



Exhibitor Service Manual

Experiential Marketing Summit 2025

MGM Grand Conference Center

(Registration & Badge Pick-Up)

4701 Koval Ln.

Las Vegas, NV 89109

MGM Grand

(Hotel)

3799 S Las Vegas Blvd.

Las Vegas, NV 89109

BOOK YOUR HOTEL RESERVATION

APRIL 14-16, 2025

Proudly Presented by:

ACCESS INTELLIGENCE, LLC

If you have any questions or concerns, please do not hesitate to reach out to:

Diana Rich

Event Operations Director

drich@accessintel.com

EXPERIENTIAL MARKETING SUMMIT 2025

GENERAL INFORMATION

Welcome! We are very excited to have you on board with us at EMS 2025 event. The information in the pages below is designed to help guide exhibitors through the planning process at exhibiting at EMS 2025. Schedules and deadlines as well as links to additional information and online ordering sites are included for your convenience.

DATES & TIMES

Move-In Hours:

Monday, April 14, 2025 8:00 AM - 3:30 PM

Networking Hours:

Monday, April 14, 2025 4:30 PM - 6:00 PM (Opening Reception)

Tuesday, April 15, 2025
9:45 AM - 10:45 AM (Coffee Break)
12:40 PM - 2:00 PM (Lunch in Hall)
3:15 PM - 3:45 PM (Afternoon Networking Break)
5:00 PM - 6:45 PM (Happy Hour)

Wednesday, April 16, 2025
10:15 AM - 10:45 AM (Coffee Break)
12:40 PM - 1:45 PM (Lunch in Hall)

Move-Out Hours:

Wednesday, April 16, 2025 3:00 PM – 7:00 PM

Exhibit Hall Location:

MGM Grand Conference Center

[ORDER ONLINE](#)

4701 Koval Ln.
Las Vegas, NV 89109
Hall of Ideas: Level 1, Marquee Ballroom

Show Management:

Access Intelligence

9211 Corporate Blvd, 4th Floor, Rockville, MD 20850
Phone: (301) 354-1508
Business Hours: 9:00 AM – 5:30 PM EST

Official Decorator:

Freeman

[ORDER ONLINE](#)

Call or Text: 888.508.5054

Booth Equipment:

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, (1) 6' x 30" black draped table, (2) side chairs and (1) 11" x 17" one-line identification sign.

Booth Carpeting:

The booths and exhibit areas are carpeted with colored carpet. To enhance the appearance of your booth, rental carpet is available through Freeman though not mandatory per show rules.

