



Dear Exhibitor,

Thank you for choosing to exhibit at IBS Las Vegas Show, June 25-26, 2023 at the Las Vegas Convention Center! We are looking forward to the event and with your participation are confident that the show will be extremely successful!

Please go through this manual carefully so you do not miss important deadlines and announcements!

IMPORTANT DEADLINES: Many forms have due dates, so be sure to verify the important dates in which they must be submitted. You can find this information on each order form you submit.

EXHIBITOR REGISTRATION:

- An Exhibitor Booth Staff badge provides access to the Exhibit Hall floor during designated hours.
- **Exhibitor badges are for booth staff and models only. They cannot be given to clients or attendees.**
- Primary Contacts do not automatically receive a badge. If you will be onsite, you must add your name to the exhibiting company's badge list.
- As an exhibitor at IBS Las Vegas, you are entitled to an allotment of staff badges based on the number of booths rented. The formula is as follows:

Allotment Formula	Allotment
between 1 and 49 sq. feet	2 badges
between 50 and 99 sq. feet	3 badges
1 booth is estimated between 100 sq. feet and 149 sq. feet	1 booth = 5 badges
1.5 booths is estimated between 150 sq. feet and 199 sq. feet	1.5 booth = 8 badges
2 booths is estimated between 200 sq. feet and 299 sq. feet	2 booths = 10 badges
3-4 booths are estimated at 300 to 499 sq. feet	3-4 booths = 16 badges
5-6 booths are estimated at 500 to 699 sq. feet	5-6 booths = 22 badges
7-9 booths are estimated at 700 to 999 sq. feet	7-9 booths = 30 badges
10-12 booths are estimated at 1000 to 1299 sq. feet	10-12 booths = 40 badges
13 or more booths is estimated at 1300 sq. feet and above	13 or more booths = 52 badges

- IBS Exhibitor Model Allotment, Model Passes are now included in the Exhibitor Badge Allotment
- Exhibitor Badges will not be mailed and may be printed out upon arrival at the IBS Las Vegas Exhibitor registration area.
- **Please note: There will be no exhibitor registration onsite. You must register your booth staff in advance of the show.**
- No one under the age of 15 will be issued an exhibitor badge and will not be permitted onto the show floor.

AVOID LONG LINES by arriving *at least* 30 minutes prior to the exhibit hall opening its doors to the attendees. Again, all exhibitors must enter through the Exhibitor Entrances.

DECORATING SERVICES: We, the Show Management, suggest you use the provided decorator services. We also encourage shipping items well in advance to the warehouse provided by GES; by doing so, your freight will be waiting for you in your booth upon your arrival; details are in the **General Contractor & Shipping** section.

Our entire show management team is available to assist you in any way possible. Please refer to the Show Management Staff page of the manual to find the appropriate person to direct your questions to. For specific questions regarding the Exhibitor Manual, please contact the IBS Las Vegas Operations Team at 212-564-8823 or at questions@theshowhelper.com.

We look forward to seeing you in Las Vegas!