

# QUICK FACTS



## EVENT & VENUE

**IBDEA 2024 Conference**  
March 7 - 11, 2024  
Hilton Lake Las Vegas Resort & Spa  
Event Center  
Henderson, NV



## IMPORTANT DATES

**Wednesday, February 7, 2024**

### ADVANCE SHIPMENT RECEIVING

First day warehouse will begin receiving advance shipments without surcharges.

**Friday, February 9, 2024**

### ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

**Friday, February 16, 2024**

### ADVANCE ORDER DEADLINE - CUSTOM GRAPHICS & CUSTOM TABLE THROWS

All orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.

**Friday, March 1, 2024**

### ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.



## SCHEDULE

**Friday, March 8, 2024**

**1:00pm - 4:00pm**

**EXHIBITOR MOVE-IN**

**Saturday, March 9, 2024**

**8:30am - 11:30am**

**Saturday, March 9, 2024**

**12:30pm - 5:30pm**

**SHOW HOURS**

**Saturday, March 9, 2024**

**5:30pm - 8:30pm**

**EXHIBITOR MOVE-OUT**

**Sunday, March 10, 2024**

**9:15am - 12:15pm**

**Sunday, March 10, 2024**

**12:15pm**

### OUTBOUND SHIPPING AGREEMENT DEADLINE

All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.

**Sunday, March 10, 2024**

**11:15am**

### CARRIER CHECK-IN DEADLINE

**Sunday, March 10, 2024**

**12:15pm**

### RE-ROUTE DEADLINE

Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



## BOOTH EQUIPMENT

EACH 8'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Black Backwall Drape  
3'H Black Siderail Drape  
1 - 6' Black Skirted Table  
2 - Side Chairs  
1 - Wastebasket  
Standard Booth Identification Sign

\*To upgrade this booth package to a tall table and 2 stools, click [HERE](#).

## CARPET

The Exhibit Hall is carpeted.



## MATERIAL HANDLING

It is recommended to ship all exhibit materials to the advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to **Friday, March 1, 2024**. The standard warehouse material handling charge will be honored for all shipments received by this date. Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company. The prevailing warehouse material handling rate plus a 20% minimum surcharge will be added to all direct shipments.

### ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #  
IBDEA 2024 Conference  
c/o Alliance Exposition  
5141 S Procyon St  
Las Vegas, NV 89118

**Warehouse receiving hours are Monday - Friday, 8:30am - 2:30pm (local time).**

### OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #  
IBDEA 2024 Conference  
c/o Alliance Exposition  
Hilton Lake Las Vegas Resort & Spa  
Event Center  
1610 Lake Las Vegas Pkwy  
Henderson, NV 89011

Outbound shipments not consigned to Alliance Transportation and Logistics, the Official Show Carrier, require a pick-up to be scheduled in advance by the exhibiting company with its designated carrier of choice.

For outbound carrier pick up, please schedule your carrier to pick up from the above Outbound Pick Up address between the hours of **5:30pm and 8:30pm on Saturday, March 9, 2024** and between the hours of **9:15am and 12:15pm on Sunday, March 10, 2024** only. Carrier check-in deadline is **11:15am on Sunday, March 10, 2024**.

All exhibit materials must be removed from the exhibit hall by **12:15pm on Sunday, March 10, 2024**.

**For assistance, please contact Exhibitor Services at 888.528.2011 or [ExhibitorAssistance@alliance-exposition.com](mailto:ExhibitorAssistance@alliance-exposition.com).**

**As of August 2023, a 9.3% Fuel and Labor Surcharge will be added to all orders placed with Alliance Nationwide Exposition.**