EXPERIENTIAL MARKETING SUMMIT 2025

EXHIBITOR DEADLINES

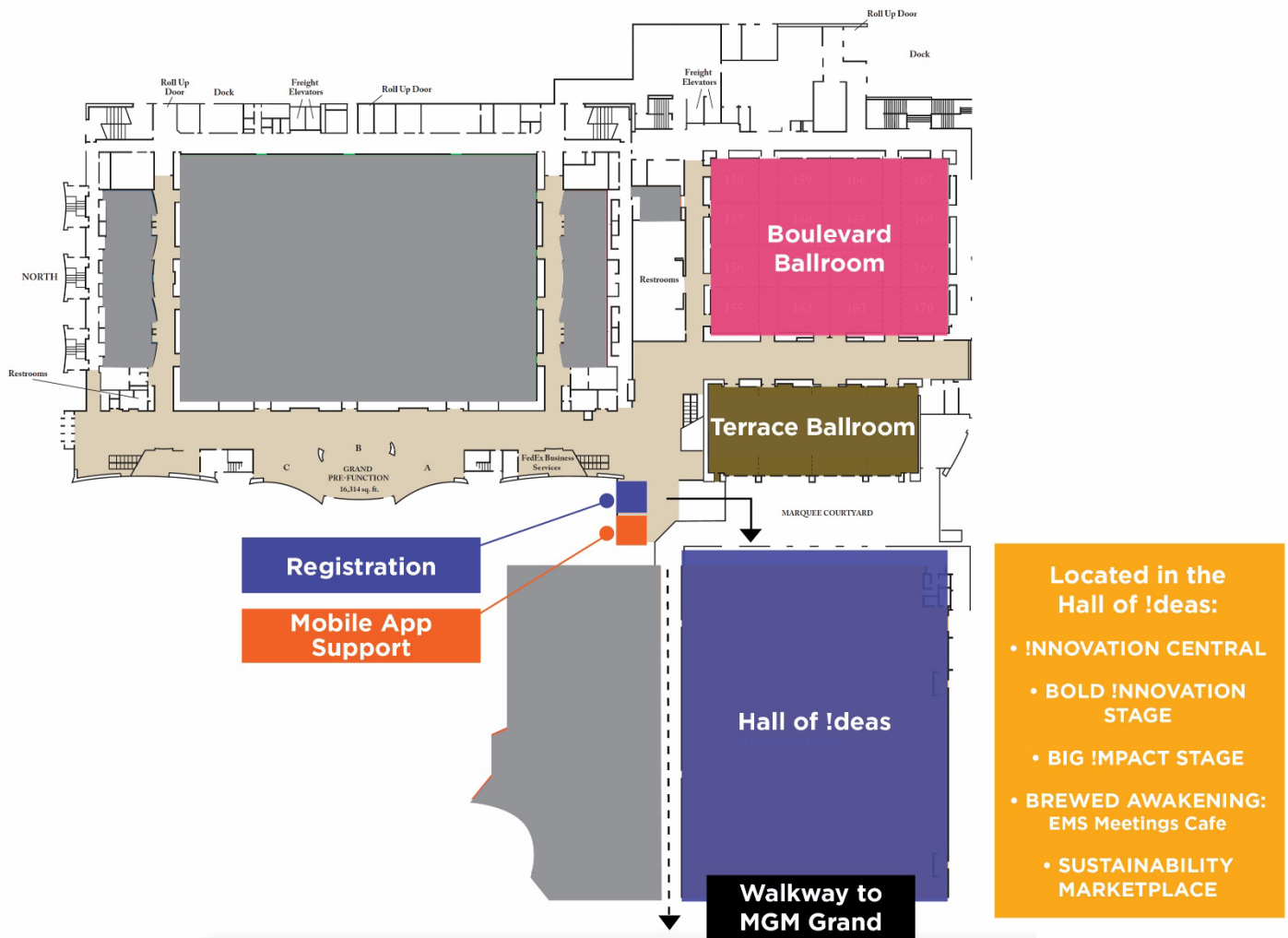
ITEM	VENDOR	DUE DATE
Submit your company description and logo (upload here)		ASAP
Freeman Warehouse Shipping Begins (download warehouse label)	Freeman	March 13, 2025
Submit Intent to use EAC Form (if applicable) Submit Here		March 14, 2025
Submit a copy of your COI to Rain Protection Need to Purchase? Order Online Email your COI to Sales@rainprotection.net	Rain Protection	March 14, 2025
Freeman Online Discount Price Deadline (booth furnishings, material handling, graphics) Order Online <i>**services ordered after this date are subject to higher fees**</i>	Freeman	March 17, 2025
Hotel Reservations Click here to book your room at MGM Grand Las Vegas For travel discounts, click HERE	MGM	March 20, 2025
Catering, Electrical, Booth Cleaning, Internet Order Deadline Order Online	MGM	March 24, 2025
Floral & Plants Download Form	National Plant & Floral	March 31, 2025
Exhibitor Staff Registration Register Here	CompuSystems	April 4, 2025
Freeman Warehouse Shipping Deadline	Freeman	April 8, 2025
Freeman Show site Shipping Begins (download show site label)	Freeman	April 14, 2025

HOTEL ACCOMMODATIONS

Experiential Marketing Summit 2025 will be held at the MGM Grand Las Vegas, located at 3799 S Las Vegas Blvd, Las Vegas, NV 89109.

Make your hotel reservations at MGM Grand Las Vegas early by visiting the [Reservation Link](#). A discounted rate of \$158++ per night is available to conference attendees. Quantities are limited and this discount will expire **on March 20th, 2025**.

