



AIA Las Vegas has created a
Product Show like no other!
Providing 3 Great Marketing Opportunities.

2018 AIA Las Vegas **LEARN ABOUT / TURN ABOUT™** **PRODUCT SHOW**

Sponsored by SunStone Building Specialties / Modernfold

Wednesday, September 19th at the Historic Fifth Street School

Schedule for the Day

8:00AM – 9:00AM

C.E. Class - Conference Room

9:15AM to 10:15AM

C.E. Class - Conference Room

9:30AM – 2:00PM

Move In and Set Up Product Show - Auditorium

10:30AM – 11:30AM

C.E. Class - Conference Room

11:30AM – 1:30PM

**Turn About Product Show
Gallery Space
(Lunch and FACE TIME with
Firm Principals - RSVP Required)
or
Lunch on Your Own**

11:30AM- 12:15PM

C.E. Class Lunch (provided)

12:15PM – 1:15PM

C.E. Class - Conference Room

1:30PM – 2:30PM

C.E. Class - Conference Room

2:45PM – 3:45PM

C.E. Class - Conference Room

4:00PM – 7:00PM

**AIA Las Vegas Product Show
Auditorium**

7:00PM – 9:00PM

Move Out

Product Show Limited to the first 40 Exhibitors! All Premium spaces \$700 each = 8' x 6' space, pipe and drape, identification sign, If you require electricity (one outlet) you may purchase it for an additional \$75. If you require table (6' X 2'), you may purchase it for an additional \$25 If you require chairs, you may purchase them for an additional \$10 each If you require skirting for your table, you may purchase it for an additional \$25

**And, For Exhibitors Only
A Great Additional Marketing Opportunity!**

Learn About Exhibitors can offer a “Learn About” Experience for architects, engineers, facilities managers, interior designers, specifiers, landscape architects and design professionals – by providing an AIA Registered Continuing Education Class (Only 6 Class Times Available – 8:00AM to 3:45PM) Only \$400 for Exhibitors Only – Includes AIA C.E. Registration and Promotion.
Must qualify for HSW or be code related.

Turn About Exhibitors can also meet “FACE to FACE” with the Firm Principals and Key Decision Makers during a special lunch meeting from 11:30AM to 1:30PM Introduce yourself and your company/ product/service – schedule a follow up meeting, lunch or demonstration in their office... network with the decision makers in design and construction. What a Turn-About! Only \$200 (for Exhibitors Only.)

Lunch & Face Time with Firm Principals Will Feature Key Decision Makers From Firms Such as: Aptus Architecture, Bergman, Walls & Associates , Butler Ashworth, Carpenter Sellers DelGatto Architects, City of Henderson , City of Las Vegas Public Works , College of Southern Nevada , Cuningham Group , EV&A Architects , Friedmutter Group, Gensler of Nevada, KGA Architecture, Klai Juba Wald Architects, LG Architects, MGM Mirage Design Group, Nadel Architects , NOVUS Architecture , Simpson Coulter Studio, SH Architecture, Tate Snyder Kimsey Architects, Vedelago Pesch Architects, Worth Group Architects and YWS Architects

**Make the most of this triple opportunity. Reserve your space today!
Secure your C.E. Class Time and Sign-up for your FACE to FACE
with decision makers.**

**Contact Kelly Lavigne, Show Manager:
klavigne@aianeveda.org - 702.895.0936.**



2018 AIA LAS VEGAS

“LEARN ABOUT TURN ABOUT” PRODUCT SHOW REGISTRATION FORM

Wednesday, September 19th at the Historic Fifth Street School

Sponsored by SunStone Building Specialties / Modernfold

To Reserve Your Space(s), C.E. Class, and Turn About meeting with Firm Principals

COMPLETE THIS FORM AND RETURN TO

Kelly Lavigne, Show Manager – klavigne@aianeveda.org OR AIA Las Vegas 401 S. 4th St., Ste: 175, LV NV 89101

PRODUCT SHOW *Be an Exhibitor*

(Please PRINT clearly and complete ALL)

