



EXHIBITOR INFORMATION KIT

Please note: Registering for a booth doesn't automatically register any booth personnel. Please use the link on the Quick Links page, (page 2) to register your booth personnel.

The WPMEXPO is a three day show and all exhibitors are expected to occupy the booth all three days. Penalties imposed for early tear down.

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QUICK LINKS

For more detailed information refer to the individual pages for each of the vendors listed below.

**Register
Today!**

BOOTH PERSONNEL REGISTRATION

[BOOTH PERSONNEL REGISTRATIONS](#)

**Register
Today!**

ADDITIONAL REGISTRATIONS

For additional registrations above your allotment, they can be conveniently purchased online. Simply use your booth number as both the username and password when prompted during the registration process.

Username: (booth number) Password: (booth number)

[PURCHASE ADDITIONAL REGISTRATIONS](#)

FREEMAN SERVICES



Order booth furnishings from Freeman, such as, tables, chairs, wastebaskets, backdrops, literature stands, booth labor, and more.

[ORDER FREEMAN SERVICES](#)

FREEMAN QUICK FACTS SHEET

Answers questions regarding shipping dates and shipping addresses.

[FREEMAN QUICK FACTS](#)



MGM EXHIBITOR SERVICES

Order electrical services, hanging signs, cleaning services, audio visual, food and beverage services and more.

[ORDER MIRAGE EXHIBITOR SERVICES](#)



LEAD RETRIEVAL

ATS (American Tradeshow Services) offers multiple options for lead retrieval. Choose the one that best fits your needs.

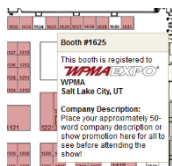
[ORDER LEAD RETRIEVAL FROM ATS](#)



LIABILITY INSURANCE

All exhibiting companies must show proof of insurance of not less than \$1,000,000. If you don't have your own insurance with the necessary coverage, order insurance from Rainprotection Insurance for just \$106 no matter the size of your booth.

[ORDER LIABILITY INSURANCE FOR ONLY \\$99](#)



COMPANY DESCRIPTION AND LOGO

Complete your online booth map profile by sending in your company logo along with a maximum 50-word company description or show promotion. This is shown when hovering over your booth on the booth map. Just email these to Kim White at kimw@wpma.com to have them added to your online booth map profile. The logo will also be used on the convention app.

[EMAIL YOUR COMPANY LOGO AND DESCRIPTION](#)

WPMAXPO SCHEDULE OF EVENTS

TRADE SHOW MOVE-IN

Sunday , February 16 (truck set up only-by appointment)	By Appointment
Monday , February 17	8:00 am - 5:00 pm
Tuesday , February 18	8:00 am - 12:00 pm

TRADE SHOW HOURS

TUESDAY , February 18	2:00 pm - 6:00 pm
WEDNESDAY , February 19	10:00 am - 3:30 pm
THURSDAY , February 20	9:00 am - 12:00 pm

TRADE SHOW MOVE-OUT

Thursday , February 20	12:00 pm - 5:00 pm
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MONDAY, February 17

8 am – 5 pm	Trade Show set up
12 pm – 5 pm	Registration OPEN

TUESDAY, February 18

8 am – 12 pm	Trade Show set up
7 am – 6 pm	Registration OPEN
8 am	Scholarship Golf Tournament
8 am – 12 pm	Educational Sessions
2 pm – 6 pm	TRADE SHOW
6 pm – 7 pm	Welcome Reception

WEDNESDAY, February 19

7 am	Cardlock Meeting
7 am – 3:30 pm	Registration OPEN
8:30 am – 10 am	Keynote Session – Donald Trump Jr.
10 am – 3:30 pm	TRADE SHOW with Buffet Lunch
12 pm – 2 pm	Ladies Luncheon – Riley Gaines
3:30 pm	Brand Meetings

THURSDAY, February 20

8 am – 12 pm	Registration OPEN
8 am – 9 am	Educational Session – Alex Epstein
9 am – 12 pm	TRADE SHOW with Buffet Breakfast
11 am	Silent Auction Closes

SUBJECT TO CHANGE

WPMAEXPO BADGE REGISTRATION

Each 10' x 10' booth comes with three full registrations, with one additional registration included for every additional 10' x 10' booth space. For example, a 10' x 20' booth provides four registrations. However, please note that registering for a booth does not automatically register your booth workers. Each team member must be registered to receive their personalized badge and access to the event. Any additional booth workers beyond the allotted registrations must be registered separately at an additional cost.