Connections Housing is the **only approved**, official housing vendor for EMS 2025. We understand that unauthorized housing companies may contact you and advertise cheaper rates or may imply or claim an affiliation with the event. If you are contacted by any company that is NOT Connections Housing, let us know at ems@eventmarketer.com.



BOOTH REGULATIONS

Show Management reserves the right to restrict exhibits that, because of noise, method of operation, materials or any other reason, become objectionable. Show Management is the sole judge in this regard and may prohibit or remove any exhibit, which, in the opinion of Show Management, detracts from the general character of the exhibition as a whole, or consists of products or services inconsistent with the purpose of the exhibition. If in doubt, please contact our Show Operations contacts, Diana Rich or Jon McLoughlin, in advance of the show to discuss your exhibit.

BOOTH PACKAGE

Please refer to your contract to determine a size of either 10' x 10' or 10' x 20' space. ***If you'd prefer to opt out of any furnishings, please contact Diana Rich, drich@accessintel.com***

Each 10' x 10' booth will be set with:

- The exhibit space is 10 feet deep, 8 feet high and 10 feet wide
- 8' high black back drape
- 3' high black side dividers
- (1) 6' x 30" black draped table
- (2) side chairs
- (1) wastebasket
- 11" x 17" one-line identification sign

Each 10' x 20' booth will be set with:

- The exhibit space is 10 feet deep, 8 feet high and 20 feet wide
- 8' high black back drape
- 3' high black side dividers
- (2) 6' x 30" black draped tables
- (4) side chairs
- (2) wastebaskets
- 11" x 17" one-line identification sign

Please follow the International Association of Exhibitions and Events (IAEE) Display Rules and Regulations for **Line-of-Sight** style. This means that all booth materials **MUST** stay within the confines of your booth space, and may not block the **line-of-sight** to other exhibitors. Any free-standing signs or structures cannot exceed 3' in height on either side of your booth space, or 8' in height at the back of your space. For any variance requests, please contact Diana Rich (drich@accessintel.com).

Island booths (20' x 20' and larger) may utilize the entire cubic content of their space up to 20' from floor to top of exhibit or hanging sign (with prior approval).

Roving marketing tactics are not permissible.

BALLOONS OR INFLATABLES

Mylar balloons (and Mylar confetti) are not permitted. The use of helium balloons smaller than 36 inches in diameter are not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is permitted. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee may apply should the balloons be left on property after the event. Inflatables must be anchored, and exhibitors must have prior written approval by

Show Management. Any cost incurred for removal of lost inflatables will be the responsibility of the exhibitor. Exhibitors are not permitted to hand out inflated balloons as giveaways. Helium balloons are not allowed in the hall.

EXPOSED SURFACES

All exposed exhibit components extending above the 3' high side drape must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable.

HANGING SIGNS

Hanging signs are not permitted in standard or inline booths. All hanging signs require advance show management approval. Please contact Diana Rich (drich@accessintel.com) for approval.

“WIGGLE ROOM” FACTOR

The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3” less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables that must run between booths.

FREIGHT & DELIVERIES

Exhibitors have two options for shipping freight, to the Freeman Advance Warehouse or directly to show site. Whenever possible, it is recommended that exhibitor freight is shipped to the Freeman Advanced Warehouse, to ensure booth freight is delivered to the exhibitors’ booth when move-in begins for a timely set-up.

WAREHOUSE ADDRESS

Freeman will accept crated, boxed or skidded material beginning March 13, 2025 at the above address. Material arriving after **April 8th, 2025** will be received at the warehouse with an additional after deadline charge.

Please refer to the Freeman [QUICK FACTS](#) for additional information related to shipping.

Exhibiting Company Name / Booth Number
Experiential Marketing Summit 2025
C/O Freeman
6675 W Sunset Rd
Las Vegas, NV 89118
USA

Click [HERE](#) to download the advance warehouse shipping label.

SHOW SITE ADDRESS

Exhibiting Company Name / Booth Number
Experiential Marketing Summit 2025
MGM Grand Conference Center
C/O Freeman
4701 Koval Ln
Las Vegas, NV 89109
USA

Freight delivered to MGM Grand prior to this date will be refused by the center.
Click [HERE](#) to download the show site shipping label.

