

EduCode – EXPO 2019

March 11 – March 15

THE ORLEANS HOTEL & CASINO
LAS VEGAS, NEVADA

Thank you so much for being an Exhibitor at the EduCode Conference. Here's some important information regarding our Expo.

Also attached:

- ✚ Current exhibitors list – See Page 9
- ✚ Expo space layout – See Page 10
- ✚ Orleans' Layout/Map – See Page 11

Expo	Sunday March 10	Monday March 11	Tuesday March 12	Wednesday March 13	Thursday March 14	Friday March 15
Exhibit Hours	N/A	6:30 AM To 5:00 PM	6:30 AM To 5:00 PM * 5:30 Appreciation Event	6:30AM To Close 8:00PM Networking Event	6:30 AM To 5:00 PM ** 6:00 PM Bowling Event	6:30 AM To 5:00 PM
Room Available For Set-up	1:00 PM To 7:00 PM	Room Open 6:00 AM After Hours see page3	Room Open 6:00 AM After Hours see page3	Room Open 6:00 AM After Hours see page3	Room Open 6:00 AM After Hours see page3	Room Open 6:00 AM After Hours see page3
<p>Business Center will coordinate any boxes/crates that need to be forklifted to your space. Please note that you will have to contact them prior to the Expo @ 702-992-0599 to coordinate your materials. Business Center hours and Information see page 5.</p>						

* Appreciation Event – Will be located in OSS (across from the buffet)

** Bowling Event – Will be located in the Orleans' Bowling Center

See you soon!

If you need anything further, please call or e-mail.

EduCode - Expo 2019 Coordinators

Joel Ritchie

Expo Chairman – (702) 806-4306, joel.ritchie@cityofhenderson.com

Alan Ellis

Educode Director - (702) 265-2770, aellis.educode@gmail.com

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EXPO Location – Decatur Room / 2nd floor

Show Hours - 6:30 AM to 5:00 PM

****Note** - Classes begin at 7:30 AM – Classes end 5:30 PM

DAILY SCHEDULE – (Standard)

6:00 (AM) If you shipped your booth ahead of time, please see instructions on the page 5.

Expo open/ setup Booth setup occurs in the MORNING. EXPO closes at 5:30 PM for security. PM setup available by permission only.

Check-In EduCode registration booth. Located in the Mardi Gras Ballroom
(See Joel or Alan) You will be provided with:

- One 8' draped table w/2 chairs (the room is carpeted)
- Name banner/logo located above your booth space
- Attendee Information packet
- Roll of tickets for the daily raffle
- 2 buffet lunch tickets – handed out daily
- Name Badges – these are required wear

Complete your setup, and be ready for booth traffic!

NOTE: There will be Heavy networking traffic from 6:30 AM to 7:30 AM

- ✚ EduCode Badges are required wear for the EXPO, buffet lunches, Student Appreciation, Vendor and Bowling Events.
- ✚ Student registration and book stores are also located in the Expo room
- ✚ A continental Style breakfast is provided daily for all registrants & exhibitors and served in the Expo room.

7:30 Morning session begins - Full and ½ Day (AM) educational classes

8:30 to 10:30 Mid-morning breaks - w/refreshments served daily in Expo Room

11:30 Morning session lunch break - Full Session and ½ day (AM) classes' end
Daily Schedule cont., Afternoon (PM)

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11:30 to 12:45 Buffet lunch (on casino level) is for all attendees and EXPO vendors
You will be provided with 2 buffet lunch tickets daily. The Orleans provides EduCode with a separate buffet entrance to facilitate serving. **Please note that the EduCode-sponsored daily raffle will generate significant booth traffic during lunch. We recommend that you have an early buffet before 11:00 AM, or better yet, after the raffle, 1:00 PM.**

12:40 **DAILY RAFFLE - PROVIDED BY EDUCODE AND VENDOR SPONSORS**
There will be prizes and cash drawings every day.
Each exhibitor will be provided with a roll of tickets. Please write or stamp your name on the back of each ticket.

- To be eligible for the raffle, participants must visit each Expo booth to receive a raffle ticket.
- The participant must be present to win.
- The tickets are thrown out after each drawing.
- Each day you will hand out new tickets for that day's drawing.

We encourage exhibitors to participate by donating a prize or prizes. Please let us know if you are interested.

✚ **RAFFLE NOTE** - If you intend to raffle an item at your booth space, there will be no formal announcements from EduCode. However, during the daily EXPO lunch raffle we welcome your sponsorship to the raffle by raffling of your prizes with us on stage.

1:00 Afternoon sessions begin - Full and ½ Day (PM) Educational classes

2:00 to 4:00 Mid-afternoon breaks - w/refreshments served each afternoon in the Expo room.

