

THE EMERALD CONFERENCE

Produced by MJBizScience

Thank you for participating in The Emerald Conference 2023!

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:

February 1	Shipping warehouse open to receive freight
February 8	Book your hotel rooms through Loews Coronado Bay Resort
February 17	Submit your proof of insurance to Savannah.Brown@mjbiz.com
February 17	Register your onsite staff
February 22	Encore AV Orders
February 22	Email Shipping Information form to INFO@ReflexEventServices.com
February 24	Last day to order Lead Retrieval
February 28	Last day freight will be received at warehouse
March 1	Show site deliveries accepted from 1:00 p.m. – 7:00 p.m.

What is included in my booth?

Emerald Conference Basic Exhibitor Package

- 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
- Exhibitor listing on The Emerald Conference Website
- Exhibitor listing in the printed show guide
- (4) Complimentary Conference Registrations

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 28th**). 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 purchased from our third-party partner is required to exhibit at The Emerald Conference. Please [CLICK HERE](#) to complete the form and purchase your insurance before February 17th.

Exhibitor Load-in/ Load out Schedule

Wednesday, March 1

5:00 p.m. – 9:00 p.m. Exhibitor Move-In Pavilion

***All exhibits must be installed and complete by Thursday, March 2nd by 9:00 a.m.**

Friday, March 3

2:30 p.m. – 9:00 p.m. Exhibitor Tear Down Pavilion

***Exhibit floor must be cleared of all freight no later than 10 p.m. Friday, March 3rd**

Exhibit Hours

Thursday, March 2nd

10:00 a.m. – 12:30 p.m.

12:30 p.m. – 1:45p.m Hall closed for Lunch

1:45p.m. – 6:30 p.m.

Friday, March 3rd

10:00 a.m. – 12:30 p.m.

12:30 p.m. – 1:45 p.m. Hall closed for Lunch

1:45 p.m. – 2:30 p.m.

For the most up to date agenda please visit [The Emerald Conference](#) 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!