SHIPPING DO's

1. DO read the show contractor's shipping guidelines
2. DO make sure your packages are labeled correctly WITH your booth number
3. DO make sure you are aware of the various deadlines and when places can start accepting shipments
4. DO bring the tracking information with you in case a problem comes up
5. DO plan accordingly and allow plenty of time for your shipment to arrive

SHIPPING DON'TS

1. DON'T forget to properly label all packages with your booth number
2. DON'T ship something at the last minute and expect it to show up in your booth right away. You need to allow plenty of time for them to check the package in and prepare it for delivery or pick-up. This may take several hours.
3. DON'T, if at all possible, wait until the last minute to ship your booth materials.

BUSINESS CENTER

MGM Grand has a FEDEX Office located in the lobby of the Grand Ballroom, behind EMS Registration. If you plan to ship items directly to the hotel / business center and view package handling and storage fees and operating hours please click [HERE](#).

FedEx Office Print & Ship Center

MGM Grand Las Vegas
3799 Las Vegas Blvd. South
Las Vegas, NV 89109
USA5682@fedex.com

EXCESSIVE / BULK TRASH

Exhibitors promoting giveaways from their booths which generate excessive trash are required to order porter service for their booth through [MGM Exhibitor Services](#). Any wooden crates, exhibit structure and/or large containers left on the show floor (no labeled as empty storage) will be subject to an additional fee for dismantling or disposal.

STORAGE

Exhibitors are allowed to store empty containers or booth items within their booth space as long as it's not behind the booth drape or booth space. Storing items behind the booth drape is a fire hazard and storing items behind your booth is a tripping hazard in the show aisles.

If an exhibitor needs to store empty containers outside their booth space until show close, you may do so with Freeman, using the "empty" stickers or take the container offsite to the hotel.

TOP TEN RULES TO FOLLOW FOR A SUCCESSFUL SHOW

WANT A SUCCESSFUL SHOW?

Communicate with show management at the Show Office if you have any problems whatsoever. Do not wait until after the show to report challenges that arose, whether it's regarding lost freight, damages to your booth, labor, other exhibitors, move-in/move-out, vendor issues, etc.

1. **BOOTH INSTALLATION** – Exhibitors may install and dismantle their own exhibits (including laying carpet) as long as the company personnel carry positive company identification. If an EAC is hired to perform this work, they must have the appropriate credentials submitted to Show Management and the facility.

2. **HAND CARRIED ITEMS** – During Move-in, Exhibitors are allowed to hand-carry materials such as small cartons or packages and limited to a small two-wheel dolly or luggage fold out cart. Mechanical or four-wheel dollies are strictly prohibited.
3. **EXHIBIT INSIDE YOUR EXHIBIT SPACE** – Do require that your exhibit personnel, attendants, models and other employees confine their activities to the contracted exhibit space. All demonstrations or other promotional activities, i.e. literature handouts, roaming characters, etc. must be confined to your exhibit space and at no time will be allowed walking through the general areas.
4. **COMPETITORS & OTHER EXHIBITORS** – Do not obstruct the view of your neighbors by blocking them. This includes the placement of retractable signs – you cannot block the line of sight of your neighboring exhibitors.
5. **ATTIRE** – All booth personnel should dress professionally: business or casual business attire is encouraged. Models are restricted from wearing skimpy attire.
6. **NOISE** – The sound level in and around your booth must not exceed 85 decibels.
7. **FOOD & BEVERAGE** – No outside food or beverage is allowed within MGM Grand Las Vegas – all requests must go through MGM Grand Las Vegas Catering. They are the exclusive caterer for venue and are more than happy to work with you to assist on any special request.
8. **SECURITY** – Uniformed Security Guards will be stationed throughout the event and exhibit hall and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. The final responsibility, however, lies with the exhibitor. It is advised that display materials of value and/or items such as laptops, small monitors, etc. be removed with the exhibitor at the end of each day.
9. **INSURANCE** – Insurance is required. EMS, the facility (MGM Las Vegas) and affiliates (vendors) do not provide any form of insurance to cover exhibitor activities and assumes no liability or responsibility for loss by any exhibitor from theft, fire, breakage or any other reason. Exhibitors agree to carry appropriate insurance to cover these risks along with **public liability** insurance against injury to the person or property of others. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a nominal cost. You are required to submit your COI to our insurance partner, Rain Protection. If you wish to purchase insurance from Rain Protection, please click [HERE](#). If you want to use your existing coverage, please email your COI to Sales@rainprotection.net.
10. **VENDOR DEADLINES** – Do take advantage of Early Bird savings by ordering your vendor services (internet, lead retrieval, electrical, furnishings) **before** the due date noted in the ESM.

