



Dear Exhibitor,

Thank you for participating in LDI 2023 This year's exhibition is taking place **Sunday- Tuesday, December 3- 5, 2023** at the Las Vegas Convention Center.

We are pleased to present you with your [Exhibitor Services Manual \("ESM"\)](#) 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 LDI 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 found in this ESK.

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 3, 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 [LDI Hotel & Travel](#) page

If you have any questions about sponsorships or booth packages, please email Paula at pmishler@questex.com.

If you have standard booth, registration, or ordering questions please email Sadie Sauter at ssauter@questex.com.

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

Sincerely,

Sadie Sauter - Exhibitor Services
Operations Coordinator and
Questex LLC

Paula Mishler – Sponsorship Management
Operations Manager
Questex LLC



GENERAL INFORMATION

Exhibit Hall

Las Vegas Convention Center
West Hall's 2 & 3

3150 Paradise Road
Las Vegas, NV 89109

Exhibitor Move-In Schedule

Wednesday, November 29	8:00 am to 5:00 pm
Thursday, November 30	8:00 am to 5:00 pm
Friday, December 1	8:00 am to 8:00 pm
Saturday, December 2	8:00 am to 5:00 pm

Reference the [Targeted Floorplan](#) for booth-specific move-in times.

Exhibit Hall Hours

Sunday, December 3	11:00 am to 6:00 pm
Monday, December 4	11:00 am to 6:00 pm
Tuesday, December 5	10:00 am to 3:00 pm

Exhibitor Move-Out Schedule

Tuesday, December 5	3:00 pm to 10:00 pm
Wednesday, December 6	8:00 am to 5:00 pm
Thursday, December 7	8:00 am to 5:00 pm

HOTEL RESERVATIONS

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

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 Connection Housing, which is LDI'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 LDI. Should you receive a solicitation from anyone other than Connection Housing, please notify Sadie Sauter at ssauter@questex.com. LDI assumes the responsibility to demand a cease and desist of such efforts.



IMPORTANT DATES AND DEADLINES

<p>Lead Retrieval Discount Deadline To order, log into your registration portal and select the “Lead Retrieval Services” tab at the top of the page, or call Convention Data Services (CDS) at (508)743-8524.</p>	<p>Early Discount – October 1</p>
<p>Insurance Certificate Deadline Submit your COI to sales@rainprotection.net or purchase coverage for \$94 here!</p>	<p>November 10</p>
<p>Hotel Discount Deadline Discounted hotel rates at official LDI hotels are available through our exclusive partner, Connection Housing. Reserve your hotel online on the LDI Hotel & Travel page.</p>	<p>November 9</p>
<p>Window for Advance Shipments to GES Warehouse Arrivals outside this window will result in additional charges. GES website</p>	<p>October 23 – November 20</p>
<p>Program Guide – Listings and Advertisements Submit your company’s online listing by logging into your Exhibitor Hub. Instructions to log-in can be found in your confirmation email, or by contacting Sadie at ssauter@questex.com.</p>	<p>November 10</p>
<p>EAC Form Deadline (if applicable) Submit all forms through this survey.</p>	<p>November 1</p>
<p>Internet Discount Deadline – 20% Advance Discount (<i>must be paid by this date</i>) Orders may be placed on Cox Business’ online system or by calling 855-519-2624.</p>	<p>October 30</p>
<p>GES Services Discount Deadline Use the GES website to order GES services.</p>	<p>November 9</p>
<p>Electrical Service Discount Deadline Use the GES website to order electrical service.</p>	<p>November 9</p>
<p>Window for Direct-to-Show Shipments Reference your targeted move-in plan for your company’s specific move-in date.</p>	<p>November 29 – December 2</p>
<p>Catering Deadline</p>	<p>October 19</p>