Exhibitor Name _____

Representative Contact _____ Email _____

Phone _____ Fax _____

Address _____

City / State / Zip _____

Space Sign to Read _____

Type of Business _____

This is to keep you from being placed next to your competitor. **“Manufacturer” or “Rep Company” isn’t specific enough.**

Space Preference: 1st _____ 2nd _____ 3rd _____ Cost: \$700 ea

I require electricity (one outlet - for an additional \$75) _____ Yes _____ No

I also require ___ Table(s) (\$25 ea) WITH or WITHOUT (circle one) Skirting (\$25 ea) and ___ Chair(s) (\$10 ea)

LEARN ABOUT *Provide a Continuing Education Class*

**Must qualify for HSW or be Code Related
No cancellation / refund after Aug. 1, 2018.**

Provide Title of Class: (required) _____

Preferred Class Time ~~Sold Out~~ 8:00–9:00a ~~Sold Out~~ 9:15–10:15a ___ 10:30– 11:30a ___ 12:15–1:15p ~~Sold Out~~ 1:30–2:30p ___ 2:45–3:45p
Regular cost for providing a C.E. Class is \$1,300. **THIS IS A SPECIAL OPPORTUNITY for only \$400.** You will be contacted to provide details on the educational content of your presentation. Content must meet AIA CE criteria and requirements.

TURN ABOUT *Have Lunch & Face Time With Key Decision Makers*

**Must be an exhibitor to participate
No cancellation / refund after Sept. 1, 2018.**

Please provide tickets for the Turn About Product Show at \$200 each for the following people: (only 2 per company)

Name of Participant _____

Name of Participant _____

PAYMENT *Credit Card or send Check to address at top of page*

50% cancellation refund after Aug. 1, 2018
No cancellation / refund after Sept. 1, 2018.

