

AAPEX 2026 EXHIBITOR INFORMATION- AAPEX FORUM

INSTALLATION:

Please refer to the Targeted Floor Plan, Move-In Information and Freight Rates found in the [Freeman Service Kit](#).

All exhibits must be set and in place by 3:00 pm on Monday, November 2, 2026.

EXHIBIT HALL HOURS:

Tuesday, November 3:	9:00 am - 5:00 pm
Wednesday, November 4:	9:00 am - 5:00 pm
Thursday, November 5:	9:00 am - 5:00 pm

DISMANTLING:

All exhibits must remain intact until 5:00 pm, Thursday, November 5, 2026. Exhibitors found to be dismantling their booths before this time will be fined \$500 and prohibited from exhibiting at AAPEX 2027.

ONSITE OFFICE LOCATIONS, HOURS OF OPERATION & PHONE CONTACTS:

AAPEX Event Management Office: **Accord Boardroom, Phone: 725-228-3931**

Hours of Operation: Friday, October 30 - Thursday, November 5: 8:00 am – 5:00 pm

Open the entire event, the staff of William T. Glasgow, Inc., Event Management, will be available to answer any questions you may have.

Floor Manager/Exhibitor Help Centers: Entrances to Academy, Alliance, Forum & Summit Ballrooms

Hours of Operation: Friday, October 30 - Friday, November 6: 8:00 am- 5:00 pm

Freeman Company & AAPEX Forum Service Desks, Across from Summit Ballroom

Hours of Operation:	Friday, October 30- Wednesday, November 4:	8:00 am – 5:00 pm
	Thursday, November 5:	8:00 am – 10:00 pm
	Friday, November 6:	8:00 am – 5:00 pm
	Saturday, November 7:	8:00 am – 12:00 Noon

Booth cleaning, display rentals, freight, tables, chairs, and other furniture for your display.

To place orders via the Freeman Portal, [click here](#). Please note a login must be created based on the site parameters.

AAPEX Forum Service Desk, Across from Summit Ballroom

Hours of Operation:	Friday, October 30- Saturday, October 31:	8:00 am – 5:00 pm
	Sunday, November 1- Friday, November 6:	8:00 am – 6:00 pm
	Saturday, November 7:	8:00 am – 5:00 pm

Compressed air, electrical, internet, rigging, telephone, and more. Note that onsite rates will prevail.

To place orders via the AAPEX Forum Portal, [click here](#). For catering, please [click here](#). Please note a login must be created based on the site parameters.

Please note:

- AAPEX Forum is the exclusive service provider for catering, compressed air, electrical, and internet. All orders for these service orders must be placed with the AAPEX Forum.**
- All catering and floral orders must be placed with the AAPEX Forum by October 13.**
- The exhibit hall at the AAPEX Forum is already carpeted.**

Lead Retrieval Pick-Up: AAPEX Forum Lobby:

Hours of Operation:	Saturday, October 31:	10:00 am- 5:00 pm
	Sunday, November 1:	9:00 am- 5:00 pm
	Monday, November 2:	9:00 am- 6:00 pm
	Tuesday, November 3:	7:00 am- 5:00 pm
	Wednesday, November 4:	8:00 am- 5:00 pm
	Thursday, November 5:	8:00 am- 6:30 pm

Still need to order or update your Lead Retrieval? Lead retrieval devices and app licenses help you capture attendee contact details right from their badges and they Digital Backpack allows attendees to collect company or product content while you receive the lead data and product interests for follow-up. If you haven't ordered yet- or want to add more units or upgrades- you can still do so through the [Lead Retrieval Services page](#).

Exhibitor Registration: AAPEX Forum Lobby:

Hours of Operation:	Saturday, October 31:	9:00 am- 5:00 pm
	Sunday, November 1:	8:00 am- 5:00 pm
	Monday, November 2:	7:30 am- 5:00 pm
	Tuesday, November 3:	7:00 am- 5:00 pm
	Wednesday, November 4:	7:30 am- 5:00 pm
	Thursday, November 5:	7:30 am- 4:00 pm

All exhibitors ordering badges over their complimentary allotment onsite are subject to a \$100.00 fee per badge. No exceptions. As a reminder, **exhibitor badges are for exhibiting company personnel only and cannot be used for guests, clients, customers, or any other non-exhibiting personnel.**

Intellectual Property (IP) Office: Venetian Expo, Level 1, Room 304:

Hours of Operation:	Monday, November 2:	12:00 Noon- 5:00 pm
	Tuesday, November 3:	8:00 am- 5:00 pm
	Wednesday, November 4:	8:00 am- 5:00 pm
	Thursday, November 5:	8:00 am- 12:00 noon

AAPEX 2026 Anti-Counterfeiting Task Force will deal with legitimate violations of an exhibitor's trademark, copyright, or patent rights. Infringements verified by court decisions or injunctions will lead to prompt action by AAPEX Event Management. AAPEX will have attorneys on-site who will be prepared to investigate an exhibitor's properly documented complaint of an intellectual property rights violation. Visit the AAPEX web site to view the procedures on reporting potential infringements. Additional information can be found in the [Exhibitor Regulations](#) and [AAPEX Intellectual Property Policy Statement](#).

Media Center: Level 1, Casanova Room 501, Venetian Hotel:

Hours of Operation:	Sunday, November 1- Thursday, November 5:	9:00 am- 5:00 pm
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The Media Center serves as the headquarters for registered media/press. There will be an area for you to display press releases (no advertising brochures) for journalists to pick up.

First Aid: AAPEX Forum, Adjacent to Unity Boardroom

Hours of Operation:	Thursday, October 29- Saturday, November 7:	7:00 am- 5:00 pm
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Food Service:

Food service, offering a variety of options, will be available during the Event days:

Academy Ballroom, adjacent to booth F12000: Food Truck Rest Stop, offering various lunch items, Tuesday, November 3 Thursday, November 5 from 11:30 am – 1:30 pm

Caucus Boardroom: Snack Shop, Monday, November 2 – Thursday, November 5 from 8:00 am- 4:30 pm

We wish to remind all exhibitors that AAPEX Forum is the exclusive food and beverage provider and strictly prohibits outside food and beverages.

In addition, cooking food/heating beverages in the booth (in any capacity) is strictly prohibited.

The AAPEX/SEMA Badge: What do the colors mean?

(Badges grant access to both AAPEX and the SEMA Show during exhibit hall hours.)

Tab Color	Description
Red	Buyer – 26
Blue	AAPEX/SEMA Exhibitor – 26 / Exhibiting Media – 26
Light Blue	Manufacturer Representative – 26
Green	Media/Press – 26
Full Screen Yellow	Consultant/Supplier – 26
Full Screen Green	Non-Exhibiting Company – 26
Full Screen Pink	Industry Guest – 26
Neon Green	Manufacturer/Supplier/Buyer- 26
Black	Vehicle Manufacturer/OEM – 26
Gray	Advertising/Marketing/P.R. – 26
Brown	Spouse – 26

Internet in Your Booth:

Wi-Fi will be made available throughout the AAPEX Forum exhibit area. Should you require internet access in your booth, it is strongly recommended that you order a hard line through the AAPEX Forum. To order internet access in your booth, please email anthony.celario@encoreglobal.com.

Security For Your Product:

A Security Lock-Up Room is provided for you in the **Unity Boardroom, adjacent to the Summit Ballroom**, where you can bring important and valuable items for storage while you are not in the building. If these items are too large to move, we recommend hiring special guards. Arrangements for security or special guards can also be made at this location. Please be aware that **AAPEX, WTC, and AAPEX Forum will NOT be held responsible for any lost or stolen items**. For more information, please contact SOA Security at 702-386-8065.

Promotional Assets:

Get the word out to your customers that you will be at AAPEX- and that they should be too! With AAPEX's **Promotional Assets**, you can include banner ads on your website or in your emails. Link those to AAPEX's 'Why Attend' page for attendees. Post social media graphics to your company's social media account (the main AAPEX website is included on these graphics, as not all channels allow for links). Include one of three copy options as part of your email signature or in an e-newsletter. Better yet, consider sending the Partner email to your customer list.

Exhibitor Invites Program:

You can invite customers to register for AAPEX and the SEMA Show through free or paid invitation options.

- **Free Option:** Use the Invite a Customer Program to send personalized emails or share your unique registration link. This complimentary tool helps you connect with customers and drive booth traffic.
- **Paid Option:** Purchase promo codes to prepay registration for your qualified customers. Codes are non-refundable and must be used by qualified registrants.

All invited customers must qualify for attendance. For full details, visit the Exhibitor Registration page or contact Customer Service at 508-743-8571 or aapexsema@maritz.com.

Photography/Video Recording at AAPEX:

With today's new technology, it has become more challenging to monitor camera use on the show floor. AAPEX is continuously working to increase social media outreach, and we are asking exhibitors to monitor photography within their booths. Event Management will have signs available for exhibitors to display that state "No Photos Allowed". The signs will be available at the Event Management Office, Accord Ballroom. Please contact Event Management if you have an issue with an attendee at the show regarding photos in your booth.

