

# AAPEX 2024 EXHIBITOR INFORMATION

## INSTALLATION:

Please refer to the Targeted Floor Plan, Move-In Information and Freight Rates found in the [Freeman Service Kit](#). **All exhibits must be set and in place by 5:00 pm on Monday, November 4, 2024.**

## EXHIBIT HALL HOURS:

Tuesday, November 5:	9:00 am - 5:00 pm
Wednesday, November 6:	9:00 am - 5:00 pm
Thursday, November 7:	9:00 am - 5:00 pm

## DISMANTLING:

**All exhibits must remain intact until 5:00 pm, Thursday, November 7, 2024. Exhibitors found to be dismantling their booths before this time will be prohibited from exhibiting at AAPEX 2025.**

## ONSITE OFFICE LOCATIONS, HOURS OF OPERATION & PHONE CONTACTS:

**AAPEX Event Management Office: Level 1, Room 305, Phone: 708-226-1300**

Hours of Operation: Friday, November 1 - Thursday, November 7: 7:00 am – 5:00 pm

Open the entire event, the staff of William T. Glasgow, Inc., Event Management, will be available to answer any questions you may have.

## Floor Manager/Exhibitor Help Centers: Entrances to the Exhibit Hall on Both Levels

Hours of Operation: Friday, November 1 - Friday, November 8: 7:00 am- 5:00 pm

## Freeman Company Service Desk: Venetian Expo Exhibit & Service Center, Level 1 Lobby, adjacent to Room 201

Hours of Operation:	Thursday, October 31- Wednesday, November 6:	8:00 am – 5:00 pm
	Thursday, November 7:	8:00 am – 10:00 pm
	Friday, November 8:	8:00 am – 5:00 pm
	Saturday, November 9:	8:00 am – 12:00 Noon

Display rentals, freight, tables, carpet, chairs, and other furniture for your display.

## Venetian Expo Exhibit & Service Center: Level 1 Lobby, Phone: 702-733-5070

Hours of Operation:	Thursday, October 31 & Friday, November 1:	8:00 am – 5:00 pm
	Saturday, November 2- Thursday, November 7:	8:00 am – 6:00 pm
	Friday, November 8:	8:00 am – 5:00 pm
	Saturday, November 9:	9:00 am – 5:00 pm

Electric, telephone, Internet, compressed air, rigging, plants and more.

## Lead Retrieval Pick-Up/AAPEX Scan Information: Level 1, Room 301:

Hours of Operation:	Friday, November 1:	2:00 pm- 5:00 pm
	Saturday, November 2:	10:00 am- 5:00 pm
	Sunday, November 3:	8:00 am- 5:00 pm
	Monday, November 4:	8:00 am- 6:00 pm
	Tuesday, November 5:	7:00 am- 5:00 pm
	Wednesday, November 6:	8:30 am- 5:30 pm
	Thursday, November 7:	8:30 am- 8:00 pm

### Exhibitor Registration: Level 1, Room 301:

Hours of Operation:	Saturday, November 2:	9:00 am- 5:00 pm
	Sunday, November 3:	8:00 am- 5:00 pm
	Monday, November 4:	7:30 am- 5:00 pm
	Tuesday, November 5:	7:00 am- 5:00 pm
	Wednesday, November 6:	7:30 am- 5:00 pm
	Thursday, November 7:	7:30 am- 4:00 pm

All exhibitors ordering badges over their complimentary allotment onsite are subject to a \$120.00 fee per badge. No exceptions. As a reminder, **exhibitor badges are for exhibiting company personnel only and cannot be used for guests, clients, customers or any other non-exhibiting personnel.**

### Intellectual Property (IP) Office: Caesars Forum, Society Ballroom:

Hours of Operation:	Monday, November 4:	12:00 pm- 5:00 pm
	Tuesday, November 5:	8:00 am- 5:00 pm
	Wednesday, November 6:	8:00 am- 5:00 pm
	Thursday, November 7:	8:00 am- 12:00 noon

AAPEX 2024 Anti-Counterfeiting Task Force will deal with legitimate violations of an exhibitor's trademark, copyright, or patent rights. Infringements verified by court decisions or injunctions will lead to prompt action by AAPEX Event Management. AAPEX will have attorneys on-site who will be prepared to investigate an exhibitor's properly documented complaint of an intellectual property rights violation. Visit the AAPEX web site to view the procedures on [reporting potential infringements](#).

### International Buyer Center: Level 1, Casanova Room 501, Venetian Hotel:

Hours of Operation:	Monday, November 4- Thursday, November 7:	9:00 am- 5:00 pm
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The International Buyer Center serves as the headquarters for international buyers. Translators will be available to assist you with your international sales efforts.

