

Exhibitor Meeting Room Planning Guide

Meeting Room Access

Each meeting room reservation includes **25 Meeting Room-Only passes**. These passes provide access only to your assigned meeting room and do not include access to educational sessions, conference events, or the exhibit hall. For any general questions regarding meeting room logistics, please contact the Exhibiting Team at exhibiting@financialprofessionals.org.

Room Setup & Services

Please note that meeting room rentals **do not** include:

- Food and beverage service
- Audiovisual equipment
- Internet access
- Additional electrical services
- Furniture beyond the standard room setup
- Security or cleaning services

Exhibitors are responsible for coordinating and covering all costs associated with these services.

Food & Beverage

Food and beverage orders must be arranged through AFP's official catering process. Outside food and beverages are not permitted. We encourage you to place orders early to ensure availability and allow sufficient time for planning.

If you have any questions, please contact **Deb Jayne**, djayne@financialprofessionals.org or reach out to the Exhibits Team at exhibiting@financialprofessionals.org.

View the full menu and submit your order here:

<https://conference.financialprofessionals.org/exhibitors-sponsors/exhibitors/i-am-an-exhibitor/booth-catering>

Audio Visual

If your meeting room requires presentation equipment, monitors, computers, microphones, speakers, or other audiovisual support, AFP's preferred audiovisual provider, **Encore**, is available to assist with equipment rentals and technical services. Exhibitors are responsible for coordinating and covering all audiovisual-related expenses.

Available services may include:

- Flat screen displays and monitors

AFP 2026

NOVEMBER 8-11 | LAS VEGAS

- Touchscreen displays
- Computers and laptops
- Audio equipment and microphones
- Video playback equipment
- Lighting and presentation support
- Onsite technical assistance

We recommend placing your audiovisual orders as early as possible to ensure equipment availability and to take advantage of any advance-order pricing deadlines.

Encore Contact: Chris Ratliff, chris.ratliff@encoreglobal.com

Internet & Electrical Services

Mandalay Bay Convention Center Exhibitor Services must be ordered separately and are not included with your meeting room reservation:

- Internet
- Telecommunications
- Electrical Services

Mandalay Bay Exhibitor Services Contact: exhibitorservices@mandalaybay.com or Phone: 855-408-1349

T3 Expo - Exhibitor Services

To help ensure a seamless onsite experience, AFP has partnered T3 Expo to support your meeting room needs. Many services must be ordered in advance and are not included with your meeting room reservation.

Exhibitor services include:

- Shipping and material handling
- Furniture rentals
- Booth and meeting room furnishings

T3 Expo Contact:

- Custom Exhibits: Marie Morganelli, Account Manager, mmorganelli@t3expo.com
- General Exhibitor Service Questions: Monica Raposa, Sr. Customer Care Advocate, mraposa@t3expo.com