5:00 EXPO closes - Booth teardown
(When exhibiting multiple days, your booth will be locked in a secure environment.)

5:30 Expo Doors Close - (Room is secured and no access)

After hour Access Contact – Alan at 702-265-2770

5:30 Afternoon sessions end - All Full and ½ Day (PM) Educational classes

5:30 to 10:00 Events, Socials, Networking, Certification testing or Offsite discovering – EduCode provides a variety of evening events to assist our Vendors and Attendees. Feel free to ask the staff for local events or locations.

EduCode Special Events – Dates & Times

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EXPO Trade Show

Held Daily from 6:30 AM to 5:00 PM

Sunday, March 10 Special Setup. The Expo room will be open from 1:00 PM to 7:00 PM. As an exhibitor you will be able to start setting up your booth during this time.
Please let us know if you intend to set up on Sunday.

Tuesday, March 12 Student Appreciation Event - Mardi Gras Style Party!

5:30 to 7:30? An Appreciation party, hosted by EduCode and its Partners will be held for all Student Attendees, Exhibitors and Friends. You are invited to attend!
Drinks, food and fun are the topic.
The appreciation party will be held in the OSS on the casino level.
(We have found that this appreciation party provides an excellent opportunity to socialize with attendees, staff, your potential clients.)
If you are interested in a sponsorship, please let us know.

Wednesday, March 13 EXPO/VENDOR Networking Event!

5:30 to 7:30 A Networking Social, hosted by EduCode and Vendor Sponsors will be held for all attendees and Exhibitors. You are invited to participate!
Drinks, Appetizers and Networking are the topic.
The Networking Social will be held in the DECATUR Room (Home of the EduCode EXPO!)
This event is intended for you the exhibitor/vendor to bring anyone you choose to a networking "Meet and Greet" event.
We believe this event provides an excellent opportunity, not only to socialize with attendees, staff, other vendors, but meet potential clients.
If you are interested in a sponsorship, please let us know.

✚ EVENT NOTE: Feel free to bring in outside clients, make or schedule appointments for code officials, architects, engineers or other vendors to meet with and visit with at your EXPO Event. We welcome the opportunity to meet your client and customer friends.

Thursday, March 14 BOWLING Event!

6:00 to 9:00 A "Come and have fun Social". Hosted by EduCode and its partner Sponsors. This Event is held for all Attendees, Exhibitors and Friends. You are invited to participate! Drinks, Pizza, Nachos, Bowling and Networking are the topic.
This Social will be held in the Orleans' Bowling Center.
If you are interested in a sponsorship, please let us know.

Wednesday, March 13 & Thursday, March 14

5:30 to 10:00 PM ICC Certification Testing – Room G

✚ EduCode and ICC have teamed up to provide certification testing. Simply register and pay that night for a Code certification test you may need.

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The Orleans Business Center

Location - Located on the second floor top of the escalators

Shipping Booth Materials Ahead of Time The Orleans Business Center will accept your shipment and hold for your arrival (see fees below).

 **Please type label exactly as follows:**

Your name
Write "*Hotel Guest*" if staying @ The Orleans
EduCode Conference (**Include your dates**)
Expo / Decatur Room / **Booth #** ____
The Orleans Hotel and Casino
4500 W. Tropicana Avenue
Las Vegas, NV 89103

The Business Center will coordinate bringing your boxes/crates to the Decatur Room. Please note their business hours. Since they do not open until 7:00 am daily, they will make sure your material is brought to the Decatur Room the night before, if required.

It is your responsibility to make all arrangements ahead of time and pay the required fees.

To retrieve your materials, go to the Orleans Business.

Business Center # (702) 992-0599

Business hours:

Sat and Sun: 8:00 AM to 2:00 PM

Mon to Fri: 7:00 AM to 6:00 PM

Business Center service/costs

Faxing All Incoming faxes \$ 1
Local Outgoing Faxes \$ 2/1st page (\$1 ea. addl. page)
Domestic and International available (see Business Center for pricing)

Handling/Shipping charges (approx.):

Shipping/Envelopes/Express envelopes, 1 – 5 LBS	\$5
6 - 15 LBS	\$10
16 - 30 LBS	\$15
31 - 50 LBS	\$20
51 - 100 LBS	\$25
Over 100 LBS	\$0.50 (per LBS)

Shipping available: FedEx, DHL and USPS: (see Business Center for service deadlines and pricing)

Photocopying

Black & White - Single Sided	\$0.20
Black & White - Double Sided	\$0.25
Color - Each Copy	\$1.50
Color Paper	\$0.25
Transparencies - Black & White	\$1.25
Transparencies – Color	\$2.50

Computer service: (Available Applications include; MS Word, Excel and Power Point)

Work Station - 10 Minutes	Free
• (Each Additional 15 Minutes)	\$5.00
Work station Laser Printouts	\$1.00/page

Supplies Available for sale – boxes, tape, paper, envelopes, folders, markers, whiteout etc..

