



## INCOMPAS Exhibitor Newsletter – June

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
Hotel Reservation Cut Off Date	September 20, 2024

### Exposition Schedule

#### Exhibitor Move-In

Sunday, October 20 2:00 PM – 7:00 PM

*All exhibits must be completely set up by 7:00 PM on Sunday, October 20.*

#### 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

*Exhibitors may not begin to pack supplies and literature until 5:00 PM on Tuesday, October 22 and must be completely out of the hall by 8:00 PM on Tuesday, October 22.*

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

### 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 registration instructions email to apply your discounted rate
3. Select your registration type.

For registration questions or comments please contact our registration coordinator, Jazmyne Davis at [Jdavis@incompas.org](mailto:Jdavis@incompas.org).

*NOTE: Your registration includes all conference activities: Deal Center, Expo Hall, Keynotes, Buyers Forum, Meals, Networking Receptions.*

## Housing Accommodations

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

### **Sheraton Denver Downtown**

1550 Court Pl  
Denver, CO 80202

The room rate will be available until Friday, September 20, or until the room block is sold out, whichever comes first. Hotel & Travel information can be found [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!

## 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!

## Sponsorship

Want to get even more exposure at INCOMPAS? View our prospectus [HERE](#) for numerous sponsorship opportunities! If you have any questions or are interested in purchasing a sponsorship, please reach out to Sky Wang at [swang@incompas.org](mailto:swang@incompas.org).

### Questions?

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

INCOMPAS Exhibits & Sponsorships Team