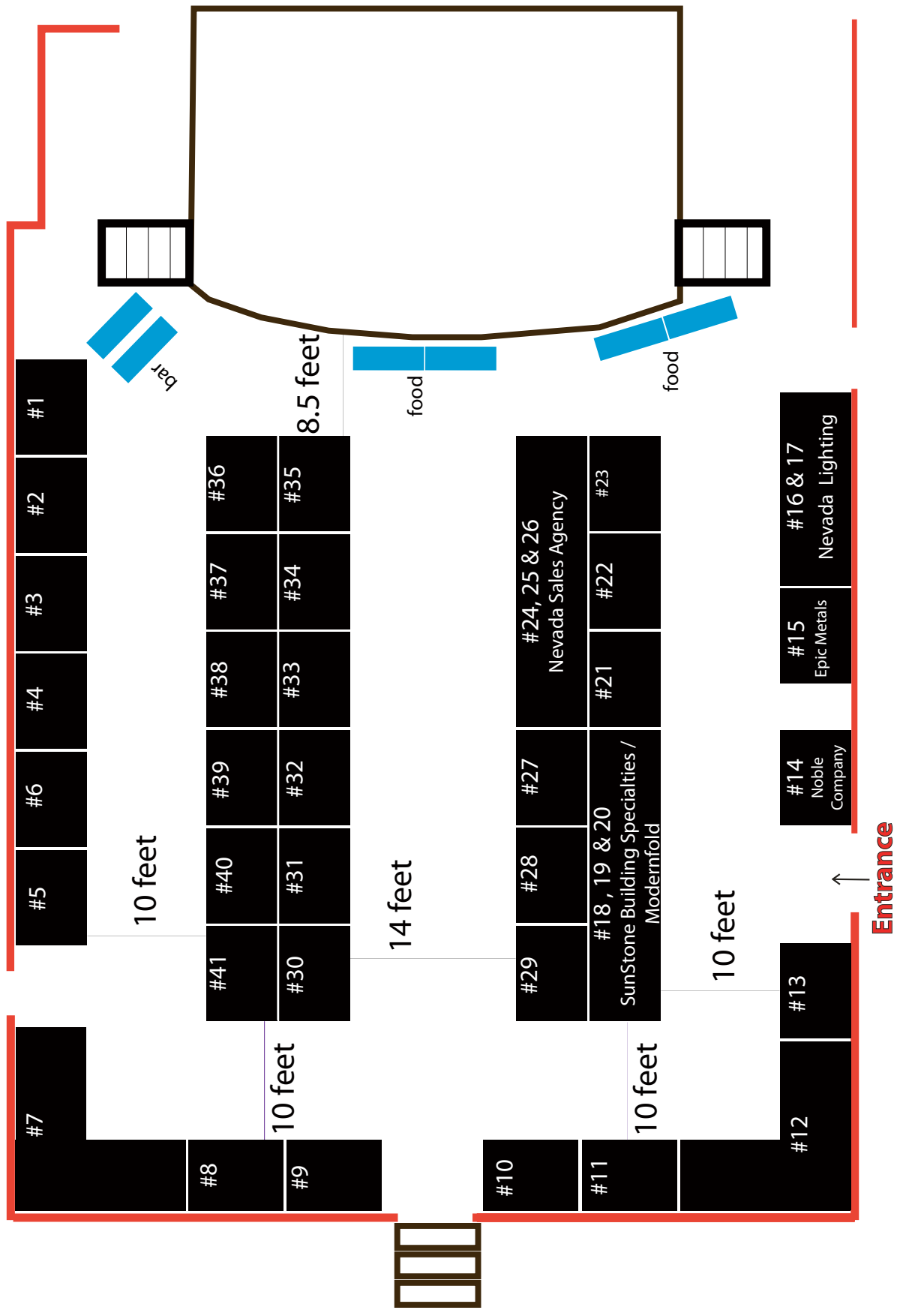
Credit Card Number _____

Expiration Date _____ Security Code _____ Name On Card _____

Signature _____

Spaces 1-6, 8-11 and 13 - 41 are \$700 each (Early Bird Special before May 1, 2018- \$650)
 Spaces 7 and 12 are \$1,400 each (Early Bird Special before May 1, 2018 - \$1,300)
 Electricity is not included. It is \$70.00 extra.

Spaces Are Assigned on a First Come, First Served Basis, So Reserve Yours Now!





2018 AIA Las Vegas

“LEARN ABOUT / TURN ABOUT” PRODUCT SHOW

Sponsored by SunStone Building Specialties / Modernfold

Wed., Sept. 19th at the Historic Fifth Street School
401 S. 4th Street, Auditorium. Las Vegas, Nevada, 89101

****Please initial next to each number to acknowledge that you have read and understand each statement**
Please return to klavigne@aianeveda.org

EXHIBITORS INSTRUCTIONS & INFORMATION

_____ **1. PAYMENT FOR ALL SPACES MUST BE RECEIVED WITHIN TWO WEEKS OF BOOKING THE SPACE.** If paying by check and payment is not received within the two weeks, the space will not be held.

_____ **2. PLEASE CHECK YOUR CONFIRMATION EMAIL** to be sure that ALL information regarding your space is accurate. In particular, check the information for your SPACE SIGN TO READ. Please contact the AIA office to make any corrections.

_____ **3. PLEASE NOTE THAT ELECTRICITY, TABLES, SKIRTING AND CHAIRS DO NOT COME WITH YOUR SPACE.** Electrical hook-up is an extra \$75. Tables are \$25 ea. Skirting is \$25 ea. Chairs are \$10 ea. Please order them on your order form when booking space.

_____ **4. NO FOOD AND/OR DRINK TO BE GIVEN OUT BY EXHIBITORS** unless approved ahead of time by AIA Las Vegas.

_____ **5. MOVE IN AND SET UP SCHEDULE IS AS FOLLOWS:** 9:30AM – 2:00PM * DOORS OPEN AT 4:00PM * Drinks Available 4:30PM-7:00PM * Food & Beverage 4:30-7:00PM * MOVE OUT BEGINS AT 7:00PM – ABSOLUTELY NO BREAK DOWN OR MOVE OUT BEFORE 7:00PM – All items and materials MUST be removed from the premises by 11:00pm on 9/19/2018.

_____ **6. IF YOU NEED A HOTEL ROOM,** we are suggesting The Golden Nugget on Fremont Street in Downtown Las Vegas. It is walking distance from the Historic Fifth Street School. There is NO Room Block. Phone 702-385-7111 to make your reservation.

