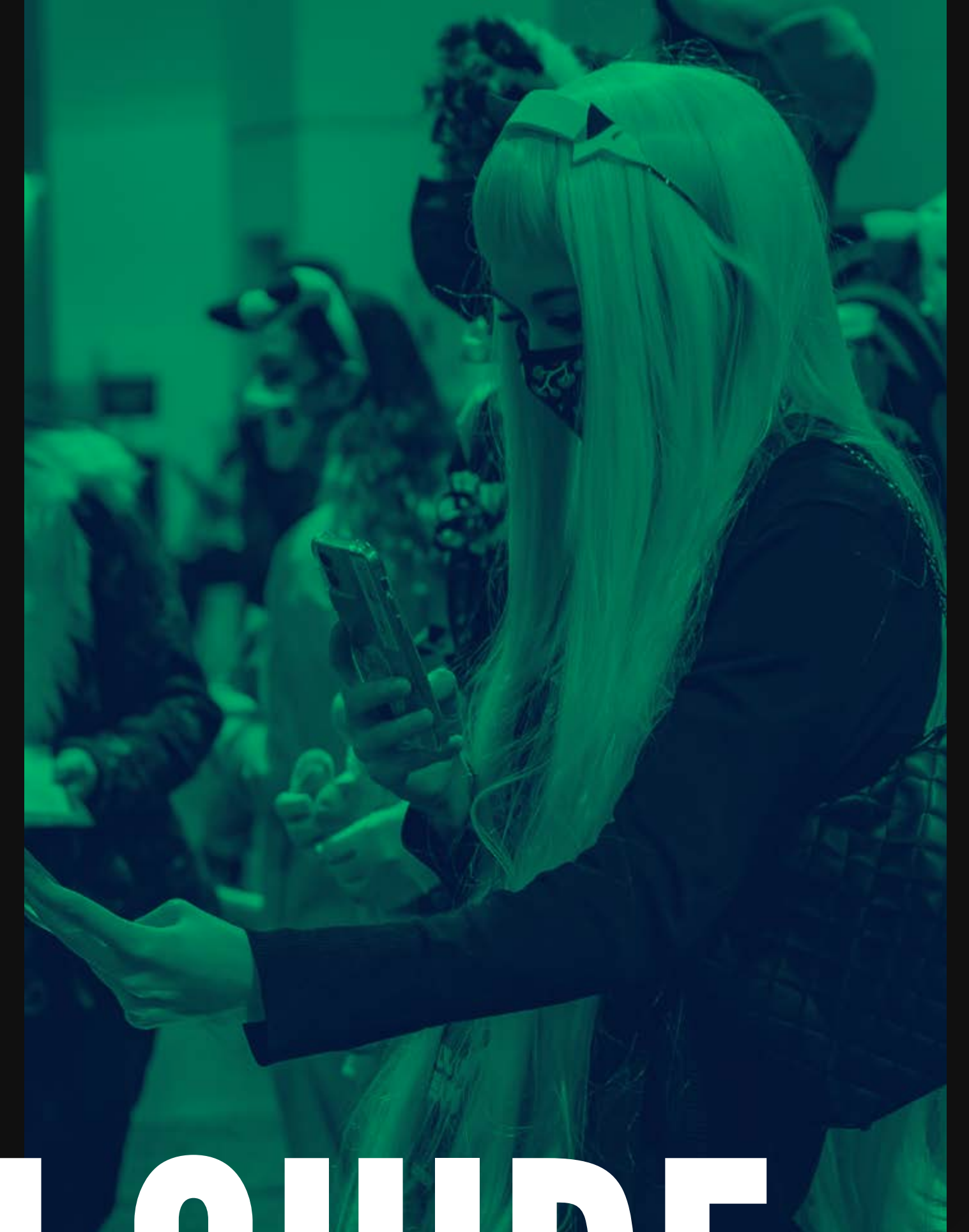


LVL UP EXPO

February 17-19, 2023



# COMMUNITY BOOTH GUIDE

# HEY THERE!

Thank you for your interest in being a part of LVL UP EXPO's 2023 Exhibit Hall! We are excited to offer the best of esports, anime, comics, and technology for our **10 Year Anniversary**.

