



**Virtuoso Community Globetrotting Partner Participation Guide**

Saturday, August 10, 2024: 6:30 AM - 4:30 PM

Sunday, August 11, 2024: 8:00 AM - 12:40 PM

ARIA, Las Vegas (Ironwood & Juniper Ballrooms – Level 3 West)

**PART 1: EVENT OVERVIEW**

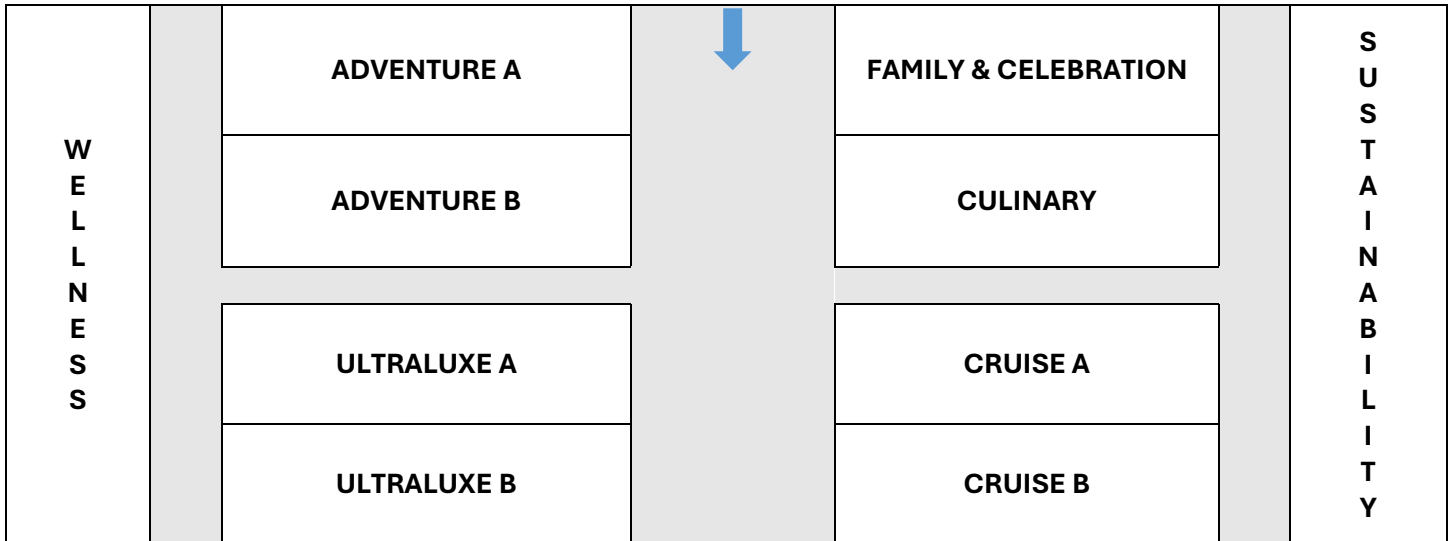
**Virtuoso Community Globetrotting** is an exclusive opportunity for Community Partners to connect directly with Advisors interested in their products and destinations. In contrast to the daily appointments during the rest of Virtuoso Travel Week, this event fosters hands-on learning and interaction with specific intention for our Community Partners to showcase their community focus.

**AGENDA:**

Friday August 9	Saturday August 10	Sunday August 11
10:00 AM – 6:00 PM – Partner Booth Setup	6:30 AM – 7:45 AM – Breakfast 8:00 AM – 10:10 AM – Session 1 10:10 AM – 10:25 AM – Break 10:30 AM – 12:40 PM – Session 2 12:45 PM – 2:00 PM – Lunch 2:15 PM – 4:25 PM – Session 3	8:00 AM – 10:10 AM – Session 4 10:10 AM – 10:25 AM – Break 10:30 AM – 12:40 PM – Session 5 12:40 PM – 4:00 PM – Booth Breakdown

**LAYOUT:** 12 “pavilions” representing different Communities offer advisors multiple opportunities to design their Globetrotting experience tailored to their sales interests. Each pavilion houses 12 exhibiting partner booths.

**ENTRANCE**



**FORMAT:**

- The event is split into 5 two-hour sessions with 12 appointments each.
- Each session has 12 ten-minute appointments.
- Each appointment has up to 8 advisors.
- In total, over the course of two days, each partner has 60 ten-minute appointments with the potential to meet up to 480 advisors (up to 96 advisors per session).

