



## INCOMPAS Exhibitor Newsletter – August

Thank you for exhibiting with us at the 2024 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.

### Upcoming Deadlines

ORDER FORM	DEADLINE DATE
Early Bird Registration Deadline	August 23, 2024
Willwork Artwork Submission Deadline	September 12, 2024
Advance Warehouse Shipping Begins	September 16, 2024
Hotel Reservation Cut Off Date	September 20, 2024

### Housing & Attendee List Scammers

**IMPORTANT:** It has come to our attention that unauthorized companies have been contacting INCOMPAS exhibitors and attendees and are identifying themselves as being affiliated with INCOMPAS regarding hotel reservations and attendee lists. The intent is to convince you that the offer is made on INCOMPAS's behalf, or that the soliciting company is a viable alternative. These companies are **NOT** affiliated or working in partnership with INCOMPAS. If you receive any calls or emails from a company trying to make your housing reservation or sell you an attendee list, please be aware that this is not sanctioned. **Again, these companies are NOT affiliated with INCOMPAS in any way, nor are they a partner with INCOMPAS.**

You will receive the hotel booking link in your registration confirmation email, and you will only receive the pre-event attendee list from this email address ([exhibits@incompas.org](mailto:exhibits@incompas.org)).

### Exposition Schedule

#### Exhibitor Move-In

Sunday, October 20 2:00 PM – 7:00 PM

#### Exposition Hours

Monday, October 21  
**7:30 AM – 6:00 PM (Expo Hall, Deal Center, Meeting Rooms Open)**  
 7:30 AM – 8:30 AM (*Breakfast*)  
 11:30 AM – 1:00 PM (*Lunch*)  
 4:00 PM – 6:00 PM (*Opening Reception*)

Tuesday, October 22  
**7:30 AM – 5:00 PM (Expo Hall, Deal Center and Meeting Rooms Open)**  
 7:30 AM – 8:30 AM (*Breakfast*)  
 11:30 AM – 1:00 PM (*Lunch*)

4:00 PM – 5:00 PM (*Happy Hour*)

### Exhibitor Move-Out

Tuesday, October 22

5:00 PM – 8:00 PM

You may also view our Schedule-at-a-Glance [HERE](#).

### 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 ***Deadline Dates Checklist*** to ensure timely ordering or submissions that will save you money!

### Sponsorship

Want to get even more exposure at INCOMPAS? View our prospectus [HERE](#) for numerous sponsorship opportunities! Below are some **NEW!** exciting opportunities we're offering this year:

- **Hotel Front Desk** – \$15,000
- **Stair Decals** – \$12,500
- **LED Wall Ads** – \$5,000
- **Water Stations** – \$7,500
- **Mobile App Banner Ads** – \$3,000

If you have any questions or are interested in purchasing a sponsorship, please fill out the [contract](#) or reach out to Sky Wang at [swang@incompas.org](mailto:swang@incompas.org).

### Lead Retrieval

Lead retrieval devices can be ordered for the 2024 INCOMPAS Show by clicking [HERE](#). To receive advanced pricing, orders must be placed before **Sunday, October 6**. If after you review the package options, terms & conditions and privacy statement and you have questions, please contact [itevents@smithbucklin.com](mailto:itevents@smithbucklin.com).

### Marketing Kit

Tell your customers that you are an exhibitor/sponsor at the 2024 INCOMPAS Show using our [INCOMPAS Marketing Kit](#), to access emails, graphics and more!

### Questions?

Visit our [Exhibitor Resources Page](#) on our [website](#)!

INCOMPAS Exhibits & Sponsorships Team