



The **2019 SNAPP Las Vegas National Meeting** will be taking place September 18-20, 2019 at the Westin Las Vegas Hotel & Spa (160 E Flamingo Rd, Las Vegas, NV 89109). A full program agenda can be found [here](#). Outlined below is the latest SNAPP Las Vegas 2019 schedule as it pertains to the Sponsor Fair, which will be catered reception.

Sponsor Registration Checklist

- Indicate intent to sponsor to info@snappgroup.com and pay sponsorship dues
- Register for the SNAPP National Meeting Las Vegas [here](#)
NOTE All individuals from your organization who will be present at any SNAPP functions must be formally registered using the link above and in possession of a SNAPP sponsor name badge in order to be permitted entrance.
- Reserve your hotel room if staying at the Westin Las Vegas Hotel & Spa [here](#)
- Primary SNAPP contact from your organization (1 person only per organization) to complete the Las Vegas 2019 Sponsor Questionnaire (will be emailed directly to primary organization contact)

SNAPP Attendance Guidelines

Guidelines for maximum number of guests from your organization invited to attend the expo are outlined below based on sponsorship level. Thank you in advance for obliging.

Diamond – 6 representatives per organization

Platinum – 5 representatives per organization

Gold – 4 representatives per organization

Silver – 3 representatives per organization

Bronze – 2 representatives per organization

Timeline for Wednesday, September 18, 2019

8:30am – Expo hall opens for booth set up | Casuarina Ballroom

9:45am – All sponsors requested to be present for set up | Casuarina Ballroom

11:00am – Sponsor Fair including lunch open for members | Casuarina Ballroom

1:30pm – Sponsor led breakout sessions kick off, rotating every 20 minutes | Mesquite 2-4

3:00pm – General session commences | Palo Verde Ballroom

7:00pm – Welcome Reception | House of Blues B-Side, The Shoppes at Mandalay Place

Know Before You Go

You will be provided with a 6-foot skirted table for your company & a stamp with your logo. Attendees will visit your table to speak with you & their booklet stamped. Please note any booth requirements beyond a table and general electricity will need to be arranged directly with in house AV and payed for by your organization. The Westin's in house AV vendor (Encore Technologies) can be reached directly at Dagmar.Thomson@encore-us.com or by calling (702) 539-4128.

At the end of the sponsor fair, you may remove your materials or arrange with the hotel's full-service business center (Las Vegas Global Printing Packing Shipping) to pick up your materials and ship for you. A reminder outgoing shipping must have all shipping labels completed and affixed. The SNAPP Group is not responsible for any items left behind at the close of the sponsor fair.



Address & Shipping Information

All incoming packages/boxes etc. should be prominently addressed following the guidelines listed below:

The Westin Las Vegas Hotel & Spa
SNAPP Group Sponsor Fair (9/18/2019)

Receiving Guest's Name & Cell Number

****This individual's name should be your main booth contact for your organization**

Box ____ of ____

160 East Flamingo Road
Las Vegas, Nevada 89109

Shipping & Handling Fees

Hotel shipping & handling costs incurred are the sole responsibility of recipient of the package from your organization. Prices are subject to change prior to arrival. The costs incurred may be applied to a guestroom folio, credit card or approved Master Account. **Boxes may be stored 3 days prior to function day without additional fees outside of those listed below.** For questions related to shipping and handling logistics or fees, please connect with the hotel's full service business center (Las Vegas Global Printing Packing Shipping) at (702) 968-2415 or email gppswestin@bizcntr.com

Storage and handling charges on all packages/boxes received by and shipped out of the Hotel are as follows:

- \$6.00 per Envelope/Small Package
- \$12.00 per box less than 15 lbs.
- \$17.00 per box 16 to 30 lbs. + \$25.00 per item/per day storage fee
- \$22.00 per box 31 to 50 lbs. + \$25.00 per item/per day storage fee
- \$27.00 per box 51 to 75 lbs. + \$25.00 per item/per day storage fee
- \$37.00 per box 76 to 99 lbs. + \$25.00 per item/per day storage fee
- \$.55 per lbs. for boxes 100 lbs. or more + \$25.00 per item/per day storage fee
- Pallets will be billed according to total weight, using the scale below:
 - Up to 1000 lbs. | \$0.55 per lb. + \$25.00 per item/per day storage fee
 - 1001 to 2000 lbs. | \$0.40 per lb. + \$25.00 per item/per day storage fee
 - 2001 to 4000 lbs. | \$0.35 per lb. + \$25.00 per item/per day storage fee
 - 4001 lbs. and up | \$0.30 per lb. + \$25.00 per item/per day storage fee

SNAPP Welcome Reception

Your organization is invited to the SNAPP Welcome Reception on 9/18 at 7:00 PM at the House of Blues B-Side located in the Shoppes at Mandalay Place. Guidelines for maximum number of guests from your organization invited to attend the reception are outlined below based on sponsorship level. Thank you in advance for obliging.

- Diamond** – 6 representatives per organization
- Platinum** – 5 representatives per organization
- Gold** – 4 representatives per organization
- Silver Level** – 3 representatives per organization
- Bronze Level** – 2 representatives per organization



Quick Contacts

General inquiries related to SNAPP Sponsor Fair logistics and meeting specific inquiries

Scott Weston, Event Logistics

Email: scott.weston@etakevents.com

Phone: (480) 239-2449

Shipping/Printing Inquiries

Westin Las Vegas full-service business center

Las Vegas Global Printing Packing Shipping

Email: gppswestin@bizcntr.com

Phone: (702) 968-2415

AV Information

Westin Las Vegas In-House AV Vendor

Encore Technologies

Email: Dagmar.Thomson@encore-us.com

Phone: (702) 539-4128