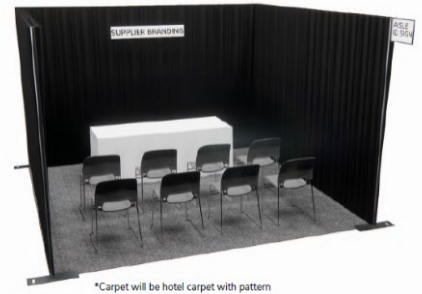
## PART 2: BOOTH SET UP

### EXHIBIT BOOTH:

Your standard booth setup (pictured right) will be assembled by Freeman.

Standard booth setup includes:

- 1 booth – 8' high x 12' deep x 12' wide
- 1 6' table
- 8 chairs
- Black draping on 3 sides of the booth (cannot be removed)
- Basic power drop and outlet included in your booth



**BOOTH DÉCOR/SETUP:** To enhance your booth setup or order additional furniture/décor, please contact Freeman Solutions at [solutions@freeman.com](mailto:solutions@freeman.com) for booth upgrade and enhancement options. FREEMAN will have a concierge desk on site on Friday, August 9 if you need assistance during setup.

**ACTION:** Determine your booth needs, review FREEMAN's Exhibitor Kit and access their order service via [FREEMAN ONLINE](#). To create an account with FREEMAN, use this [user guide](#). **NEED INSPIRATION?** Check out some [rental packages](#) available from FREEMAN.

### DEADLINE TO COORDINATE YOUR BOOTH SETUP: JULY 2, 2024

**SHIPPING INFORMATION:** If you are shipping materials, they should be shipped to FREEMAN's warehouse so that they can place your items in your booth. Freeman will accept shipments beginning July 9 and must arrive no later than August 1. Please label your shipments with the following:

#### Template:

Exhibiting Company Name (Pavilion & Booth #)  
2024 Virtuoso Community Globetrotting  
C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89119  
USA

#### Example:

ABC Tours (Adventure A – Booth 1)  
2024 Virtuoso Community Globetrotting  
C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89119  
USA

**It is VERY IMPORTANT to label your boxes as noted above.** If you do not label them appropriately, there could be a delay in the delivery of materials to your booth. **All items must arrive by August 1, 2024 to avoid additional fees.**

### DEADLINE FOR SHIPPED BOOTH ITEMS: AUGUST 1, 2024 (arrival date, not shipped date)

**SETTING YOUR STAGE:** Your booth is meant to foster an interactive networking experience. Examples of how to create an experiential setting:

- Decorate: Represent your product or destination.
- Play a game: Have fun with advisors and play a game or provide a learning experience that is offered as part of your product offering.
- Give a demonstration: Provide a hands-on demonstration allowing advisors to create a keepsake to take with them that symbolizes your experience or destination.
- Giveaway: Give away a prize or two at each session that represents your community experience as a reward for a quiz or other interactive experience.
- NOTE: If you have participated in past events, we recommend fostering a new concept. Advisors often remember repeated activations.

>> **NEED INSPIRATION?** View the photo gallery from [2023](#) and [2022](#) Virtuoso Community Globetrotting.

#### **BOOTH RESTRICTIONS:**

- All design elements must be contained within your booth area. Nothing will be allowed in the aisles due to fire safety regulations.
- Elements of standard booth and ballroom setup cannot be altered. Black drapes are not permitted to be removed or opened as they are utilized as a sound barrier from neighboring booths. Event design elements such as signage, foliage, etc. must remain in place.
- Vehicles, live animals, open flames and/or smoke are not permitted.
- No audio is permitted as we have found this to be too disruptive. You may play video without sound or utilize individual earphones for advisors.
- Virtuoso reserves the right to refuse any products or services.

**BOOTH FOOD & BEVERAGE:** Aria Hotel is the sole provider of all food and beverage served in the Convention Area. We understand that exhibitors may want to provide samples to attendees. If samples meet the following requirements, they do not have any attributed fees. Additional fees will be incurred if samples are larger than the below noted amounts. Fees are determined based on the product and service size.

- Non-alcoholic beverage sample sizes do not exceed 2 ounces.
- Food sample sizes do not exceed 0.5 ounces.

