



EXHIBITOR QUICK FACTS

AEE SHOW SCHEDULE

EXHIBITOR MOVE-IN HOURS:	Tuesday, January 17	8:00 am - 8:00 pm
	Wednesday, January 18	8:00 am - 12:00 pm
EXHIBIT HOURS:	Wednesday, January 18	12:00 pm - 8:00 pm
	Thursday, January 19	12:00 pm - 8:00 pm
	Friday, January 20	12:00 pm - 8:00 pm
	Saturday, January 21	11:00 pm - 4:00 pm
EXHIBITOR MOVE-OUT HOURS:	Saturday, January 21	4:00 pm - 6:00 pm
	Sunday, January 22	8:00 am - 12:00 pm
FORCE FREIGHT:	Sunday, January 22	12:00 pm

ANE SHOW SCHEDULE

EXHIBITOR MOVE-IN HOURS:	Tuesday, January 17	12:00 pm - 8:00 pm
	Wednesday, January 18	8:00 am - 12:00 pm
EXHIBIT HOURS:	Wednesday, January 18	12:00 pm - 5:00 pm
	Thursday, January 19	12:00 pm - 5:00 pm
	Friday, January 20	12:00 am - 5:00 pm
EXHIBITOR MOVE-OUT HOURS:	Friday, January 20	5:00 pm - 8:00 pm
FORCE FREIGHT:	Friday, January 20	6:00 pm



EXHIBIT INFORMATION

AGE LIMIT:

No one under 18 years of age is allowed into AVN Adult Entertainment Expo.

EXHIBIT HALL:

AVN Adult Expo includes exhibits in Muse Hall, Artist Hall & The Joint

AVN Novelty Expo includes exhibits in Artist Hall

SHOW COLORS: All drape will be black.

BOOTH PACKAGE:

All 8x10 booths include:

- 6' Table
- Two (2) Chairs
- ID Sign (7"x44")
- 8' Back Wall (black) and 3' Side Drape (black)
- Wastebasket

SHIPPING INFORMATION

ADVANCE SHIPPING:

Xpert Exposition Services will accept crated, boxed, or skidded materials at the Warehouse beginning December 13, 2016. Last day advanced freight accepted is January 10, 2017. **Any shipment received after January 10, 2017 will be charged an additional late surcharge.**

Advance Warehouse Address:

ESS

c/o Xpert Exposition Services

SHOW NAME (ANE OR AEE)

Company Name:

Booth Number:

3455 W Sunset Rd. Suite L

Las Vegas, NV 89118

DIRECT/SITE SHIPPING:

Xpert Exposition Services will receive shipments direct to show site **on January 17, 2017 ONLY!!!**

Direct/Site Address:

C/O Xpert Exposition Services

SHOW NAME (ANE OR AEE)

Company Name:

Booth Number:

Hard Rock Hotel

4455 Paradise Road

Las Vegas, NV 89169



ELECTRICITY & INTERNET

Encore is the exclusive supplier of these services; no outside contractor may be used. Encore performs all of the electrical and plumbing work in the facility. Exhibit electrical equipment must conform to Encore code requirements. To order these services and for additional information, please refer to the Encore section of the service kit.

INSURANCE REQUIREMENTS

Exhibitors must carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate with the dates of coverage Jan 17 – 22, 2017. Additional Insured listed as AVN Media Network, Inc. and Hard Rock Hotel & Casino.

It is strongly recommended that exhibitors also carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site. Show Management assumes no liability for any loss, damage or injury to any property of the exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other causes whatsoever.

BADGES

Badges are required for entry into the exhibit hall at all times. Exhibitors at the Adult Entertainment Expo & AVN Novelty Expo are entitled to an allotment of Complimentary Exhibitor Badges based on the square footage of their booth.

Badges are not transferable. Additional badges may be purchased in advance. Please use exhibitor badge registration forms found in the "General Information" section of this kit.

For security reasons, EXHIBITOR STAFF/TALENT badges are only for personnel requiring special floor access privileges in order to set-up/work the booth and carry exhibit product to/from the show floor. We ask exhibiting companies to carefully review their badge request form. Badge swapping and the sale of badges are strictly prohibited. Violation of this policy may seriously affect an exhibitor's further assignment of space or right to exhibit at future events. All badges are the property of Show Management and must be surrendered upon request.

To register for exhibitor badges go to:

<https://www.mylibralounge.com/regeng/ae1701s/exhibitor/en/Register.aspx?>