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

2020 AIA Las Vegas
LEARN ABOUT / TURN ABOUT”
PRODUCT SHOW
Sponsored by SunStone Building Specialties / Modernfold

Wednesday, September 2nd at The Westgate Hotel & Casino

Schedule for the Day

8:00AM – 9:00AM
C.E. Class - Ballroom F

9:15AM to 10:15AM
C.E. Class - Ballroom F

9:30AM – 2:00PM
Move In and Set Up Product Show - Ballroom C

10:30AM – 11:30AM
C.E. Class - Ballroom F

11:30AM – 1:30PM
Turn About Product Show Ballroom D
(Lunch and FACE TIME with Firm Principals - RSVP Required)
or
Lunch on Your Own

11:30AM- 1:30PM
C.E. Class Lunch (provided) Ballroom F

1:30PM – 2:30PM
C.E. Class - Ballroom F

2:45PM – 3:45PM
C.E. Class - Ballroom F

4:00PM – 7:00PM
AIA Las Vegas Product Show Ballroom C

7:00PM – 9:00PM
Move Out

Product Show Limited to the first 58 Exhibitors! All Premium spaces $800 each = 10’ x 10’ space, pipe and drape, identification sign, 6’ X 2’ draped table, 2 chairs and a waste basket
If you require electricity (one outlet) you may purchase it for an additional $150.

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 5 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 each (for Exhibitors Only.)


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@aianevada.org - 702-483-3838
2020 AIA LAS VEGAS
“LEARN ABOUT TURN ABOUT” PRODUCT SHOW
REGISTRATION FORM

Wednesday, September 2nd at the Westgate Hotel & Casino
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@aianevada.org OR AIA Las Vegas 1131 S. Casino Center Blvd., LV, NV. 89104

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: $800 ea
I require electricity (one outlet - for an additional $150) ________Yes _________No

LEARN ABOUT  Provide a Continuing Education Class
Must qualify for HSW or be Code Related

Provide Title of Class: (required)

Preferred Class Time ____ 8:00-9:00a ____ 9:15-10:15a ____ 10:30- 11:30a ____ 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 contact-
ed 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

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 July 17, 2020
No cancellation / refund after Aug. 14, 2020

Credit Card Number ____________________________________________________________________________________________________
Expiration Date ______________________ Security Code________________ Name On Card ________________________________________
Signature _______________________________________________________________________________________________________________
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 DOES NOT COME WITH YOUR SPACE. Electrical hook-up is an extra $150. Please order it 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: 9:00AM – 3:30PM * DOORS OPEN AT 4:00PM * Drinks Available 4:00PM–7:00PM * Food & Beverage 4:00–7:00PM * 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 9/2/2020.

6. IF YOU NEED A HOTEL ROOM, we are suggesting The Westgate Hotel & Casino on Paradise in Las Vegas. It is the same hotel as the Product Show. There is NO Room Block. Phone 7702-732-5111 to make your reservation.

7. YOU ARE RESPONSIBLE FOR YOUR OWN LOAD-IN AND LOAD-OUT ON THE DAY OF THE SHOW. If you have not arranged your move in and move out through Viper Tradeshows Services, you will be able to load and unload your own booth items at the Westgate.

8. AIA LAS VEGAS IS NOT RESPONSIBLE FOR SHIPPING OR RECEIVING YOUR MATERIALS. Viper Tradeshows Services will be handling all of the receiving and shipping of materials. You will receive a show kit from them which will have all of that information.

9. PARKING FOR EXHIBITORS - Parking is available on the hotel property in guest parking. After unloading, you must move your car to guest parking.

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 excel or electronic format.

11. BOOTH SIZE AND SPACE: Please remember that your space is 10’ wide by 10’ 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.
2020 AIA Las Vegas
“LEARN ABOUT / TURN ABOUT”
PRODUCT SHOW
Sponsored by SunStone Building Specialties / Modernfold
Wed., Sept. 2nd at the Westgate Hotel & Casino
3000 Paradise Rd. Las Vegas, NV. 89109

EXHIBITORS
INSTRUCTIONS & INFORMATION

COMPLETE THIS FORM, SCAN AND E-MAIL TO
Kelly Lavigne at klavigne@aianevada.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 August 26, 2020. 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.