Alcoholic beverages of any size must be ordered via ARIA and a bartender is required at a rate of \$350 USD in addition to the cost of the beverages. If you would like to order food and/or beverage to be served within your booth area, please contact:

#### **ARIA Catering Services**

Ashley Zizic  
[azizic@aria.com](mailto:azizic@aria.com)

**DEADLINE TO PLACE ORDER:** July 18, 2024 *(Prices will increase if placed after this date)*

**BOOTH AUDIO VISUAL:** ARIA Exhibitor Services will be the point of contact for visual needs such as monitors and TVs. Please note, no audio is permitted. You may play videos without sound or utilize individual earphones for advisors. If you order any type of monitor or would like the ability to charge your electronic devices, you will need to order power for your booth.

[View the Aria Exhibitor Services brochure](#) and [place your order here](#). If you need to contact them directly, please reach out to:

#### **ARIA Exhibitor Services**

Phone: (866)-997-7007  
Email: [exhibitorservices@aria.com](mailto:exhibitorservices@aria.com)  
Website for online ordering: <https://www.ariaexhibitorservices.com>

**DEADLINE TO PLACE ORDER:** July 18, 2024 *(Prices will increase if placed after this date)*

## **PART 3: ATTENDEE DETAILS**

**ATTENDEE REGISTRATION:** Event participation includes access for a **maximum of 4 attendees**, including breakfast and lunch on Saturday. **Every attendee must be registered for Community Globetrotting in Virtuoso Events to guarantee access.** Badges will be scanned for entry.

If not yet registered for Globetrotting, attendee must follow these steps:

- **Step 1:** Attendee must have a [virtuoso.com](https://www.virtuoso.com) profile.
- **Step 2:** Attendee must register for Virtuoso Travel Week and email [events@virtuoso.com](mailto:events@virtuoso.com) to add Globetrotting to agenda.
- **Step 3:** (Optional) Add Breakfast and Lunch to your agenda if you would like to attend.

*Note: We will not be scanning badges on Friday, August 9 at Aria so anyone assisting with setup will have access to the space and not need to be registered.*

**DEADLINE TO REGISTER ATTENDEES: July 18, 2024**

## PART 4: ONSITE DETAILS

**BOOTH SETUP TIME:** Friday, August 9 from 10:00am to 6:00pm. *Note: We will not be scanning badges on Friday at Aria so anyone assisting with setup will have access to the space.*

**DAY OF ASSISTANCE:** Saturday, August 10 FREEMAN and ARIA staff will be on-site starting at 7:00am to assist with any last-minute technical or set-up issues.

**BOOTH TEAR-DOWN TIME:** Sunday, August 11 from 12:40pm to 4:00pm. At the conclusion of the last session, please pack up all items you will be shipping out and follow instructions provided by FREEMAN who will provide forms on site for outbound shipping. All trash needs to be properly disposed of at the conclusion of the event. If there is excessive trash, your company is subject to an additional clean-up and disposal fee.

**BADGE PICKUP:** All participant badges will be scanned to permit pavilion access. You may pick up your badge at the Badge Desks at Bellagio (Bellagio Tower or Spa Tower) or Aria (Level 2 East). The Badge Desks will be open on Friday, August 9 from 12:00pm-4:00pm or Saturday, August 10 beginning at 7:00am. **We recommend picking up badges on Friday.**

**WI-FI:** Virtuoso will offer complimentary Wi-Fi in the ballroom area.

**MEALS:** Breakfast and lunch are provided to all participating partners on Saturday, August 10. All attendees must add breakfast and lunch to their agenda to guarantee access.

### YOUR CHECKLIST

*Full details outlined above*

DEADLINE	TASK
June 5	<input type="checkbox"/> Attend overview webinar – <a href="#">register here</a>
July 2	<input type="checkbox"/> Deadline to finalize enhanced booth setup with Freeman
July 18	<input type="checkbox"/> Deadline to register event attendees (maximum of 4) <input type="checkbox"/> Deadline to order technology equipment (AV) order with Aria (if applicable) <input type="checkbox"/> Deadline to place food and beverage order with Aria (if applicable)
August 1	<input type="checkbox"/> Deadline to have all items <u>delivered</u> to Freeman Warehouse (if applicable)

**QUESTIONS?** Visit the [Community Globetrotting page](#) or reach out to [virtuosocommunities@virtuoso.com](mailto:virtuosocommunities@virtuoso.com).