SHOW INFORMATION & RULES (A-Z)

ADVERTISING

All signs and graphics must be professionally lettered and in keeping with the professional atmosphere of the event. **Signs are limited to the booth area only and may not extend into the aisle or other areas within the venue.** Signs placed without show management's permission are subject to removal.

AISLE SPACE

Exhibitors shall not solicit business and distribute literature in aisles, or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels or footprints, are not allowed unless they are purchased as an official sponsorship.

ATTENDEE RESTRICTIONS

Because of insurance and safety limitations, no one younger than **18 years old** will be permitted in the exhibit hall during setup, event days or move-out.

ATTENDEES WITH DISABILITIES

Experiential Marketing Summit will provide reasonable accommodations to individuals with disabilities who make their situation known to Show Management personnel. It is the responsibility of the exhibitor to be aware of, and be in compliance with, the rules set forth in this Act and Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

BADGES – ACCESS TO THE SHOW

All attendees and exhibitors coming to the show must be registered and must wear a badge at all times on the show floor, in the meeting room areas and conference session rooms during the event. You must register yourself and any staff that will be present on the show floor at any time before, during, or after the event. You do not need to register Exhibitor Appointed Contractors (EACs); however, you will need to fill out the appropriate form found in this ESM if they will be assisting in either installation or dismantle. They may obtain a wristband from security upon arrival.

BOOTH OPERATIONS AND DEMONSTRATIONS INCLUDING SOUND

Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. This includes any roaming characters or models. Exhibitors wishing to include demonstrations, presentations, drawings, or crowd gathering activities of any type must confine such activity within their specific booth space and during show hours only. If you have any type of interactive display, you must maintain a three-foot clearance from the aisle(s) to allow for crowds. All demonstrations must maintain a professional presence. Any demonstration found to be in poor taste or not within the scope by Show Management is not permitted.

Please take into consideration the placement of speakers and theater presentations when designing your booth properties and face the speakers so as to direct sound into your booth rather than the aisle. The maximum allowable level of sound emitted from an exhibit booth or display will be **85 decibels**. If an exhibitor exceeds this level, he or she will receive three warnings to comply with said policy, and upon receipt of your third warning, Show Management reserves the right to disconnect power for the remainder of the day. Power can be permanently disconnected if ongoing problems ensue.

BOOTH SET-UP & EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, and power tools. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary.

More information about labor jurisdictions can be found [HERE](#). In addition, exhibitors may also perform the following work within their booth.:

Exhibitor Permitted Activities:

- **Booth Installation and Dismantling:** Full-time employees of the exhibiting company are allowed to set up and dismantle their own booths. Union labor may be hired either through the general contractor or through

an exhibitor appointed contractor.

- **Material Handling:** Exhibitors may hand-carry materials into the venue without assistance. However, the use of hand trucks, dollies, or four-wheeled carts is prohibited; only personal luggage/office supply dollies are permitted. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas.
- **Electrical Connections:** Exhibitors can plug in their own equipment into standard 120V outlets and hang up to four small clip-on lights per 10x10 booth. However, any wiring or distribution of electrical services must be performed by union electricians and ordered through MGM Grand Exhibitor Services.
- **Product Placement and Maintenance:** Exhibitors are permitted to place their products on display, open cartons containing their products, and perform testing, maintenance, or repairs of their products within the booth.

