

Hello SCI Exhibiting Companies,

Please note the following important convention updates for the 2018 annual convention to be held at the Las Vegas Convention Center, January 31 to February 3, 2018. Updated information will also be available on SCI's official convention website [www.showsci.org](http://www.showsci.org).

**2018 Contract Packet:** SCI plans on sending out all exhibitor contracted documentation/packets shortly. Please note SCI will only email the contractual documents; SCI will not mail any contractual packets, thus do not look for the 2018 contract packet in your mail box. The **booth payment deadline** will be reflected on your contract, and is set at 30 days out from the contract print date. Please ensure your booth balance fee, if applicable, is paid promptly and on time. If you require assistance regarding payment options please call your exhibit team at any time. SCI thanks all those that have already paid their 2018 exhibit booth fees in full.

**Additional Booth Occupant (ABO) Authorization/Fee:** For exhibiting companies that have an annual approved ABO, or seek to have an ABO booth share approval please note that the annual ABO fee for approved booth share occupants is now set at \$1,250 US dollars. The increased fee was approved for the 2017 show, however was delayed, but is now effective starting with the 2018 convention. Further, contracted exhibiting companies that are found to have an unauthorized, or unapproved ABO company sharing booth space at convention time will incur a penalty fee of \$2,550 US dollars, per unauthorized or unapproved ABO company.

**Targeted Move-In Days:** The 2018 show is a massive logistical challenge, not the least of which is that the upcoming show is limited to only two days of move-in. Since we are directly backed up against the World of Concrete shows move-out schedule, SCI does not take over any convention space until Monday, January 29th at 12:01 AM. GES has to then turn the entire show floor over, starting with marking/measuring all of the booth spaces. Thus Move-in is scheduled to begin Monday, January 29th, at 10 AM. There is no flexibility with regard to early move-in requests. We ask all of your patience and professionalism during this stressful time. Check your booth placement confirmation email for specific move-in times; Monday, January 29th at either 10 AM or 2 PM, or Tuesday only, January 30th, at 8 AM. We do plan on extended move-in hours to at least 11 PM both days. Please plan ahead regarding your specific logistics planning for booth set-up.

**SCI Hotel Blocks:** The official 2018 SCI HQ Hotel is the MGM Grand Hotel & Casino; please call MGM Toll Free at 877-880-0880, or 702-891-7777 for SCI rates and specials for exhibiting companies. Additionally SCI is close to finalizing hotel contracts with the Luxor and Excalibur hotel properties as well as the Westgate Las Vegas Resort & Casino, situated directly across from the Las Vegas Convention Center. Please check the [www.showsci.org](http://www.showsci.org) website for updated hotel information for exhibiting SCI clients.

**Las Vegas HOTEL SCAMS/EMAILS:** Please be aware that Las Vegas is becoming very notorious for unauthorized use of convention information targeting not only SCI, but the convention industry as a whole. Do not believe the emails that target you directly with implied but false hotel rates, even one's with SCI official logo. SCI is combating this problem as best as possible, and we urge you to take extreme caution with such emails. Feel free to verify with us if necessary.

**GES Show Decorator:** Beginning with the 2017 show GES was contracted as the official show decorator of the annual SCI show. This will be their second year as the show decorator/service provide to all SCI exhibiting clients. Even though this change was advertised well in advance, exhibiting clients seemed to be unaware of this change from Freeman Co. thus this friendly reminder.

Thank you for your valuable time, we look forward to working with each of you, the SCI exhibiting family.