM

ALL EXHIBITS MUST BE COMPLETE BY Sunday, October 23, 2022 at 4:00pm

Exposition Hours

Monday, October 24, 2022

7:00am – 6:00pm Exhibit Hall is open
7:00am – 6:00pm Sponsored Meeting Rooms open
10:00am – 2:00pm Dedicated Exhibitor Hours
11:30am – 1:00pm Lunch/Dedicated Exhibitor Hours
4:00pm – 6:00pm Opening Reception

Tuesday, October 25, 2022

7:00am – 5:00pm Exhibit Hall is open
7:00am – 6:00pm Sponsored Meeting Rooms open
10:00am – 2:00pm Dedicated Exhibitor Hours
11:30am – 1:00pm Lunch/Dedicated Exhibitor Hours
4:00pm – 5:00pm Happy Hour

Wednesday, October 26, 2022

7:00am – 12:00pm Sponsored Meeting Rooms open

All exhibits must be opened and staffed during dedicated exhibitor hours.

Exhibitor Move-Out

Tuesday, October 25, 2022 5:00 PM – 8:00 PM

Exhibitors may not begin to pack supplies and literature until 5:00pm on Tuesday, October 25 and must be

completely out of the hall by 8:00pm Tuesday, October 25. Sponsored meeting rooms will stay open on Wednesday, October 26 from 7:00am- 12:00pm. More details regarding move-out will be announced during the show.

Registration

Exhibitor registration is now live! To use your discounted pass code, [follow this link to register](#).

1. If you are a **member**, use the drop down menu to select your company name and proceed to the next page.
If you are **not a member**, select non-member and proceed to the next page.
2. FIRST, in the promotion code field located at the top of the page, enter the code provided in your sponsored confirmation email to apply your discounted rate
3. Select your registration type.

For registration questions or comments please contact our registration coordinator, Jazmyne Davis at registration@incompas.org.

Housing Accommodations

INCOMPAS has secured discounted room rates for INCOMPAS Show attendees at the following property:

Sheraton Denver Downtown Hotel

1550 Court Pl, Denver, CO 80202

[\(303\) 893-3333](tel:(303)893-3333)

The deadline to reserve your room at our preferred hotel (Sheraton Denver Downtown) at our special attendee rate is **Friday, September 23, 2022**. We look forward to hosting you in Denver. [Click here](#) to access the INCOMPAS housing website inclusive of official hotel information.

Current Floor Plan

Please click [HERE](#) to view the INCOMPAS Show online floor plan.

Exhibitor Services Manual

[Click here](#) to access the online Exhibitor Services Manual. Willwork is the official decorator of this event. All other official vendors are listed within this manual.

Please refer to this online manual for all show information such as shipping, booth furnishings, AV services, and more. Pay close attention to the Important Dates & Deadlines to ensure timely ordering or submissions that will save you money!

Shipping Information

Advance Warehouse: Must arrive between September 19 at 8:00AM and October 18 at 3:00PM (MT)

(Your Company Name & Booth Number)

INCOMPAS SHOW 2022

YRC Freight c/o Willwork

14700 Smith Road

Aurora, CO 80011

Direct to Sheraton Downtown Denver Hotel: Beginning October 24 from 8:00AM-4:00PM (MT)

(Your Company Name & Booth Number)

INCOMPAS Show 2022

c/o Willwork Global Event Services

Sheraton Denver Downtown Hotel

1550 Court Place

Denver, CO 8020

Please reference the Shipping Instructions, located on page 17 of the [Exhibitor Services Manual](#).

MARKETING KIT

Tell your customers that you are an exhibitor/sponsor at the 2022 INCOMPAS Show using our [INCOMPAS Marketing Kit](#), to access emails, graphics and more!

Also feel free to join the [INCOMPAS 2022 ConnectIN Group](#) on LinkedIn. This group is for attendees of The INCOMPAS Show 2022 in Denver, Colorado, to support connections prior to the show. The goal of this group is to engage with one another and discuss plans, ideas, and opportunities as the show nears. All sponsors, speakers, key stakeholders, conference attendees, and INCOMPAS board members are invited to join the group.

Thank you again for your continued support of INCOMPAS. If you have any questions at any time during the show, please feel free to ask any of the INCOMPAS staff members. We look forward to a great show!