Our mission is to bring together people of all backgrounds to inspire creativity, passion, and a competitive spirit on a dynamic platform.

The upcoming LVL UP EXPO will be held at the Las Vegas Convention Center on February 17 – 19, 2023.

**This guide is designed to help prepare you for our event, so please read thoroughly.** Should you have any questions, do not hesitate to reach out to our Booth Sales Team at [boothsales@lvlupexpo.com](mailto:boothsales@lvlupexpo.com).

Warm Regards,

LVL UP EXPO Team

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# Community Booth Details

One (1) 10'x6' booth complimentary booth space, includes the following:

- Two (2) Exhibitor Badges
- One (1) 6'x3' table with tablecloth
- Pipe and drape
- Two (2) chairs
- Company name listed in LVL UP EXPO Digital Pamphlet
- Company name listed on LVL UP EXPO website

## Important Notes:

- Exhibitors must be 18 years of age or older to apply
- Exhibitors can purchase up to three (3) additional badges for \$40 per badge
- We can not provide WIFI, please plan accordingly

## Additional Rentals & Purchases:

Deadline to purchase/rent: January 1, 2023

Badges: \$40 (Can be purchased online by 1/1/23 or at convention)

Electrical: \$250 (10 AMPS)

6'x3' Table Rental: \$60

Rentals & Add. Purchases Here: <https://form.jotform.com/221396815424155>

View Terms and Conditions Here: [lvlupexpo.com/booth-terms-and-conditions](http://lvlupexpo.com/booth-terms-and-conditions)



