

premiere ANAHEIM

IMPORTANT INFORMATION & DATES

EXHIBITOR REGISTRATION AND CREDENTIALS

Exhibitor Credentials are provided **DIGITAL ONLY** and will be available 30 days prior to the event. Exhibitors will receive a password and link via email from [EventsPass](#).

Exhibitor credentials are to be used only by Exhibit Personnel working in the show. Quantity of credentials are distributed as follows: [\(5\) Credentials per 10' x 10' Space](#)

Each Exhibit Personnel must have their own Exhibitor Credential on their person/mobile device. See the Registration Assistance counter for help regarding credentials.

[Starting Saturday April 1, No one will be allowed on the show floor without credentials.](#)

MODEL REGISTRATION – Available Thirty (30) days prior to the first day of show

Each exhibitor is allotted three (3) models/day per 10x10 booth. A [Model Procedure & Sign-up form](#) is required and **should be submitted by five (5) days prior to the first day of show.**

Contact Premiere Exhibit Services at customersupport@premiereshows.com for any model questions.

SHOW SCHEDULE

Exhibitor Move-In		Exhibitor Move-Out	
Friday, February 2	8:00a – 5:00p	Monday, February 5	4:30p (POVs: 5p) – 10:00p
Saturday, February 3	8:00a – 5:00p	Tuesday, February 6	8:00a - 1:00p
Exhibit Hours			
	Sunday, February 4	9:00a – 5:00p	
	Monday, February 5	9:00a – 4:00p	

NOTES FOR MOVE IN/OUT – UNION Only single trip hand-carry (no dollies/carts allowed) is permitted by the exhibitor into the Facility. Carts or dollies requires union hire. Exhibitors may set up their exhibit display if the person(s) staging the set-up are Full-time employees of the exhibiting company and the task can be completed in one-half (1/2) hour without the use of power tools. If exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, or the use of power tools, exhibitors must use union personnel supplied by the General Service Contractor.

START DATES & DEADLINES

January 2nd | Advanced Shipment Warehouse Receiving **Start** | Exhibitor Shipping | Connect to [GES](#)

January 4th | Last Date to Submit | General Liability insurance with at least \$1,000,000 per occurrence, \$2,000,000 general and naming Informa Markets dba Premiere Show Group, Anaheim Convention Center and GES as additionally insured. | Submit Certificate of Insurance to [Exhibitor Insurance](#) Portal.

Exhibitors needing a COI can Connect to [Exhibitor Insurance](#) (Recommended Provider)

January 4th | Last day to submit | Hanging Sign Approval Request | connect to jari.morales@informa.com

January 12th | Incentive Rates End | Decorator Services (tables, chairs, labor, stages, etc.), Utilities (Electrical, Plumbing), Rigging | Connect to [GES](#).

January 13th | Last Day to Order (or Late Fees) | Booth Catering | Connect to [Aramark](#)

January 17th | Incentive Rates End | Wifi / Internet / Phone / TV Services | Connect to [Smart City](#)

January 26th | Order Deadline | Floral | Connect to [Themes and Flowers](#)

January 29th | Online ordering ends | Audio Visual (AV) Equipment Rental – Exhibit Floor | Connect to [Encore](#)

January 31st | Advanced Shipment Warehouse Receiving **End** | Exhibitor Shipping | Connect to [GES](#).

February 2nd | On-Site Shipping Starts | Exhibitor Shipping | Connect to [GES](#)