



**TO ALL EXHIBITORS**  
**Please distribute to your coordinators accordingly**  
**PRINT THIS FILE FOR YOUR USE**

**A hearty welcome to all of our Exhibitors at this year's Nevada Telecommunications Association annual convention July 31 and August 1, 2018 at Harvey's Resort South Lake Tahoe, NV.**

I want to welcome you all to our conference this year and let you know the schedule and exhibit changes we have envisioned for this year's conference.

If you haven't scheduled your shipping with Harvey's, please do so by following the shipping regulations provided on our web page at <http://nevtelassn.org/Conference.htm>

Please remember to bring shipping labels (Fed Ex, UPS, etc.) and let Harvey's know about returning your shipment. If you have any questions, please ask us or go to the business center across the hallway!

We will have the registration table set up outside the Emerald Bay Rooms in the convention area from 3:00 – 7:30 p.m. on July 31, 2018. The registration table will be open for further registration beginning at 7:00 a.m. August 1, 2018.

**Exhibitor set up may begin at 3:00 p.m. on July 31st and continue until 5:00 p.m.** If there is no one at the registration table, you may still set up and come back when the table is manned. This showcase is a tabletop arrangement. You will be provided one (1) six-foot table and 2 chairs. You may set the table within your allotted space in any configuration you choose as long as you don't block the aisle or adjacent exhibits.

**Set-up is on a first-come, first-served basis.** The only requirement we have is that you not use an area that has electrical if you do not need it. We will make sure that the electric areas are clearly marked.

The exhibitor schedule is as follows:

Telephone company participants will receive an "Exhibitor Card" which will enable them to win prizes if they fill their pass with initials from each exhibitor table. If you have prizes you want to present, please contact me and we will schedule a special prize award for your company. This drawing will be held at the end of the Showcase and Reception August 1st.

July 31, 2018, 5:00 p.m. - Associate Member Meeting (closed to all except Associate Members). The hosted bar will be opened and hors' d'oeuvres will be available to you during this meeting. Buck Spears of S&S Solutions is your current Associate Director.

He will conduct the meeting and send you an agenda via e-mail. **We will also conduct the Associate Director vote of all Associate Members (minus the proxy ballots already cast).**

July 31, 2018, 5:30 p.m. – 8:00 p.m. – Showcase & Reception

Breakdown is not required after 8:00 p.m. You may, however, wish to take your loose “promos” with you. Exhibits will stay up for the General Session on August 1st. Harvey’s will lock the room. (However, Harvey’s staff will have access to the area, so please keep this in mind if you have valuables.) If you do not want to stay for the August 1st Exhibits, you will have to break down your space immediately upon the close of the reception on July 31st, and let me know you are leaving so we can group the other exhibits together.

August 1, 2018, 8:00 a.m. - 5:00 p.m. – General Session & Exhibits

**TURN OFF OR SET YOUR CELL PHONES TO VIBRATE THROUGHOUT THE DAY. TAKE ANY CALLS OUTSIDE OF THE SESSION ROOM PLEASE!**

Our agenda plans for extended breaks throughout the day so that folks can meander among your exhibits. It is our hope that you stick around throughout the speaker’s agenda portion. But if you do not want to “hang around” to listen, please leave quietly and be back in time for the scheduled Exhibit times. Should you not wish to remain the entire day, you will have time to break down during our Scholarship Luncheon break between 11:30 and 1:00 p.m. Official break down will commence upon close of general session between 4:00 and 6:00 p.m., August 1<sup>st</sup>.

**YOU CANNOT BREAK DOWN YOUR AREA DURING THE SPEAKER’S AGENDA. DOING SO IS RUDE AND INCONSIDERATE TO THE SPEAKERS AND WILL HENCEFORTH FORFEIT YOUR RIGHT TO EXHIBIT WITH US IN THE FUTURE!**

We are such a small venue that it is impractical to reserve a separate room for the exhibits. Associate Members requested the multi-day exhibition, and we try to accommodate everyone, so please follow these simple rules for a great experience. Please feel free to send us any advice or concerns you have. I am here to serve you! Please call or e-mail me if you have any questions or concerns. Good luck with your showcase!

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