The registrations included with the booth purchase are full registrations and provide access to key activities such as the keynote address by Donald Trump Jr., the Tuesday educational sessions, the Thursday presentation by Alex Epstein, the Welcome Reception on Tuesday evening, the trade show floor for all three days including the two food events on the show floor: Wednesday lunch and Thursday breakfast.

It's crucial for exhibitors to complete the registration process for all booth workers in advance, ensuring smooth entry and participation in the event.

**CLICK HERE TO REGISTER YOUR
BOOTH PERSONNEL**

ADDITIONAL BOOTH PERSONNEL REGISTRATION

If you need to register your additional booth personnel, beyond your allotted amount, you can easily do so online. During the registration process, use your booth number as both the username and password when prompted.

Username: (your booth number)

Password: (your booth number)

If you have distributors or affiliates needing to register, please share this username and password with them to assist in their registration.

**CLICK HERE TO REGISTER YOUR
ADDITIONAL BOOTH PERSONNEL**

FREEMAN: Official Service Contractor for WPMAEXPO



Freeman is the official service contractor for WPMAEXPO, providing a wide range of event services, including booth setup, furniture rentals, signage, material handling, and more. They are your go-to resource to ensure your exhibit setup runs smoothly.

Below is a link to the Freeman Online Ordering Portal where you can place orders for your booth services and materials. The **Discount Price Deadline is January 20, 2025.**

Please note:

- You will need to create your own username and password to access the Freeman portal.
- Once logged in, you'll be able to browse available services, place orders, and manage your booth needs conveniently online.

We encourage you to set up your account early to familiarize yourself with the available options and deadlines. If you have any questions or need assistance with the portal, Freeman's customer support team is available to help, just call **888-508-5054**

**CLICK HERE TO ACCESS THE
FREEMAN ONLINE PORTAL**

QUESTIONS? FREEMAN QUICK FACTS

Be sure to review the Freeman **Quick Facts** document. This helpful guide answers common questions about booth setup, shipping deadlines, and other key details to ensure a seamless experience.

CLICK HERE FOR THE FREEMAN QUICK FACTS

MGM GRAND EXHIBITOR SERVICES

MGM Grand Exhibitor Services provides the following services:

- **Electrical Services:** Power your booth efficiently with options for standard outlets, specialty circuits, and advanced electrical configurations.
- **Food & Beverage:** Contact the MGM Grand for food and beverage services as well as sampling information.
- **Internet & Telecom:** Stay connected with reliable high-speed internet and phone line setups tailored to your needs.
- **Audio-Visual Support:** Highlight your brand with state-of-the-art AV equipment, including monitors, sound systems, and projectors.
- **Cleaning Services:** Order vacuuming services for your booth.
- **Rigging:** Rigging for aerial signage is reserved for 400 square foot booths and larger.

Access the MGM Grand Exhibitor Services portal below. Create your own unique username and password for their system.

Early ordering is encouraged to guarantee availability and preferred pricing.

For questions or assistance, contact **MGM Grand Exhibitor Services** at **702-322-5330** or toll free at 877-847-7007.

MGM GRAND EXHIBITOR SERVICES

Food Sampling Guidelines

MGM Grand Conference Center guidelines for the service of prepared food are as follows:

- Samples are limited to manufactured, processed or distributed products only
- Food samples are limited to one (1) ounce
- Beverage samples are limited to two (2) ounces
- Items used as traffic promoters must be purchased through MGM Grand
- Alcoholic beverages: Per current Union regulations all alcoholic beverages must be served by a MGMRI Bartender. Corkage and gratuity fees may apply

Sales on Trade Show Floor

Exhibitors are strictly prohibited from selling cash-and-carry products directly from their booth on the show floor, as this violates Nevada State business licensing and tax regulations.

ATS – LEAD RETRIEVAL

Lead Retrieval by ATS: What Exhibitors Need to Know

ATS (American Trade Show Services) offers exhibitors a streamlined solution for capturing valuable leads at WPMAEXPO. With their lead retrieval options, you can quickly scan attendee badges to capture key data, eliminating the need for manual entry. The system allows for adding custom qualifiers and notes, which can help you track the quality of each lead. ATS provides handheld scanners for on-the-floor use, a mobile app compatible with iOS and Android, and a real-time dashboard for monitoring and exporting leads throughout the event.

