



Indian Gaming Association Mid-Year Conference & Expo Exhibitor Set Up Information

Location:

We-Ko-Pa Casino Resort
10438 Wekopa Way, Fort McDowell AZ 85264
Catering & Convention Contact: Mr. John Strait
Tel: 480-606-2597 – E-mail: JStrait@WekopaCasinoResort.com

Hotel Reservations:

To book reservations, please see our travel web page at www.midyear-nationalindiangamingshow.com. Room rates start at \$199 and are available until the room block is filled.

Exhibit/Conference Halls:

Wassaja Ballrooms
Table Top Includes: 1- 6x30 table, 2 chairs

On-Site Registration Hours

Monday, November 14	12:00 p.m. – 6:00 p.m.
Tuesday, November 15	8:00 a.m. – 5:00 p.m.
Wednesday, November 16	8:00 a.m. – 3:00 p.m.

Badges

Two badges will be provided to Table Top exhibiting companies. Company participants must wear badges during all show/meetings.

Meeting Platform – NEW

Your company will receive a login to create a profile on our new meeting platform which can be accessed online or via smartphone app. You will be able to reach out to attendees to make meetings as well accept/deny requests from other conference participants.

Electrical Service Requirements

If you require electrical service for your display, please refer to the **Encore Electrical Service Order Forms** located with other service order forms attached.

Internet and AV Service Requirements

If you require electrical service for your display, please refer to the **Encore Audio Visual Service Order Forms** located with other service order forms attached.

Set-Up Times

Monday November 14 1:00 p.m. – 5:00 p.m.
All Exhibits MUST be completed and set 5:00pm

Show Hours

Monday, November 14	9:00 a.m. 1:00 p.m. – 5:00 p.m. 5:00 p.m. – 6:00 p.m.	Golf Outing Conference Sessions Exhibit Hall Meet & Greet Reception, Arts & Crafts Open
Tuesday November 15	9:00 p.m. – 12:30 p.m. 9:00 a.m. – 5:00 p.m. 12:30 p.m. – 2:00 p.m. 2:00 p.m. – 5:00 p.m.	Exhibit Hall & One-to-One Meetings Arts & Crafts Open Awards Luncheon Conference Sessions
Wednesday, November 16	9:00 a.m. – 12:00 p.m. 9:00 a.m. – 3:00 p.m. 12:00 p.m. – 3:00 p.m.	Exhibit Hall & One-to-One Meetings Arts & Crafts Open Conference Sessions

You may also choose to be at your booth during conference hours. See the full schedule on our website.

Move-Out Hours

Wednesday November 16 Starting at Noon
All exhibits MUST stay in place until the conference has ended.

Shipping Directly to WeKoPa Casino Resort

Shipping your display and materials to We-Ko-Pa Casino Resort will be an easy task by following these instructions. **Please send your materials to arrive ONLY between November 8 and November 12, 2022.**

Indian Gaming Mid-Year Conference
WeKoPa Casino Resort
Your Company Name/Your Table Top Number
10438 WeKoPa Way
Fort McDowell AZ 85264

Security

Although the WeKoPa Resort & Casino has security personnel, Indian Gaming Association, WeKoPa Resort & Casino and event management are not responsible for any lost or stolen articles. Please be sure to take care of all your articles as best possible. Perhaps overnight storage in your sleeping room is the best option for sensitive items.

Additional Questions:

Any additional questions or concerns please contact Brian Sullivan at Brian.Sullivan@ClarionEvents.com or (203) 218-6237



GROUP NAME
EVENT DATE(S)

2022 EXHIBITOR ORDER FORM

ROOM NAME

Orders must be received **14 days** prior to expo load in to qualify for Advance Rate.

Ordering Instructions

The total charge per item is determined by multiplying the price by the quantity ordered by the number of days needed.

Please include applicable Sales Tax on equipment rental and/or labor. In order to guarantee equipment availability and advanced rate, this order must be returned **14 days** prior to event start date. Building utility outlets are not part of the booth space and are not to be used by Exhibitor unless otherwise specified, thereby incurring an additional minimum charge.

Cancellations

Cancellations received within **24 hours** of the scheduled delivery date are subject to **50% of balance due** of equipment rental and applicable tax. Cancellations received on the **day of scheduled delivery** or "no-Shows" are subject to the full amount of the order to include installation, drayage and tax.

On Site Contact:		All Rates listed are Daily Rates . Daily Rates are charged for each Calendar Day that the Exhibit Hall is open.			
Company Name:					
On-Site Cell Phone #:					
Booth #:					
Load-in date/time:					
Load-out date/time:					
Event Technology Equipment	Qty	DAILY RATE			Total
		ADVANCE	NON-ADV	# Days	
24" LCD Flat Panel Computer Display, Table Top		\$215	\$236		
32" LCD Flat Panel Monitor, 16:9 (Video & Computer)		\$265	\$291		
46" LCD Display Monitor: Floor Stand		\$525	\$577		
55" LED Display Monitor: Floor Stand		\$725	\$797		
Laptop w/ Windows, Office		\$250	\$275		
HP B&W Network Capable Printer		\$215	\$236		
For additional equipment, please call for quote					

Return for Processing



We-Ko-Pa Resort & Conference Center
10438 N. Fort McDowell Rd.
Scottsdale, AZ 85264

William Snyder, Complex Sales Manager
william.snyder@encoreglobal.com
480-850-4071

Power	Qty	3 DAILY RATE			Total
		ADVANCE	NON-ADV	# Days	
Dedicated 20 Amp Circuit w/AC Cord and Powerstrip		\$145	\$160		
Basic Power w/AC Cord & Powerstrip (shared circuit)		\$50	\$55		
Additional AC Cord w/ 6-outlet Powerstrip		\$42	\$46		
Other: 3 Phase Power / Heavy Power (call for quote)					

High Speed Internet	Qty	DAILY RATE			Total
		ADVANCE	NON-ADV	# Days	
Wired Connection to Booth		\$190	\$210		
WiFi is free but half the speed as a wired connection					
Other (call for quote)					

Rental Totals	
SUBTOTAL	
SERVICE CHARGE (22 % of Subtotal)	
SALES TAX (9.0 % of Subtotal & SC, line 3 + line 4)	
TOTAL DUE	*

*Encore Global will contact directly for payment information. Please provide the payee contact information in the area below.

Payee Contact Information

Name:	_____
Phone:	_____
Email:	_____
Address:	_____