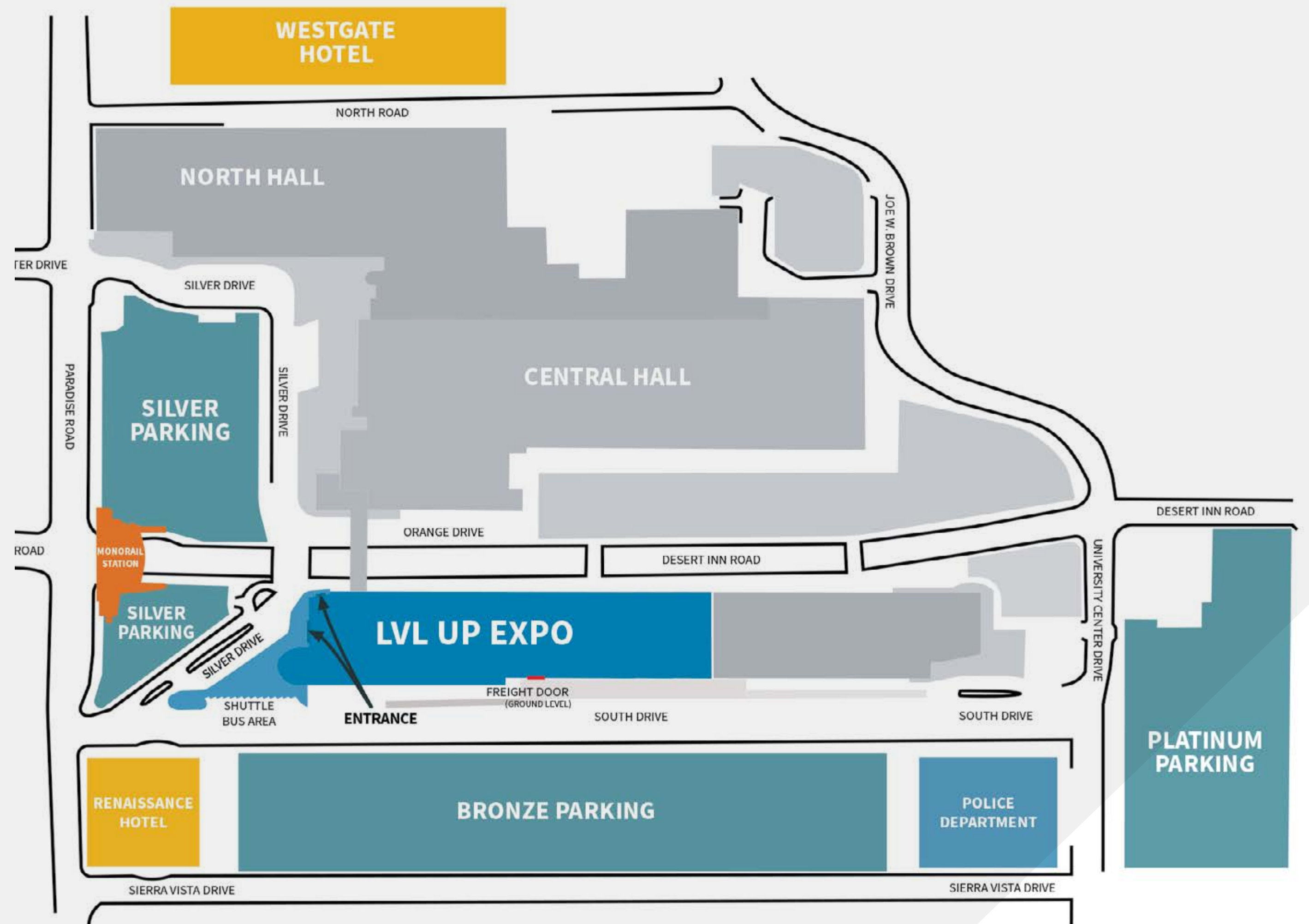
# Location & Parking

LVL UP EXPO is located at the Las Vegas Convention Center, 3150 Paradise Road, Las Vegas, NV 89109- South Hall, First Floor.



Exhibitors can park at any of the convenient parking locations labeled on the map to the right. It's important to note that other events in different halls can happen at the same time as our event, so please arrive early to ensure you get a good parking space.

Las Vegas Convention Center charges **\$10 a day for parking with no in-and-out privileges**. This at times can include install days if another event is happening at the same time.



# Hotel & Travel

Book your hotel: [lilupexpo.com/travel](https://lilupexpo.com/travel)

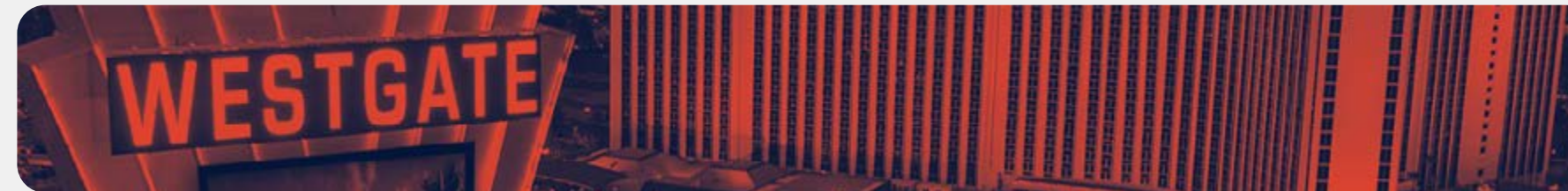
LVL UP EXPO is located only 3 miles away from the Harry Reid International Airport and one street over from the famous Las Vegas Strip. You can select from a dozen hotel options all within a few mile radius of the Las Vegas Convention Center. Our Hotel Block offers the following favorites:



## The Renaissance

- ✓ Steps within Las Vegas Convention Center
- ✓ 3 miles from Harry Reid Airport

The Renaissance is a beautiful hotel equipped with modern rooms that have 42-inch flat-screen TVs, iPod docks and Wi-Fi access (fee), plus coffeemakers, desks and floor-to-ceiling windows. Some have Strip views, while plush studios and 1-bedroom suites add living areas. There's a polished steakhouse, a casual American restaurant, and a coffee shop, plus an outdoor pool, a hot tub, a sundeck and a 24/7 fitness center. Other amenities include a business center and a UPS store.