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Other EduCode/EXPO Services

Internet Service – Hard Lines

EduCode can provide internet hard line access to vendors (secured service connection) - \$150/day - \$500/week. Wireless 'hotspots are also available at no charge. Please let us know if you require this service.

Name Tags:

All exhibitors will be provided with name badges (we will use the names listed on registration form) Please fill out and fax/email your name tag form to Alan Ellis. If there are any changes please notify Alan ASAP. Most errors or late requests we can provide on-site.

Color Logo Banner

A logo banner is provide and mounted above your booth. Please provide EduCode the information and Logo you wish. EduCode reserves the right to modify to meet banner requirements.

If there are specific requirements, please provide ASAP to Alan Ellis.
(Banners are in production several weeks prior to the EXPO)

Conference Attendee List

A list will be available post-Expo. Please indicate if you are interested in receiving a copy.

Daily Lunch Raffle

Please indicate if you are interested in donating a raffle prizes.

Mardi Gras Style Student Appreciation Party/Tuesday, March 12

Please indicate if you are interested in a \$500 sponsorship or donating raffle prize(s).

EXPO Vendor Networking Event - Wednesday, March 13

Please indicate if you are interested in a sponsorship. Remember – Please invite your “Local” clients and friends.

Bowling Event - Thursday, March 14

Please indicate if you are interested in a sponsorship.

Hotel Lodging/Information

✚ DEADLINE: Room reservations must be made by **February 4, 2019**.

Please call 1-800-675-3267. Please identify yourself as an attendee of the 2019 EduCode conference, group code **A9EEC03** to obtain the discounted room rates, as follows:

* Saturday night <u>3/09/2018</u>	\$ 96
* Sunday through Thursday <u>3/10/2019 - 3/14/2019</u>	\$ 42
* Friday & Saturday nights <u>3/15/2019 - 3/16/2019</u>	\$ 96

You may also contact The Orleans on line at: www.orientalcasino.com/groups. Please be sure to provide the EduCode Group Code: **A9EEC03**.

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Your Pre-EXPO reminder checklist:

- Verify your information is correct on your shipping label to The Orleans.
- Verify your name tag info. Modifications; fax/e-mail - page 8 to: Alan Ellis, aellis.educode@gmail.com
- Indicate whether or not you would like to receive a list of conference attendees.
- Indicate whether or not you will be donating a raffle prize for the daily Expo raffle.
- Indicate whether or not you are interested in sponsorship or donating raffle prize(s) for the Mardi Gras Party.
- Fax/email any changes to your Booth requirements to Alan Ellis.
- Fax/email any changes to your Electrical requirements to Alan Ellis.
- Fax/email your internet requirements to Alan Ellis.
- Booth set-up time will be 6:00 AM daily; with the exception of Sunday, March 10, 2019 (Expo room will be open from 1:00 PM and closing at 7:00 PM.)
- Contact the Business Center to coordinate heavy boxes/crates being shipped to the loading dock that will need to be forklifted to the Decatur Room.

You will need to coordinate to make sure your materials are brought up in time for setup.

- Reminder: Check Business Center hours and services listed on page 5.

Your On-site EXPO checklist:

- Received my Name Badges
- Received my raffle tickets

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✉ **TO:** Alan Ellis / EduCode
aellis.educode@gmail.com

FROM: _____
Name

Company Name

RE: EDUCODE EXPO 2019 / THE ORLEANS

Please **print clearly** for name tags:

1. _____

2. _____

- Yes, I want to participate in a daily lunch raffle.
Prize(s) to be donated _____
- Yes, I want to be a \$500 sponsor
- I will provide raffle prize(s) for the Student Appreciation Party, Tuesday, March 12.
Prize(s) to be donated _____
- I will sponsor EXPO Vendor Networking Event, Wednesday, March 13.
- I will sponsor "Bowling" Event, Thursday, March 14.

Reconfirm your electrical requirements @ \$25.00 per day:

- No electrical required
- Yes, I need electrical (We will verify payment)

Internet Hard line access:

- None required.
- Yes. Details: _____ Date(s): _____

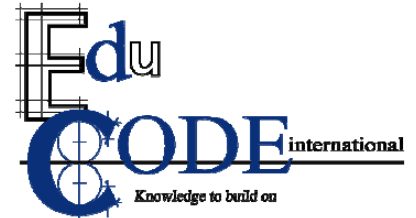
Booth set up for Monday exhibitors:

- I intend to set-up my booth on Sunday (1:00 PM to 7:00 PM).
- I intend to set-up my booth _____ starting at 6:00AM.