### Media Center: Level 1, Casanova Room 601, Venetian Hotel:

Hours of Operation:	Sunday, November 3- Thursday, November 7:	9:00 am- 5:00 pm
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The Media Center serves as the headquarters for registered media/press. There will be an area for you to display press releases (no advertising brochures) for journalists to pick up.

### First Aid: Level 1, Adjacent to Room 305, Phone: 702-733-5304:

Hours of Operation:	Friday, November 1- Friday, November 8:	7:00 am- 5:00 pm
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### Housing Desk: Level 2, Adjacent to Booth 4010, Phone: 702-691-8401:

Hours of Operation:	Tuesday, November 5 - Thursday, November 7:	9:00 am- 5:00 pm
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### Scooters & Wheelchairs: Level 1 Lobby, Phone: 702-733-5070:

Hours of Operation:	Thursday, October 31 & Friday, November 1:	8:00 am- 5:00 pm
	Sunday, November 2- Thursday, November 7:	8:00 am- 6:00 pm
	Friday, November 8:	8:00 am- 5:00 pm
	Saturday, November 9:	9:00 am- 5:00 pm

### Baggage Check: Level 1, Adjacent to Room 101, Phone: 702-733-5070

### Food Service:

Food service, offering a variety of options, will be available during the Event days on Level 1, adjacent to booth J7042 and Level 2, adjacent to the Upper Lobby. Concession stands will be available adjacent to booths A1650, A2250, A3450, and A4150.

There will also be an outside beer garden located on Level 2, adjacent to booths A1382 & A2479, on Tuesday, November 5, Wednesday, November 6, and Thursday, November 7.

**We wish to remind all exhibitors that the Venetian Expo is the exclusive food and beverage provider and strictly prohibits outside food and beverage.**

### Interpreters:

Interpreters will be available at the entrance to Hall G, to answer any general questions you may have. Should you need an interpreter in your booth during the show, please contact Aurora Event Services at 702-683-9931.

### The AAPEX/SEMA Badge: What do the colors mean?

*(Badges grant access to both AAPEX and the SEMA Show during exhibit hall hours.)*

Tab Color	Description
Red	Buyer – 24
Blue	AAPEX/SEMA Exhibitor – 24 / Exhibiting Media – 24
Light Blue	Manufacturer Representative – 24
Green	Media/Press – 24
Full Screen Yellow	Consultant/Supplier – 24
Full Screen Green	Non-Exhibiting Company – 24
Full Screen Pink	Industry Guest – 24
Neon Green	Manufacturer/Supplier/Buyer- 24
Black	Vehicle Manufacturer/OEM – 24
Gray	Advertising/Marketing/P.R. – 24
Brown	Spouse – 24

### Internet in Your Booth:

Wi-Fi will only be made available in the lobby areas on both Level 1 and 2 of the Venetian Expo. Should you require internet access in your booth, you must order a hard line through the Venetian Expo. To order internet access in your booth, please contact the Venetian Expo Exhibit & Business Service Center at 702-733-5070.

### Security For Your Product:

A Security Lock-Up Room is provided for you **adjacent to Booth J8613, Level 1**, where you can bring important and valuable items for storage while you are not in the building. If these items are too large to move, we recommend hiring special guards. Arrangements for security or special guards can also be made at this location. Please be aware that **AAPEX, WTG and the Venetian Expo will NOT be held responsible for any lost or stolen items**. For more information, please contact SOA Security at 702-386-8065.

### Promotional Assets:

Get the word out to your customers that you will be at AAPEX- and that they should be to! With AAPEX's [Promotional Assets](#), you can include banner ads on your website or in your emails. Link those to AAPEX's 'Why Attend' page for attendees. Post social media graphics to your company's social media account (the main AAPEX website is included on these graphics, as not all channels allow for links). Include one of three copy options as part of your email signature or in an e-newsletter. Better yet, consider sending the Partner email to your customer list.

### Exhibitor Sustainability Pledge:

AAPEX presents an opportunity to educate and inspire attendees and exhibitors to adopt more sustainable behaviors and to showcase innovative solutions for reducing the environmental impact of the show. Simple actions like waste reduction, water and energy conservation, and sustainable procurement can have a big impact when multiplied across exhibitors.

By adopting environmentally responsible practices, AAPEX can demonstrate our commitment to sustainability, reduce costs and create a positive legacy for AAPEX. Please join us in the journey and let us know how your company intends to reduce the impact when attending the show by completing the [Exhibitor Sustainability Pledge](#). Participating exhibitors will be recognized at AAPEX.

