



September 3-5, 2025

Caesars Forum Conference Center, Las Vegas, NV

## 2025 Exhibitor Check List

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☐ **Company Profile – Online Floorplan**

**Due Date:** by August 1st, but the sooner the better since it is live on the online floorplan

**Notes:** Access link to be sent week of June 9<sup>th</sup>

☐ **Exhibitor Staff Registration**

**Due Date:** by **August 15th**

**Notes:** Registration instructions are sent from our registration department and come from The Experience Convention & Trade Show 2025 ([experience@bnp-event-info.com](mailto:experience@bnp-event-info.com))

Contact [bnp@executiveevents.com](mailto:bnp@executiveevents.com) with questions or to have the email resent

Exhibitor badges are full access passes. All exhibitors have access to all sessions, meals and networking events.

☐ **Book Hotel Rooms**

**Due Date:** Discounted rates available through **August 10th** or when block sells out, whichever comes first

**Notes:** Visit the [Event Travel page](#) for more information and to reserve your rooms

☐ **Fetch Lead Retrieval by EventStack**

**Order Due Date:** Order by **July 3<sup>rd</sup>** for pre-show pricing

**Notes:** [View the flyer](#) for pricing and to place your order or contact [fetch@eventstack.com](mailto:fetch@eventstack.com) with questions.

☐ **Innovative Expo - Official Exhibitor Services Contractor**

**Discounted Rate Deadline:** **August 12<sup>th</sup>**

**Notes:** This is for furniture, carpet, etc. orders. For Shipping dates and information please refer to the [Exhibitor Resources page](#) and/or the Exhibitor Services Kit

☐ **Electrical/Audio Visual & Internet**

**Discounted Rate Deadline:** **August 12<sup>th</sup>**

**Notes:** [Encore's Event Now](#) site can be accessed here for A/V, Electrical and Internet

*There is free wifi in the Forum however it is basic wifi, if you need more than the ability to check email for demonstrations or to conduct business, we recommend ordering dedicated internet.*

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☐ **Discounted Code to Share with Colleagues Clients and Customers**

**Notes:** Your custom discount code will be with the exhibitor staff registration instruction email

**In Addition:** We will be sending you a link you can use to share your discount code through your social media via Gleanin. Keep an eye out for a separate email with all the details you need to get started.

☐ **Pre- or Post-Show Eblast**

**Due Date:** Please refer to the Pre- and Post-Show email section of the [Exhibitor Resources page](#)

**Notes:** Exhibitors have the choice to send a pre-show **OR** post-show eblast

*Your html deployment must mention your participation in The Experience.*

*Must be paid in full to send eblast.*

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