

premiereSAN ANTONIO

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 or mobile device. See the Registration Assistance counter for help regarding credentials.

Starting Saturday load-in, No one will be allowed on the show floor without credentials.

MODEL REGISTRATION – Available Thirty (30) days prior to the 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 1st day of show.**

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

SHOW SCHEDULE

Exhibitor Move-In		Exhibitor Move-Out	
Friday, September 29	8:00am – 5:00pm	Monday, October 2	5:30pm – 10:00pm
Saturday, September 30	8:00am – 5:00pm	Tuesday, October 3	8:00am - 1:00pm
Exhibit Hours			
	Sunday, October 1		9:00am – 6:00pm
	Monday, October 2		9:00am – 5:00pm

START DATES & DEADLINES

Aug 30th | Advanced Shipment Warehouse Receiving **Start*** | Exhibitor Shipping | Connect to [Freeman](#)

*Warehouse is closed on Monday September 4th for Holiday Observance

Sept 1st | Submission Due Date | General Liability insurance with at least \$1,000,000 per occurrence, \$2,000,000 general and naming Informa Markets, USA Beauty LLC dba Premiere Show Group, Henry B. Gonzalez Convention Center and Freeman as additionally insured. | Submit Certificate of Insurance (COI) to customerservice@premiereshows.com.

Exhibitors needing a COI can Connect to [Exhibitor Insurance by Brokers Trust Insurance Group](#)

Sept 1st | Last day to submit | Hanging Sign Approval Request | connect to customersupport@premiereshows.com

Sept 1st | Incentive Rates End | Decorator Services (tables, chairs, labor, stages, etc.) & Utilities (Electrical, Plumbing, Air), & Aerial Rigging | Connect to [Freeman](#)

Sept 7th | Last Day to Submit | High weight (250lbs+) Aerial Rigging information Submission | Connect to [Encore](#)

Sept 14th | Last Day for Incentive Rates | Wifi / Internet / Phone / TV Services | Connect to [Smart City](#)

Sept 18th | Last Day to Order Services | Floral | Connect to [The RK Group – Experience Division](#)

Sept 20th | Advanced Shipment Warehouse Receiving **End** | Exhibitor Shipping | Connect to [Freeman](#)

Sept 28th | Last Day to Order Services | Booth Catering | Connect to [The RK Group](#)

Sept TBD | Last Day to Order Services | Audio Visual Rentals – Classrooms / Meeting Rooms | Connect to [AVP](#)

Sept 28th | Last day for Online Ordering | Audio Visual Rentals – Exhibit Floor | Connect to [Encore](#)

Sept 29th | On-Site Shipping **Starts** | Exhibitor Shipping | Connect to [Freeman](#)