

Hello exhibitors,

A few important deadlines are coming up.

INSURANCE

Insurance purchased from our third-party partner is required to exhibit at The Emerald Conference. [Please click here](#) to complete the form and buy your insurance. You must submit your proof of insurance to savannah.brown@mjbiz.com no later than February 17.

HOTEL

Loews Coronado Bay Resort, 4000 Coronado Bay Rd, Coronado, CA 92118

For reservations and to book in the block please call the hotel directly at #1-800-235-6397 and use code: EMR226.

- **The cutoff date is: February 8, 2023 -TODAY**
- Group Rates available: February 23- March 7, 2023
- Guest Room Rates: starting at \$254 + tax
- Resort Charge has been waived for registered group guests.
- Self Parking: 50% off

[Click here to reserve now](#)

REGISTRATION

Exhibitor registration is OPEN! [CLICK HERE](#) to register your team. We also have a handy “How To” document if you need help with registration. Check it out [HERE](#).

SHIPPING

The advanced warehouse is OPEN.

SPONSORSHIP OPPORTUNITIES

There is still time to get these low-cost sponsorships and expand your reach during and after the event.

- Host a table at lunch to meet with potential new clients, just \$1,000 for both days.
- Branding - Floor Clings 2x2 - \$1000, 4x4 - \$1500
- Show Guide Print Advertising -Full Page - \$1,500, Half Page - \$975
- Event Proceedings Advertising, post-event- Full Page - \$1,500

FREE PROMOTIONAL MATERIALS

Promotion is easy with our new partner, [Gleanin](#). Invite clients, prospects, and others in your network to meet you at The Emerald Conference using this simple social/email sharing tool that includes image templates and discount promo codes for your attendees. Here is your Gleanin Link

LEAD RETRIEVAL

Want to capture lead information from attendees? Purchase lead retrieval. Along with name, organization and contact information, you'll receive demographic details, including job title, what field they work in, what tools they use and what role they play in purchasing decisions. Order form [HERE](#).

[The Exhibitor Resource Center](#) is available for The Emerald Conference exhibitors and sponsors! Make sure to review these important documents about exhibiting at The Emerald Conference.

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 2 at 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. Tuesday, March 1.

Exhibit Hours

Thursday, March 2

10:00 a.m. – 12:30 p.m.

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

1:45p.m. – 630 p.m.

Friday, March 3

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.

Exhibitor Deadlines

February 1 – Shipping warehouse opens 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- Email shipping information form to INFO@reflexeventservices.com

February 22 – Encore AV orders due

February 24- Last day 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.

Questions? Contact Savannah at Savannah.Brown@mjbiz.com