Activities Requiring Union Labor:

- **Use of Tools:** Any task involving tools (e.g., screwdrivers, hammers, power drills) must be performed by union labor **unless** conducted by full-time employees of the exhibiting company or an exhibitor pointed contractor with proper identification.
- **Material Handling Equipment:** The operation of all material handling equipment, including forklifts, dollies, and hand trucks, is under union jurisdiction. Exhibitors are not permitted to use such equipment for moving materials.
- **Electrical Work:** All electrical work, including wiring, distribution, and connections beyond plugging into standard outlets, must be performed by union electricians.

CARPET / FLOOR COVERING

The MGM Grand Las Vegas is already carpeted so exhibitors have the opportunity to use the existing carpeting or supply your own carpeting or rent it from the show decorator.

CLEANING

Booth cleaning of exhibits and displays is not automatic. Exhibitors are responsible for maintaining their own booth in a tidy condition at all times. Booth cleaning services may be ordered through MGM Grand Las Vegas exhibitor services.

EARLY MOVE-OUT

All exhibitors must stay on the show floor until the close of the floor on the last day. Early dismantling is not allowed. Any exhibitor who does not comply may not be allowed to exhibit in the Experiential Marketing Summit 2026.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

An EAC is **any** contractor **NOT** listed in the Exhibitor Services Manual as an official EMS contracted vendor. Anyone other than those listed in the ESM will need to have the [Notification of Intent to Use Exhibitor Appointed Contractors form](#) completed and returned to Show Management **30 days (March 14th, 2025)** prior to the event. A certificate of insurance for the EAC must also accompany the form. Exhibitors using any service of an EAC are responsible for ensuring that the EAC conforms to all show rules and regulations. EACs may obtain wristbands from security upon arrival. **It is the exhibitor’s responsibility to make sure the EAC form and Certificate of Insurance are submitted to show management.**

EXHIBITOR EVENTS

It is the Experiential Marketing Summit policy that exhibitors cannot plan events that interfere with exhibit hours or with the official events such as the various receptions on the show floor or the VIP-Party. If you have any questions about whether your event interferes with the Show scheduling, please contact Show Operations or your sales representative.

FIRE REGULATIONS / FLAME PROOFING

Exhibitors must make arrangements for accessible onsite storage if needed. Fire regulations prohibit storage of any kind behind exhibitors or in the utility channel at the back of the booth. This includes empty packing materials and supplies of literature. Exhibitor must conform to all standard fire codes of the Facility. Combustible materials or explosives are not permitted in or around the exhibit areas. Exhibitor shall not allow its display to block the view of, or impede access to fire alarm boxes, fire hose cabinets, fire extinguishers or other safety equipment. Smoking is prohibited in the MGM Grand Las Vegas Convention Space.

FOOD & BEVERAGE

All catering orders must go through the MGM Grand catering department and can be ordered online for your convenience through [MGM Exhibitor Services](#).

PLEASE NOTE: All food dispensed from booths, including bottled water, must be purchased through MGM Grand Catering and may not be brought in from outside sources. Catering service is available and may be obtained for meeting rooms and exhibit booths.

HAND-CARRIED ITEMS

As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to “hand carry” they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. The decorator has the right to stop any exhibitor and apply drayage charges if they find the exhibitor violating these rules. We will have a POV (Personally Owned Vehicle) area setup for those exhibitors needing to unload a car or SUV. Exhibitors will work directly with the decorator to unload the vehicle.

HANDOUTS/LITERATURE DISTRIBUTION

Literature, samples, or other promotional materials may only be handed out within the confines of the contracted booth space or designated area approved by Show Management. Any unauthorized materials placed elsewhere will be discarded.

INSURANCE

Show Management (Experiential Marketing Summit), the Facility (MGM Grand Las Vegas) and affiliates (vendors) do not provide any form of insurance to cover exhibitor activities and assumes no liability or responsibility for loss by any exhibitor from theft, fire, breakage or any other reason. Exhibitors agree to carry appropriate insurance to cover these risks along with **public liability** insurance against injury to the person or property of others. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company’s premises until it returns. In most cases a rider can be added to your present policy for a nominal cost. You **Do Not** need to send a copy of it to show management, however, you are required to have a copy in your booth and send to sales@rainprotection.net.