Early bird pricing is available until January 17, 2025. On-site rentals may be available, but quantities are limited, so it's best to book early. Once the event concludes, leads can be easily downloaded in formats like CSV or Excel for follow-up. ATS offers pre-configured devices and mobile apps for easy setup, along with live support both before and during the event. For assistance, contact **ATS Customer Support at 985-809-0600** or via email at **exhibitorsales@american-tradeshow.com**.

CLICK HERE FOR ATS LEAD RETRIEVAL

RAINPROTECTION LIABILITY INSURANCE

If you do not have insurance, or you would rather not use your own insurance, (similar to renting a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance so, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and inexpensive to purchase instantly online.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Click the link below to purchase your Liability Insurance for **\$99** (Plus, any applicable taxes)

**CLICK HERE FOR
RAINPROTECTION LIABILITY INSURANCE**

BOOTH DISPLAY GUIDELINES

LINE OF SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed in the official Booth Display Guidelines available online. The most common booth guidelines are listed below.

LINEAR BOOTH

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

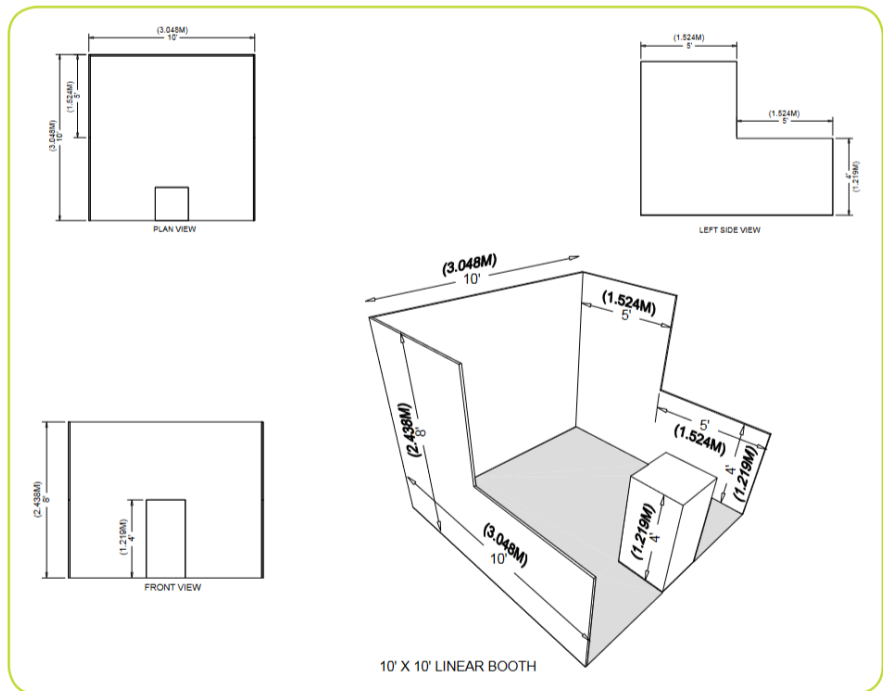
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft has become the de facto standard in the United

States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft wide and 10ft deep, i.e. 10ft by 10ft. A maximum back wall height limitation of 8ft is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft, 10ft by 30ft, 10ft by 40ft, etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.

For more detailed information click here: https://www.wpma.com/pdf/national_convention_2025/2019-IAEE-Guidelines-for-Display-Rules-and-Regulations.pdf



FREEMAN: Shipping Information

Freeman begins receiving **advanced shipments January 16 through February 6.** Anything received after February 6 will have an additional after deadline charge. Contact the advance warehouse at **888-508-5054.**

Freeman begins receiving **show site shipments on February 17.**

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning January 16, 2025 at the above address.
- Material arriving after February 06, 2025 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 AM - 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Warehouse shipping address:

Exhibiting Company Name / Booth Number
WPMA EXPO
C/O Freeman
6675 W Sunset Rd
Las Vegas, NV 89118
USA

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning February 17, 2025.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

Exhibiting Company Name / Booth Number
WPMA EXPO
MGM Grand Conference Center
C/O Freeman
4701 Koval Ln
Las Vegas, NV 89109
USA

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

LASXPRESS

Share Ride Shuttle and Luxury Car Service available for attendees of WPMAEXPO 2025.