Post-Expo list of conference attendees:

- Yes, please send a copy

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www.educode.us

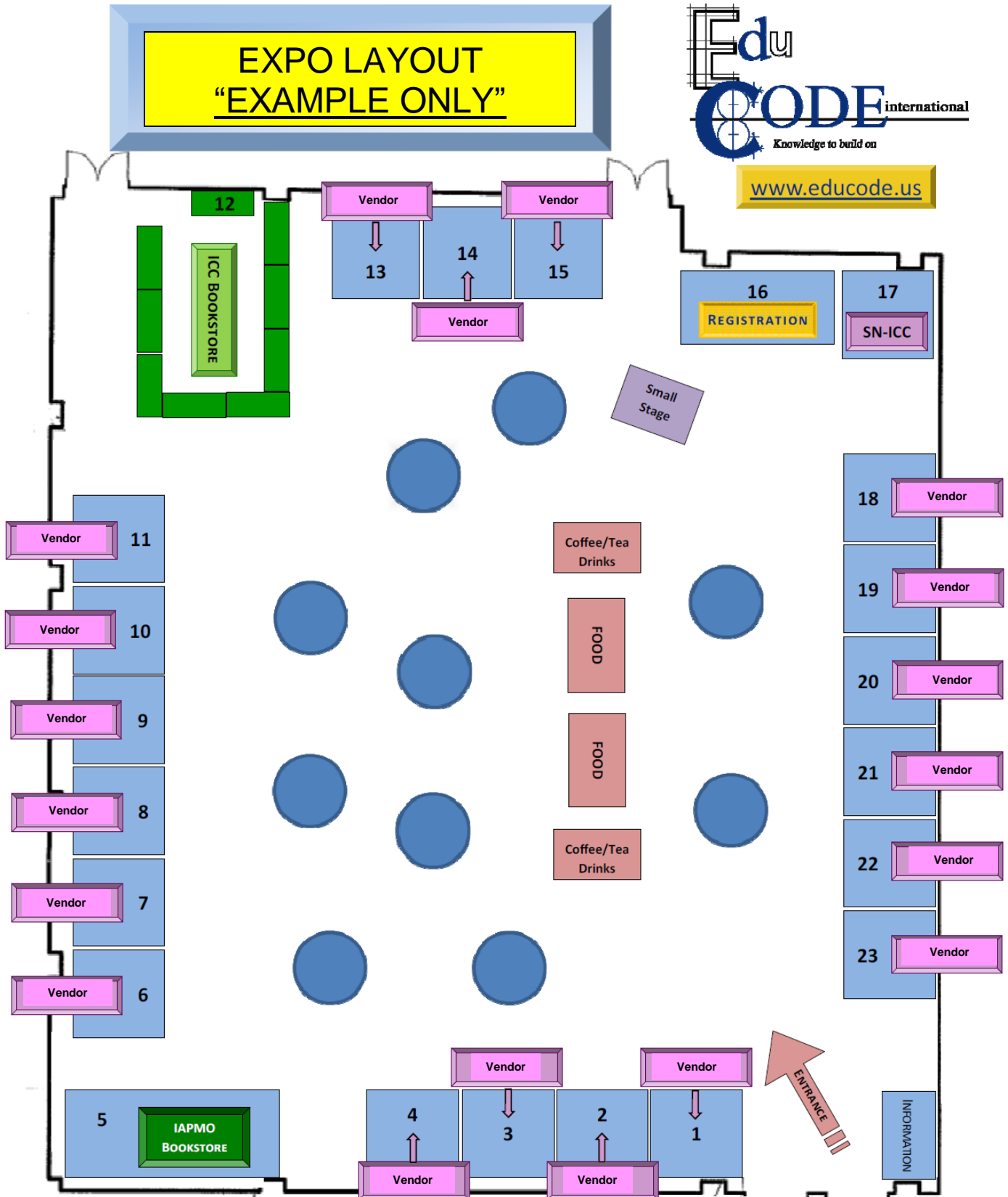


EXHIBIT BOOTH/SPACE INFORMATION: Each exhibit booth/space (approx. 10 X 10) is provided with carpet, 8' skirted table and 2 chairs.

EduCode also provides a 30" X 72" color banner (mounted above each booth), raffle tickets (A daily raffle is held for all conference attendees in the EXPO hall), exhibitor name badges and two (2) lunch meal tickets for each registered day. Booth/space assignments are made on a "first-come first-serve" basis.

Registration for booth/space will not be processed prior to completion of the exhibit/space registration form and payment. Other exhibit space furnishings or needs are available at additional cost and must be pre-paid. Please contact EduCode for availability and costs. (Joel Ritchie — 702-267-3622)

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