



Dear Exhibitor,

Thank you for participating in DSE 2023! This year's exhibition is taking place Monday-Tuesday, December 4-5, 2023 at the Las Vegas Convention Center.

We are pleased to present you with your [Exhibitor Services Manual](#) which contains all the information needed to successfully transport, set-up/tear-down, and equip your booth. The ESM contains all necessary forms from each "Official Show Vendor" as well as all order details and deadlines. Reading and using the details in the ESM will help you save valuable time and money.

The "Official Show Decorator" is GES and their order forms and list of services can be found on [GES' dedicated DSE 2023 page](#). Order forms for other services such as Electrical, Telephone & Internet, Lead Retrieval, Computer Rental, Audio Visual and Floral, Marketing Services, and General Information are also found in the Exhibitor Services Manual and on the GES ordering page for your convenience.

***Important Policies and Guidelines to note:***

- All exhibitors must carry general liability and workers' compensation insurance and provide Show Management with the appropriate certificate of insurance. You can find a sample COI and order form [here!](#)
- If you are using an outside contractor (Exhibitor Appointed Contractor or "EAC") to help set-up and dismantle your booth, you must notify Show Management by **November 1, 2023**.
- Refer to the Labor Jurisdiction and Exhibitor Guidelines sections for important planning information.
- Be sure to make your travel and hotel arrangements ASAP through the [DSE Hotel & Travel](#) page.

If you have any questions about sponsorships or booth packages, please email Paula at [pmishler@questex.com](mailto:pmishler@questex.com) If you have standard booth, registration, or ordering questions please email Kristin Markowski at [kmarkowski@questex.com](mailto:kmarkowski@questex.com).

We are pleased you have chosen to participate in **DSE 2023** and look forward to a successful event in Las Vegas!

Sincerely,

Kristin Markowski – Exhibitor Services  
Operations Coordinator  
[kmarkowski@questex.com](mailto:kmarkowski@questex.com)

Paula Mishler – Sponsorship Management  
Operations Manager  
[pmishler@questex.com](mailto:pmishler@questex.com)



## GENERAL INFORMATION

### Exhibit Hall

Las Vegas Convention Center  
West Hall (W1)

3150 Paradise Road  
Las Vegas, NV 89109

### Exhibitor Move-In Schedule

Friday, December 1	1:00 pm to 6:00 pm
Saturday, December 2	8:00 am to 6:00 pm
Sunday, December 3	8:00 am to 6:00 pm

### Exhibit Hall Hours

Monday, December 4	10:00 am to 5:00 pm
Tuesday, December 5	10:00 am to 4:00 pm

### Exhibitor Move-Out Schedule

Tuesday, December 5	4:00 pm to 10:00 pm
Wednesday, December 6	8:00 am to 12:00 pm
Wednesday, December 6	Carriers MUST be checked in by
Wednesday, December 6	All exhibitor materials MUST be removed by 12:00 pm

### HOTEL RESERVATIONS

DSE 2023 has appointed Connections Housing as the official housing provider to help you make your discount hotel reservations. Reserve your room online at the [DSE Hotel and Travel page](#).

Email: [callcenter@connectionshousing.com](mailto:callcenter@connectionshousing.com)

*Connections Housing is the official housing company for DSE. All hotel reservations must be made through Connections Housing to receive discount show rates. Beware of other housing companies claiming to have special rates for this event.*

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

*Questex has signed the ["Net Zero Carbon Events" pledge](#), a joint commitment across the events and meetings industry to achieve the targets laid out in the Paris Climate Accord. The initiative is the first-ever collaboration in the meetings, conferences, exhibitions industry and the pledge commits Questex to achieve "net zero" by 2050, at the latest, and halve greenhouse gas emissions by 2030. The pledge was*



presented at the Global Climate Summit COP26 in Glasgow, Scotland.

For more information regarding Questex’s journey to Net Zero, please visit the link [HERE!](#)

## 2023 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 (774) 247-4039 or (877) 398-6942.</p>	<p>Early Discount –August 18</p>
<p><b>Catering</b> Submit your catering orders to LVCC 45 days prior to the show! Check out the menu &amp; order form, <a href="#">HERE!</a></p>	<p>October 17</p>
<p><b>Internet Discount Deadline – 20% Advance Discount (must be paid by this date)</b> Orders may be placed on <a href="#">Cox Business’ online system</a> or by calling 855-519-2624.</p>	<p>October 30</p>
<p><b>Booth Approval Form</b> Submit your booth approval survey <a href="#">HERE!</a></p>	<p>November 1</p>
<p><b>EAC Form Deadline (if applicable)</b> Submit all forms through <a href="#">this survey!</a></p>	<p>November 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>November 6</p>
<p><b>GES Services Discount Deadline</b> Use the <a href="#">GES website</a> to order GES services.</p>	<p>November 9</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>October 20 – November 18</p>
<p><b>Hotel Discount Deadline</b> Discounted hotel rates at official LDI hotels are available through our exclusive partner, Par Avion. Reserve your hotel online on the <a href="#">DSE Hotel &amp; Travel page</a>.</p>	<p>November 9</p>
<p><b>Program Guide – Listings and Advertisements</b> Submit your company’s online listing by logging into the <a href="#">Exhibitor Hub</a>. You will need to log in using the booth contact email and then create a personalized password. Instructions can be found in your confirmation email, or by contacting Kristin at <a href="mailto:kmarkowski@questex.com">kmarkowski@questex.com</a>.</p>	<p>November 9</p>
<p><b>Window for Direct-to-Show Shipments</b> Shipments not arriving within the designated time frame will incur additional charges or will be <b>returned to the sender</b>.</p>	<p>Shipments should arrive on: Friday, December 1, 2023, 1:00 PM To 6:00 PM, Saturday, December 2, 2023, 8:00 AM To 6:00 PM, Sunday, December 3, 2023, 8:00 AM To 6:00 PM</p>