MUSIC/OTHER COPYRIGHTED MATERIAL

Exhibitors shall be responsible for obtaining and paying for all necessary licenses, permits or approvals required under local or state law applicable to their activity at the exposition, which included any music licensing needed under ASCAP and BMI copyright laws. Pursuant to the Application and Contract for Exhibit Space, exhibitor indemnifies Experiential Marketing Summit for any and all liability arising from exhibitor’s breach of this commitment.

PARKING

MGM Grand offers Valet & Self-Parking. For more information about parking, click [HERE](#).

PROMOTIONS

All demonstration or other promotional activities, i.e. literature handouts, roaming characters, etc. must be confined to your exhibit space. Booth personnel, including models, hostesses, etc. are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted exhibit space unless express permission has been granted by Show Operations as part of a specific sponsorship. This restriction includes public areas outside the show floor and within the conference area. Failure to abide by this rule may result in the termination of the Exhibitor's Agreement and your removal from the show, and/or the prohibition from future exhibits. Theme costumes, special dress and all types of entertainment must be approved by Show Operations in writing 14 days prior to the show. This includes but is not limited to models, magicians and musicians. Show Management reserves the right to make determinations on appropriate apparel and entertainment.

SECURITY/ACCESS CONTROL

Uniformed Security Guards and Badge Checkers will be stationed throughout the event and exhibit hall entrances on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. ***The final responsibility, however, lies with the exhibitor.*** It is advised that display materials of value and/or items such as laptops, small monitors, expensive products, etc. be removed with the exhibitor at the end of each day. At the conclusion of the show, if you have any materials/items being shipped out, please remain in your booth until the decorator has picked up your boxes. Individual/Private booth security is available and optional for exhibitors.

FINAL AUTHORITY

Show Management is the sole and final authority as to the interpretation of these rules and their application. Show Management may issue specific variances or exceptions for special situations upon request. Such variances do not establish a precedent or permanent modification beyond the specific case involved. Show Management may make modifications to a booth without specific permission of the exhibitor and at his risk and expense, in order to satisfy the terms and intent of the Show Rules and/or the Fire Marshal. Furthermore, Show Management has the authority to establish penalties, including the removal from the current or future shows.



RAINPROTECTION INSURANCE
WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance Supplier for Access Intelligence.

Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, April 12-16, 2025, naming Access Intelligence (9211 Corporate Blvd. 4th Floor, Rockville, MD 20850) as certificate holder. The following must be named as additional insured: Access Intelligence and MGM Las Vegas.

Access Intelligence has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for \$109
(plus any applicable taxes)

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=C0Wkqz2D33c\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=C0Wkqz2D33c$)

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: Sales@rainprotection.net



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rainprotection Insurance 39 Ryder Avenue Dix Hills, NY 11746 www.Rainprotection.net		CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS: Exhibitor Name Street City, State, Zip Code		INSURER A : Insurance Company Name INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			Policy Number	04/14/2025 12:01 AM	04/16/2025 12:01 AM	GENERAL AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X					PERSONAL & ADV INJURY \$ 1,000,000
							EACH OCCURRENCE \$ 1,000,000
							FIRE DAMAGE (Any one fire) \$ 300,000
							MED EXP (Any one person) \$
		GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Per accident) \$
	<input type="checkbox"/> ANY AUTO						DAILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OTHER AUTOS						DAILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						
	<input type="checkbox"/> HIRED AUTO						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							AD&D
							MAXIMUM MEDICAL DEDUCTIBLE
							TERMS OF PAYMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: Access Intelligence, LLC and MGM Las Vegas. As respects to claims arising out of the operations of Exhibiting Company at Experiential Marketing Summit 2025.

CERTIFICATE HOLDER**CANCELLATION**

Access Intelligence, LLC 9211 Corporate Blvd, 4th Floor Rockville, MD 20850	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Rainprotection Insurance</i>