

TABLE TOP SPONSORS

Thank you for being a table top sponsor at our upcoming Las Vegas Roadshow! We look forward to working with you and want to help you take full advantage of your sponsorship.

The Table Tops will be set up around the perimeter of the one-on-one meeting space. Members who are in-between meetings, will have the opportunity to visit you at your table and learn more about your products and services. Your table top will have a number to identify your location in the Belmont Ballroom.

Table Top Set Up Time / Location

Monday, September 25th from 3-5PM or Tuesday, September 26th from 7:30-9AM in the Belmont Ballroom located on the 4th floor of The Cosmopolitan (West End Tower). You need to be setup and ready to go by 9AM Tuesday morning.

Here is what you can expect at your table top location:

- **10 ft. x 8 ft. space**
- **6 ft. skirted table with 2 chairs**
- **Electricity and Internet**

One-on-one meetings will begin at 10AM. Meetings are scheduled through 5PM on September 26th and through 4PM on September 27th. On September 27th from 4-5PM there will be a farewell happy hour - drinks (alcoholic & non-alcoholic) to wrap up the event and give you one last chance to visit with attendees! On September 27th, you are responsible for packing and shipping your materials immediately following the one-on-one meetings. Anything left behind will be thrown.

Make sure you have at least one person at your table top and continue to schedule your meetings as you have been! During the event, you will have full access to your schedule on a mobile device. If you haven't already downloaded the app, please do so now!

Shipping Information

If you are shipping materials for your table tops, please schedule your packages to arrive on Friday, September 22nd. All shipments will be charged up to a \$55 handling fee (based on package weights). Packages (excluding pallets/crates) will be available for pick-up inside of the FedEx Business Center. Package deliveries may be scheduled by contacting the FedEx Business Center at 702-207-2724. Please schedule a delivery to the Belmont Ballroom Monday afternoon or early Tuesday morning. If you choose not to schedule a delivery, plan to pick your items up at the FedEx Business Center.

The FedEx Business Center is located on the 3rd Floor (West End Tower).

The ship to address is:

The Cosmopolitan of Las Vegas
BrokerBin Event
Hold for Guest: (Guest Name) (Guest Cell Number)
3708 Las Vegas Blvd South
Belmont Ballroom
Las Vegas, NV 89109
Box ____ of ____



If you have any questions, please let us know. We look forward to seeing you in Vegas!