_____ **7. YOU ARE RESPONSIBLE FOR YOUR OWN LOAD-IN AND LOAD-OUT ON THE DAY OF THE SHOW.** The Historic Fifth Street School is NOT a union facility and there will be no SHOW CREW to assist with load in or out. YOU are responsible for your own move in and set-up. Please refer to the attached map for large items load in at the back of the auditorium – small hand carry items load-in from the front of the auditorium.

_____ **8. AIA LAS VEGAS IS NOT RESPONSIBLE FOR SHIPPING OR RECEIVING YOUR MATERIALS.** There will NOT be the opportunity for you to ship materials or set-up the day before OR ship or pick-up materials the day after. AIA Las Vegas is not responsible for receiving or holding materials for the show, or for materials left in the auditorium after the event. All items and materials MUST be removed from the premises by 11:00pm on 9/19/2018.

_____ **9. PARKING FOR EXHIBITORS - EXHIBITORS CAN NOT PARK IN THE HISTORIC FIFTH STREET SCHOOL PARKING LOT.** (These spaces are reserved for Building Tenants and Show Attendees.) You may stop briefly in front or back of the auditorium to load-in and out, **THEN CARS/TRUCKS MUST BE MOVED TO ONE OF THE PUBLIC PARKING FACILITIES. SEE THE ATTACHED MAP FOR PARKING OPTIONS IN THE DOWNTOWN AREA.**

_____ **10. BUSINESS CARD COLLECTION:** Please Remind and Encourage all attendees to DROP OFF A BUSINESS CARD at your booth so they are eligible for the Door Prizes. In this way you will generate a list of those who actually visited your booth. You will receive a complete printed list of all the Product Show attendees, if they visited your booth or not, with contact information within two weeks of the event. This list is NOT available in an electronic format.

_____ **11. BOOTH SIZE AND SPACE:** Please remember that your space is 8' wide by 6' deep and that is all. You may not move, remove or alter the pipe and drape construction. You may not put any signage or pop-up banners in the aisles. The items in your space may not hang out over the pipe and drape or into the aisles. AIA Las Vegas takes no responsibility for your display not fitting in your space.





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EXHIBITORS INSTRUCTIONS & INFORMATION

COMPLETE THIS FORM, SCAN AND E-MAIL TO

Kelly Lavigne at klavigne@aianeveda.org

Questions? Call Kelly at 702-895-0936

(Please PRINT CLEARLY and COMPLETE ALL)

NAMETAGS - Please provide the names of ALL persons who will be working in your space and will require a nametag.

Company Name: _____

Space # _____

Please print names:

_____	_____
_____	_____
_____	_____

YOUR DOOR PRIZES – **If you have a door prize, let us know what it is!!** You will be listed on the Door Prize Schedule reflecting the information you provided to AIA concerning the items and the times you would be giving them away. Please note that this is on a first come / first served basis. Deadline for Door Prizes is September 1st, 2018. **No Prizes will be added to the list on the day of show.** Attendees will be instructed to drop off a business card and be present at the listed time of the drawing.

Door Prize Item: _____

What time (4 thru 7PM or contacting the winner after the show?) are you planning to give it away? _____
We will do our best to schedule you on the door prize schedule as close to your requested time as possible.





VENDOR PARKING
City of Las Vegas Lot

- Sin City Sandwich Shop
- Courthouse Grill
- Mediterranean Food
- Anthony's Pizza
- Capriotti's (in the courthouse)
- City Center Coffee



1/2 block

Lewis Street

4th Street

4th Street

Fifth Street School
Parking Lot

**For Product Show
Attendees ONLY!**

*We ask that Vendors not park here so that we do not lose any potential attendees due to lack of convenient parking. It is in your best interest to park in the designated city parking lots on 4th Street, between Clark and Lewis (directly across from the Auditorium)

- Fremont Street - 2 Blocks
- Walgreens - 2 Blocks
- Parking Garage - 1 1/2 Blocks
- Fed Ex - 1/2 Block

Auditorium
(Product Show will be held here)

Gallery
(Turn About Lunch will be held here)

- 1 Loading/Unloading
- 2 Hand Truck Load In
- 3 Carry in Load In
- 4 Vendor Check In

Conference Room
(CE Programs will be held here)

Las Vegas Blvd