

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 Friday March 31, No one will be allowed on the show floor without credentials.

MODEL REGISTRATION

Each exhibitor is allotted three (3) models/day per 10x10 booth. A **Model Procedure & Sign-up form** is required and should be **submitted before the model's arrival at the Model Check-in Desk** in Registration.

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

SHOW SCHEDULE

Exhibitor Move-In		Exhibitor Move-Out	
Friday, September 13	8:00am – 5:00pm	Monday, September 16	4:30pm – 10:00pm
Saturday, September 14	8:00am – 5:00pm	Tuesday, September 17	8:00am - 1:00pm
Exhibit Hours			
Sunday, September 15		9:00am – 5:00pm*As of 2024	
Monday, September 16		9:00am – 4:00pm*As of 2024	

START DATES & DEADLINES

Aug 14th | Advanced Shipment Warehouse Receiving **Start*** | Exhibitor Shipping | Connect to [Freeman](#)

*Warehouse is closed on Monday September 2nd for Holiday Observance

Aug 15th | Incentive Rates End | Audio Visual Rentals – Classrooms / Meeting Rooms | Connect to [AVP](#)

Aug 16th | 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](#)

Aug 16th | Last day to submit | Hanging Sign Approval Request | connect to customersupport@premiereshows.com

Aug 16th | Incentive Rates End | Decorator Services (tables, chairs, labor, stages, etc.) & Utilities (Electrical, Plumbing, Air), & Aerial Rigging | Connect to [Freeman](#)

Aug 29th | Last Day for Incentive Rates | Dedicated Wifi / Internet / Phone / TV Services | Connect to [Smart City](#)

Aug 31st | Last Day to Order Services | Floral | Connect to [The RK Group – Experience Division](#)

Aug 31st | Last Day to Order Services | Booth Catering | Connect to [The RK Group](#)

Sept 1st | Last Day to Submit | High weight (250lbs+) Aerial Rigging information Submission | Connect to [Encore](#)

Sept 6th | Advanced Shipment Warehouse Receiving **End** | Exhibitor Shipping | Connect to [Freeman](#)

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](#)