LASxpress is a FAST AND EFFICIENT airport transportation service committed to providing you a convenient stress-free experience priced as low as \$18.

LASxpress offers:

- Advance reservations on a secure website 24/7/365
- Preprinted boarding passes eliminates frustration of securing transportation onsite—avoiding long taxi lines
- Significant Savings vs. Taxi Fare
- Priority Boarding
- On-site Airport Staff

Click Here to make your reservation.



WPMAEXPO MOBILE APP

Maximize your WPMAEXPO experience with the official convention app, your ultimate event companion! Access the full schedule, speaker bios, explore exhibitor profiles, navigate the trade show floor, and receive real-time updates—all at your fingertips.

Download the WPMAEXPO App today and get ready for an unforgettable experience.

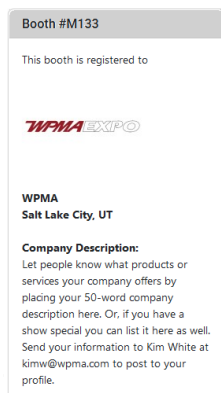


Available on IOS platform



Available on Google Play.

COMPANY DESCRIPTION AND LOGO



Complete your online booth map profile by sending in your company logo along with a maximum 50-word company description or show promotion. This is shown when hovering over your booth on the booth map. Just email these to Kim White at kimw@wpma.com to have them added to your online booth map profile. The logo will also be used on the convention app.

WPMAEXPO EXHIBITOR APPOINTED CONTRACTOR FORM (EAC)

Should you utilize the services of any Exhibitor Appointed Contractors (“EAC”), the following requirements must be in compliance.

- WPMA must be notified of all contractors working in the exhibit hall. Complete the Notice of Intent (Below) and return no later than Friday, January 31, 2025. Email to kimw@wpma.com or fax to 801-262-9413.
- All EAC’s (including production companies) must show proof of insurance for General Liability, Workers’ Compensation Liability and Business Automobile Liability and must provide WPMA with a current Certificate of Insurance with limits of not less than the following: \$1,000,000 General Liability, \$100,000 Workers’ Compensation, and \$1,000,000 Business Automobile Liability. The WPMA, the MGM Grand Hotel, and Freeman must be named as additional insureds on all policies. The Certificate of Insurance must cover Sunday, February 16, 2025, through Friday, February 21, 2025 and must be received no later than Friday, January 31, 2025. Failure to do so will prevent said EAC’s from gaining access to the show floor.
- The EAC shall be prepared to show evidence that it has valid authorization from the Exhibitor for services. The EAC may not solicit business on the exhibit floor.
- The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space.
- The EAC must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of tapes and other remnants of use).
- The EAC must adhere to the move-in and move-out schedules. Exhibitors will be responsible for any additional expenses incurred by WPMA should deadlines not be met.
- All personnel, under the employment of EAC’s, must be registered and badged by show management and obtain Temporary Workers Badges. Badges will not be issued until insurance requirements are met. (No one will be allowed on the show floor without the proper conference badges.)
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Conference as set forth by WPMA.

Notice of Intent to Use Exhibitor Appointed Contractors Form

- Please complete this form if your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by WPMA.
- For multiple contractors, duplicate this form as necessary.
- Inform all independent contractors that they must send a current Certificate of Insurance no later than (Friday, January 31, 2025) or they will not be permitted to service your exhibit.
- Ensure that each exhibitor appointed contractor clearly indicates their company name on the Certificate of Insurance.
- Certificates may be faxed to 801-262-9413 or emailed to kimw@wpma.com.
- It is the responsibility of the exhibiting company to ensure that each independent contractor adheres to all official rules and regulations of the Conference as set forth by WPMA.

Exhibiting Company Name: _____ Booth Number: _____

Submitted by: _____ Date: _____

Phone: _____ Fax: _____ Email: _____

Exhibitor Appointed Contractor Name: _____

Address of Contractor: _____

City: _____ State: _____ Zip: _____

EAC Supervisor Onsite: _____

Phone: _____ Fax: _____ E-mail: _____

Type of service to be performed: _____

Fax or email completed forms to 801-262-9413 or kimw@wpma.com

WPMA, PO BOX 571500, Murray, UT 84157-1500

Deadline for Submission Friday, January 31, 2025