### AAPEX Scan- The Future of Exhibiting:

AAPEX is committed to creating value for our exhibitors. In order to help reach the buyers who have shown interest in their products, AAPEX will be providing complimentary access to the CompuSystems M3 Program to all domestic exhibitors. This program allows buyers to download information about the products they are interested in from both the exhibitor booths and the New Product and Packaging Showcases. Exhibitors will then be able to retrieve data about the buyers who have shown interest in their products.

[Click here](#) to view an on-demand video (video is approximately one hour) that will walk you through the process of setting up your complimentary M3 digital content distribution product.

For questions or additional information, please contact CompuSystems at 708-786-5565 or email [exhibitor-support@csireg.com](mailto:exhibitor-support@csireg.com). Onsite, please visit the CompuLead Retrieval Service Desk located in Room 301 of the Venetian Expo.

### Photography/Video Recording at AAPEX:

With today's new technology, it has become more challenging to monitor camera use on the show floor. AAPEX is continuously working to increase social media outreach, and we are asking exhibitors to monitor photography within their booths. Event Management will have signs available for exhibitors to display that state "No Photos Allowed". The signs will be available at the Event Management Office, Room 305 of the Venetian Expo. Please contact Event Management if you have an issue with an attendee at the show regarding photos in your booth.

If an exhibitor has signage or has made it clear to attendees that they are not allowed to take photos in their booth or of their products, Event Management has the right to confiscate film or other media from any type of camera from users. Press/Media must obtain a permit in the Media Center. Photographs must be authorized by the exhibitor and will not be affected by the no photography signs. Event Management is authorized to record and use audio/visual materials and photographs taken at AAPEX.

### New Product & Packaging Showcases: Level 2 Lobby, Adjacent to Halls A & B Entrances

The New Product Showcase winners will be determined by number of votes from registered buyers prior to the show through an online voting system. Awards will be presented at the Sustainability Stage, in the Level 2 Lobby on Wednesday, November 5 at 11:00 am. All winners will be notified via email of the time to be present to accept their award.

All entries for the New Product & Packaging Showcase must be shipped in advance to the Freeman Company Warehouse to arrive no later than Thursday, October 17. Shipping labels and other pertinent information regarding the showcases have been sent via email to all participating exhibitors. If you have not received this information, please contact Ryan Glasgow at [ryan@aapexshow.com](mailto:ryan@aapexshow.com).

#### Product Pick-Up:

Thursday, November 7, 2024

5:30 pm and 7:00 pm

**This is the only time that you will be able to pick up your showcase entries!** Any products not picked up by this time will be donated to charity. AAPEX and WTG will not be held responsible for any items that are not picked up. This includes prototypes.

For further information, or questions regarding the New Product & Packaging Showcases, please contact Ryan Glasgow at 708-226-1300, extension 23, or email [ryan@aapexshow.com](mailto:ryan@aapexshow.com).

### Parking:

**There is no parking available at the Venetian Expo.**

Parking is available at the Venetian and Palazzo Hotels. The daily fee for registered hotel guests is \$18 per day, seven days a week. For non-hotel guests, rates are \$18 per day, Monday-Thursday and \$23 per day Friday-Sunday. Valet parking is available for \$40 per day. Venetian Rewards Sapphire members and above receive complimentary self-parking. Venetian Rewards Ruby members and above continue to receive complimentary valet parking.

### AAPEX 2024 Keynote Breakfast & Session:

Sponsored by CLARIOS, AAPEX 2024 will officially kick off bright and early with the **Keynote Breakfast**. Award-winning broadcaster, host, entrepreneur, and television personality **Erin Andrews** will sit down with Kathleen Callahan, Owner of Xpertech Auto Repair, for a fireside chat to share her inspiring story and the invaluable insights she's picked up throughout her historic career.

Following her keynote address, Andrews will be moderating the Keynote Session, **Tuesday Morning Huddle: The New Industry Titans**. This panel discussion features automotive aftermarket leaders new to their roles- offering keen observations and fresh perspectives. Panelists include:

Ashlee Arnold, Arnold Oil Company

Brad Beckham, O'Reilly Auto Parts

Randy Breaux, GPC North America

Philip Daniele, AutoZone

Shane O'Kelly, Advance Auto Parts

To reserve a table, or for more information, please contact Chris Kalousek at 708-226-1300, extension 14 or email [chris.kalousek@aapexshow.com](mailto:chris.kalousek@aapexshow.com).