

# THE EMERALD CONFERENCE

Produced by MJBizScience

## Thank you for participating in The Emerald Conference 2024!

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:

March 1	Shipping warehouse open to receive freight.
March 1	Book your hotel rooms through <a href="#">Loews Coronado Bay Resort</a>
March 15	Submit your proof of insurance to <a href="mailto:Molly.McElwain@mjbiz.com">Molly.McElwain@mjbiz.com</a>
March 15	Register your onsite staff.
March 15	Encore AV Orders
March 15	Email Shipping Information form to <a href="mailto:INFO@ReflexEventServices.com">INFO@ReflexEventServices.com</a>
March 28	Last day freight will be received at warehouse.
April 1	Show site deliveries accepted from 2:00 p.m. – 6:00 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 and WIFI
- Exhibitor listing on The Emerald Conference Website
- Exhibitor listing in App
- (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, the address can be found in the ESM (with delivery no later than **Thursday, March 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 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 insurance does not limit the extent of your liability.

This insurance must be in force during the lease dates of the event, **April 1 - April 3, 2024**, 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 Load-in/ Load out Schedule**

**Monday, April 1**

3:00 p.m. – 7:00 p.m.                      Exhibitor Move-In    Constellation Ballroom

**\*All exhibits must be installed and complete by Monday, April 1st by 7:00 p.m.**

**Wednesday, April 3**

3:10 p.m. – 6:00 p.m.                      Exhibitor Tear Down    Constellation Ballroom

**\*Exhibit floor must be cleared of all freight no later than 6 p.m. Wednesday, April 3rd**

**Exhibit Hours**

**Tuesday, April 2nd**

10:00 a.m. – 6:30 p.m.

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

1:30 p.m. – 6:30 p.m.

**Wednesday, April 3rd**

10:00 a.m. – 3:10 p.m.

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

1:30 p.m. – 3:10 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!***