



Dear Exhibitor:

Welcome to the World Tea Expo 2024! This year's show is taking place March 19-March 20, 2024 at the Las Vegas Convention Center in Las Vegas.

We are pleased to present you with your exhibitor service kit which contains all the information you will need to successfully transport, set-up/tear-down and equip your booth. All necessary forms from each "Official Show Vendor" are included. By reading and paying attention to order details and deadlines, you will save valuable time and money.

The official show decorator is (GES) Global Experience Specialists. Their order forms and a list of services can be found by visiting the official show website, <https://www.worldteaexpo.com/>. The exhibitor kit is located under the exhibit heading and then under Exhibitor Toolkit. Other order forms such as electrical, internet, lead retrieval, audio visual, plant and floral and any additional order forms may also be found on this website.

No one under 21 years of age is allowed into the World Tea Expo as an attendee or as booth personnel. For reasons of safety and the professional nature of this event, this policy will be strictly enforced.

Remember all exhibitors must provide a certificate of insurance for this event before they are permitted onto the show floor. The World Tea Expo has asked Show Insurance/Rain Protection Insurance to handle all insurance issues for the show including collecting and verifying certificates of insurance. For further questions please visit the Show Insurance/Rain Protection website at [www.showinsurance.com](http://www.showinsurance.com) [www.Rainprotection.net](http://www.Rainprotection.net)

WTE 2024 has appointed connection Housing as the official housing provider to help you make your discount hotel reservations. Reserve your room online at the BRE Hotel and Travel Page.

Exhibitors and attendees are often subjected to improper solicitation from unaffiliated hotels or third-party housing agencies. We negotiated exclusive hotel rates available only through Connection Housing, WTE's only official housing provider. Our exclusive rates can only be booked online through their site. Any other offers from hotels or third-party housing agencies are not endorsed by WTE. Should you receive a solicitation from anyone other than Connection Housing, please notify Cassidy Kaumeyer at [ckaumeyer@questex.com](mailto:ckaumeyer@questex.com). WTE assumes the responsibility to demand a cease and desist of such efforts.

If you have any questions regarding the show, please contact Cassidy Kaumeyer, [ckaumeyer@questex.com](mailto:ckaumeyer@questex.com) if you are an exhibitor. If you have a booth package or sponsorship, please contact Cassidy Coburn, [kcoburn@questex.com](mailto:kcoburn@questex.com)

Thank you for your participation in this year's show.

Sincerely,

*Cassidy Kaumeyer*

Cassidy Kaumeyer  
Operations Coordinator



## GENERAL SHOW SCHEDULE & INFORMATION

### EXHIBIT HALL LOCATION

Las Vegas Convention Center  
Halls S1, S2  
3150 Paradise Road  
Las Vegas, NV 89109

### EXHIBITOR REGISTRATION

Sunday	March 17	11:00am to 5:00pm
Monday	March 18	7:00am to 6:00pm
Tuesday	March 19	7:30am to 6:00pm
Wednesday	March 20	7:30am to 5:00pm

*Please note: Exhibitors already in the hall when registration closes will be allowed to continue working. Exhibitors will NOT be allowed to exit and re-enter the hall after posted hours. Any exhibitor arriving after posted hours will not be allowed into the hall and must return during posted hours the next day. Exhibitors who have not arrived or made plans to have their booth set by close on Tuesday, March 12 are subject to having freight removed from the floor and their booth reassigned.*

### EXHIBIT HALL HOURS

Tuesday	March 19	12:00pm to 6:00pm
Wednesday	March 20	12:00pm to 5:00pm

### EXHIBITOR MOVE-IN

Saturday	March 16	12:00 pm to 4:30 pm
Sunday	March 17	8:00 am to 4:30 pm
Monday	March 18	8:00 am to 5:00 pm
Tuesday	March 19	8:00am to 12:00pm

**NEW THIS YEAR:** each exhibitor will be given a target move in time based on their booth location. Please reference your booth's target move in date and time [here](#).

### EXHIBITOR MOVE-OUT

Wednesday	March 20	5:00pm to 10:00pm
Thursday	March 21	8:00am to 12:00pm

**NEW THIS YEAR:** each exhibitor will be given a target move in time based on their booth location. Please reference your booth's target move in date and time [here](#).

*Please note: Exhibitors must have outbound freight arrangements made for freight to be out of the exhibit hall by Thursday, March 15 before 1:00pm, or it will be necessary for GES to make other shipping arrangements at prevailing rates for your returned freight. Exhibitors are responsible for completing and returning the material handling agreement to the GES Service Desk even if the items are to be picked up by their own trucks or carried out. Any freight left in the hall past Thursday, March 15 at 1:00pm without a completed material handling agreement will be assumed to be trash and is subject to being discarded.*

**ADVANCED SHIPPING TO WAREHOUSE - Shipments MUST arrive on or between Friday, February 9, 2024 – Friday March 1, 2024**

**DIRECT SHIPPING TO SHOW SITE FREIGHT SHIPMENTS – Shipments can arrive ONLY on March 16, 2024 12:00PM-3:30PM, March 17, 2024 between 8:00AM and 4:00PM or March 18, 2024 between 8:00Am and 5:00PM and must be directed to Marshaling Yard for check in.**



## 2024 IMPORTANT DATES AND DEADLINES

<p><b>Lead Retrieval Discount Deadline</b> To order, log into your <a href="#">registration portal</a> and select the “Lead Retrieval Services” tab at the top of the page, or call Convention Data Services (CDS) at 800-746-9734.</p>	<p>Early Discount – February 1</p>
<p><b>Insurance Certificate Deadline</b> Submit your COI to <a href="mailto:sales@rainprotection.net">sales@rainprotection.net</a> or purchase coverage for \$94 <a href="#">here!</a></p>	<p>February 16</p>
<p><b>Hotel Discount Deadline</b> Discounted hotel rates at official World Tea Expo hotels are available through our exclusive partner, Connections Housing. Reserve your hotel online on the <a href="#">World Tea Expo Hotel &amp; Travel page</a>.</p>	<p>February 24</p>
<p><b>Window for Advance Shipments to GES Warehouse</b> Arrivals outside this window will result in additional charges. <a href="#">GES website</a></p>	<p>February 9 – March 1</p>
<p><b>Program Guide – Listings and Advertisements</b> Submit your company’s online listing by logging into your <a href="#">Exhibitor Hub</a>. Instructions to log-in can be found in your confirmation email, or by contacting Cassidy at <a href="mailto:ckaumeyer@questex.com">ckaumeyer@questex.com</a>.</p>	<p>February 16</p>
<p><b>Show Management EAC Form Deadline (if applicable)</b></p>	<p>February 16</p>
<p><b>Internet Discount Deadline – 20% Advance Discount (<i>must be paid by this date</i>)</b> Orders may be placed on <a href="#">Cox Business’ online system</a> or by calling 855-519-2624.</p>	<p>February 16</p>
<p><b>GES Services Discount Deadline</b> Use the <a href="#">GES website</a> to order GES services.</p>	<p>February 27</p>
<p><b>Electrical Service Discount Deadline</b> Use the <a href="#">GES website</a> to order electrical service.</p>	<p>February 26</p>
<p><b>Window for Direct-to-Show Shipments</b> Reference your targeted move-in plan for your company’s specific move-in date.</p>	<p>March 16 - 18</p>