
Supplier Reminders

To ensure a successful show for all, please read the following carefully:

1. Supplier should plan to join other SWDA members for the following activities:

Wednesday, September 14

Registration and Vendor Set Up: 12:00-5:00pm

Welcome Reception: 5:30-7:00pm

Thursday, September 15

Vendor Set Up: 8:00am-10:00am

General Session and Round Table Discussion: 10:00-12:00pm

Lunch: 12:00-1:00pm

Trade Show/Awards Viewing: 1:00-6:00pm

Vendor Mingle (on floor show): 6:00-7:00pm

Friday, September 16

Trade Show: 9:00am-3:00pm - Trade Show/Award Winners Announced

Lunch: 12:00-1:00pm

Vendor Teardown: 3:00-5:00pm

Closing Party: 7:00-9:00pm

2. Your exhibit space includes two 6 ft. tables (no table cloths), two chairs, wastebasket and a company ID sign.
3. Table set-up takes place on Wednesday from 12:00 to 5:00pm and Thursday from 8:00 to 10:00am
4. Lunch will be served on both days of the Trade Show.
5. Exhibitors are encouraged to bring their newest products only, and to consolidate items into a container that can be easily transferred or shipped.
6. Items may not be affixed to the walls in any way and must not block doorways and entrances.
7. At the close of each show day, you may want to remove valuable items. Items are left at exhibitors own risk.
8. This is a **Members Only event**. To protect the integrity of our event and as a courtesy to our members, **individuals without badges will not be permitted into SWDA events**. Please do not invite customers to meet you in the SWDA trade show. Qualified distributors can apply for membership by contacting SWDA at swdabod1@gmail.com.

Shipping/Receiving

Springhill Suites does not charge for receiving packages. Any ground shipments must have a final carrier that has a lift gate. The hotel loading dock is ground level. Small packages can be received via UPS/Fed Ex, etc. The hotel requests that you arrange your own return forms at the end. Springhill Suites requires the return items to be shipped out of the loading dock packaged for the appropriate shipping mode. The hotel will deliver shipments to each respective table top from their loading dock.

Items can ship to:

SpringHill Suites by Marriott, Las Vegas Convention Center

Attention: Roger Owens and YOUR NAME/COMPANY.

2989 Paradise Road

Las Vegas, NV 89109

702-433-5880