

THE EMERALD CONFERENCE

Produced by MJBizScience

Thank you for participating in The Emerald Conference 2022!

As the show approaches, there are several important items and deadlines that you need to be aware of to ensure that your show participation is both a productive and successful experience.

Important Deadlines:

January 25	Shipping warehouse open to receive freight
January 27	Submit your proof of insurance to events@mjbizdaily.com
January 27	Book your hotel rooms through Loews Coronado Bay Resort
February 22	Register your onsite staff
February 22	Encore AV Orders
February 24	Last day freight will be received at warehouse
February 26	Show site deliveries accepted from 12:00 p.m. – 5:00 p.m.
February 27	Show site deliveries accepted from 8:00 a.m. – 5:00 p.m.

What is included in my booth?

Emerald Conference Industry Partner

- 8x10 Exhibit Space
- (1) Six ft. black draped table w/ white vinyl top
- (2) Black Bucket Chairs, (1) Waste Basket w/ liner, and 7" x 44" Exhibitor Sign
- Basic Electrical, black AstroTurf, and WIFI
- Partner Level listing on The Emerald Conference Website
- Formatted pre-conference email template for distribution to sponsor's list
- Dedicated email to our MJBizScience audience
(Dependent on available MJBiz inventory January 2022-April 2022)
- (4) Complimentary Conference Registrations

Emerald Conference Exhibitor Package

- 6x10 Exhibit Space
- (1) Six ft. black draped table w/ white vinyl top
- (2) Black Bucket Chairs, (1) Waste Basket w/ liner, and 7" x 44" Exhibitor Sign
- Basic Electrical, black AstroTurf, and WIFI
- Exhibitor listing on The Emerald Conference website

Exhibitor Services Manual

Your Exhibitor Services Manual (ESM) contains all the necessary documentation needed to execute your experience at The Emerald Conference. The ESM contains the forms, rules, guidelines, deadlines, and important information.

Important notes regarding the documents within the ESM

Shipping

Exhibitors are responsible for shipping to the show and arranging return transportation. We **HIGHLY** encourage exhibitors to ship to the Reflex warehouse, address can be found in the ESM (with delivery no later than **Thursday, February 24th**). This will provide a much smoother set-up day as booth materials will be in the booth when you arrive for set-up. **Every exhibitor will need to fill out the form on page 6 of the ESM with their shipping information and email to Reflex.** For drayage pricing please refer to the Exhibitor Service Manual.

Cleaning

Booth cleaning can be purchased through Reflex Event Services. Please refer to the Exhibitor Service Manual for pricing and details.

Electrical

Basic Electricity is included with your booth package and will be set when you arrive.

Insurance

Insurance Coverage is not optional. Per your sales agreement, you are required to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, for the event. Failure to secure or provide the insurance does not limit the extent of your liability. If you do not have General Liability Insurance or your underwriter will not provide this to you, you can order a low-cost temporary event policy from Rain Protection Insurance. The order form to purchase event insurance can be found in the ESM.

This insurance must be in force during the lease dates of the event, **February 25-March 2, 2022**, naming **Emerald X, LLC** (3900 S Wadsworth Blvd. Suite 100, Lakewood CO 80235) **as the certificate holder**. **The following must be named as additional insured: Emerald X, LLC & Its Affiliates, Loews Coronado Bay Resort & Its Affiliates and Reflex Event Services & Its Affiliates.**

Exhibitor Schedule**Sunday, February 27**

12:00 p.m. – 9:00 p.m.
7:00 p.m. – 8:30 p.m.

Exhibitor Move-In
Welcome Reception

Pavilion
Bay Terrace

***All exhibits must be installed and complete by Sunday, February 27 by 9:00 p.m.**

Monday, February 28

7:30 a.m. – 8:30 a.m.
8:45 a.m. – 11:45 a.m.
9:00 a.m. – 5:30 p.m.
9:45 a.m. – 10:45 a.m.
11:45 a.m. – 12:45 p.m.
12:45 p.m. – 4:45 p.m.
2:45 p.m. – 3:45 p.m.
4:45 p.m. – 5:30 p.m.
5:30 p.m. - 7:00 p.m.

Continental Breakfast
GS
Exhibits Open
Morning Break & Exhibits
Lunch
Sessions
Afternoon Break
Poster Sessions & Roundtables
Evening Reception

Commodore Ballroom
Pavilion
Pavilion
Marina Terrace
Commodore Ballroom
Pavilion
Constellation Ballroom & Terrace
Pavilion

Tuesday, March 1

7:30 a.m. – 8:30 a.m.
8:30 a.m. - 12:00 p.m.
9:00 a.m. – 4:00 p.m.
10:00 a.m. – 11:00 a.m.
12:00 p.m. – 1:00 p.m.
1:00 p.m. – 3:45 p.m.
4:00 p.m. – 10:00 p.m.

Continental Breakfast
Sessions
Exhibits Open
Break (Mimosa/ Bloody Mary Bar)
Networking Luncheon
Sessions & Closing
Exhibitor Tear Down

Commodore Ballroom
Pavilion
Pavilion
Marina Terrace
Commodore Ballroom
Pavilion

***Exhibit floor must be cleared of all freight no later than 10 p.m. Tuesday, March 1st.**

Please note Agenda is subject to change, for most up to date agenda please visit [The Emerald Conference](http://TheEmeraldConference.com) website.

NOTE: Do not tear-down early or you will lose priority points

If you have any questions, please do not hesitate to contact us!

We look forward to seeing you in San Diego!