



APRIL 18-19, 2012
THE MIRAGE
LAS VEGAS, NV

Welcome to the **ITEX 2012 National Expo & Conference!** This year's show will take place April 18 - 19, 2012 at The Mirage Events Center in Las Vegas, NV.

We are pleased to present you with your Exhibitor Services Manual which contains the information you will need to successfully transport, set-up/tear-down, and equip your booth. By reading and paying attention to order details and deadlines, you will save valuable time and money.

Important Policies and Guidelines to note:

- No one under the age of 18 (including infants) is allowed on the show floor at any time.
- All exhibitors must carry general liability and workman's compensation insurance and provide Show Management with the appropriate certificate of insurance.
- If you are using an outside contractor (EAC) to help set-up and dismantle your booth, you must notify the Official Show Decorator, GES.
- Be sure to make your travel and hotel arrangements ASAP!

If you have any questions at any time please feel free to call me at (617) 219-8374 or email me at: jvalenca@questex.com.

We are pleased you have chosen to participate in the **ITEX 2012 Expo & Conference** and look forward to a successful event!

Sincerely,

Joanne Valença
Senior Event Operations Manager
Questex Media Group, LLC
(617) 219-8374
jvalenca@questex.com