## The Westgate

- ✓ 0.5 miles from Las Vegas Convention Center
- ✓ 3.5 miles from Harry Reid Airport
- ✓ Monorail access

The Westgate Las Vegas Resort & Casino offers legendary entertainment and some of the most spacious rooms in Las Vegas. Enjoy the World's Largest Race & Sports Book, dine at the world-famous Benihana, Fresco Italiano, or the #1 rated restaurant in Las Vegas on TripAdvisor, Edge Steakhouse. Amenities include a gym, tennis and a rooftop pool with a bar. There are 14 dining options, along with a shopping center and entertainment venues, including a cabaret lounge.



## Monorail

The Las Vegas Monorail is a great alternative to quickly traveling to and from the Las Vegas Convention Center and your hotel. The Las Vegas Monorail connects to several properties and offers single rides and day passes.

To see a list of monorail access properties and for more information, visit: <https://www.lvmonorail.com/>

# Nevada Sales Tax

Exhibitors will be required to complete a **One Time Use Sales Tax Form**, even if you are not selling. These forms will be provided to all Exhibitors upon checking in. After the event, Exhibitors will need to return the form and remit the sales tax collected from sales during Check-Out. Location to turn this in will be at the Freight (“Bay”) Door and will be labeled on map, to be provided at a later time to Exhibitors.

We will forward the completed return and your payment to the Department of Taxation on your behalf.

**All checks should be made payable to the Nevada Department of Taxation.**

Cash is also accepted.

Alternatively, you can submit it to Nevada Department of Taxation. Address and due date will be available on the provided form.

For more information about One Time Use Sales Tax Returns, or if you sell at more than two events in Nevada during a twelve month period, please visit: [tax.nv.gov](https://tax.nv.gov)



# Important Expo Hours

## CHECK-IN AND INSTALL

Exhibitors must be checked in on Thursday, February 16 between the hours of 8 AM – 10 PM. No Check-Ins will be available on Friday, February 17. Check-In location will be located at Freight (“Bay”) Door and will be labeled on the map, to be provided at a later time to Exhibitors. You will be able to pick-up badges & tax forms at this time.

## FRIDAY

Friday, February 17, no exhibit installation will be permitted. Only finishing touches at this time. Freight Door will not be open for drive-ins. Exhibitors will need to enter in the main entrance lobby, where attendee registration is located.

## CHECK-OUT AND DISMANTLE

Sunday, February 19, after the hall closes to the public, it will be accessible only to Security, Staff, Exhibitors and Artists up until 11PM. This is to allow you to dismantle your booth and Check-Out. You will also have the option to dismantle the following Monday from 8AM to 11AM, but Check-Out will not be available.

## THURSDAY

February 16, 2023

install hours:

8am-12am (Midnight)

## FRIDAY

February 17, 2023

fin. touches:

8am-11am

exhibit hall hours:

11am-8pm

## SATURDAY

February 18, 2023

restock hours:

8am-10am

exhibit hall hours:

10am-8pm

## SUNDAY

February 19, 2023

restock hours:

8am-10am

exhibit hall hours:

10am-6pm

dismantle hours:

6pm-11pm

## MONDAY

February 20, 2023

dismantle hours:

8am-11am



# Important Dates & Deadlines

JUNE 1, 2022

Community Booth  
Applications Open

JANUARY 2023

Exhibitor Booth  
Assignments Released

Deadline to  
Purchase Add.  
Rentals & Purchases