If an exhibitor has signage or has made it clear to attendees that they are not allowed to take photos in their booth or of their products, Event Management has the right to confiscate film or other media from any type of camera from users. Press/Media must obtain a permit in the Media Center. Photographs must be authorized by the exhibitor and will not be affected by the no photography signs. Event Management is authorized to record and use audio/visual materials and photographs taken at AAPEX.

Product Showcase: AAPEX Forum Lobby

All entries for the Product Showcase must be shipped in advance to the Freeman Company Warehouse to arrive no later than Thursday, October 15. Shipping labels and other pertinent information regarding the showcases have been sent via email to all participating exhibitors. If you have not received this information, please contact Ryan Glasgow at ryan@aapexshow.com.

Product Pick-Up:

Thursday, November 5, 2026

5:30 pm and 7:00 pm

This is the only time that you will be able to pick up your showcase entries! Any products not picked up by this time will be donated to charity. AAPEX and WTG will not be held responsible for any items that are not picked up. This includes prototypes.

For further information, or questions regarding the Product Showcase, please contact Ryan Glasgow at 708-226-1300, extension 23, or email ryan@aapexshow.com.

Parking:

There is no parking available at AAPEX Forum.

Parking is available at the Harrah's Parking Garage, located adjacent to the AAPEX Forum. The daily fee for registered hotel guests is \$20 per day, seven days a week. For non-hotel guests, rates are \$20 per day, Monday-Wednesday and \$25 per day Thursday-Sunday. **Rates may change for Special Events.**

AAPEX 2026 Opening Reception:

Kick-off AAPEX 2026 at the Opening Reception being held Monday, November 2 from 6:00 pm- 7:30 pm at the AAPEX Forum. All registered AAPEX attendees and exhibitors are welcome to attend.

AAPEX 2026 Keynote Breakfast & Session:

Start off AAPEX 2026 with the Keynote Breakfast on Tuesday, November 3, when Mike Krzyzewski reveals life's lessons taught by his parents and his own proven principles of learning, which make his college and Olympic teams inspiring examples for other organizations.

Known by fans as "Coach K", Krzyzewski lead the Duke University men's basketball team to five NCAA national titles and Team USA to three Olympic gold medals. A member of the Naismith Memorial Basketball, FIBA, National Collegiate Basketball, and the U.S. Olympic and Paralympic Halls of Fame, Coach K is a master motivator, whether individually or an organization, spurring them on to success beyond expectations.

The Keynote will also feature this year's State of the Industry address, presented by Bill Hanvey from Auto Care Association and Paul McCarthy from MEMA.

To reserve a table, or for more information, please contact Chris Kalousek at 708-226-1300, extension 14 or email chris.kalousek@aapexshow.com.

Shuttle Bus Service:

Complimentary shuttle bus service will be available **on show days only** between many of the Las Vegas Strip hotels, as well as the SEMA Show.

Shuttle service **between the hotels** and **the AAPEX Forum** will run according to the following schedule:

Tuesday, November 3- Thursday, November 5 7:00 am - 10:30 am and 3:30 pm - 6:30 pm

There is no service between the hours of 10:30 am- 3:30 pm.

Shuttle service **between the hotels** and **the Venetian Expo** will run according to the following schedule:

Tuesday, November 3- Thursday, November 5 7:00 am - 10:30 am and 3:30 pm - 6:30 pm

There is no service between the hours of 10:30 am- 3:30 pm.

Shuttle service **between AAPEX** and **the SEMA Show** will run according to the following schedule at the AAPEX Forum:

Tuesday, November 3- Thursday, November 5 7:00 am – 6:30 pm

Buses will run continuously in approximately 15–20-minute intervals.

There will be no inter-venue bus service at the Venetian Expo.

[Click here](#) to view the schedule and routes in further detail.

Show Schedule and Onsite Info:

Stay 'in the know' while you're in Las Vegas. Review the [AAPEX Show Schedule](#) for the full show schedule, shuttle details, mobile app access, and exclusive attendee discounts to make the most of your time at AAPEX and the SEMA Show.

Las Vegas Monorail:

Skip the traffic and make getting around Las Vegas easy with the Monorail, with convenient pick-up and drop-off right at the entrance to the AAPEX Forum. AAPEX and SEMA Show attendees and exhibitors receive exclusive discounted pricing on one-, two-, three-, four-, five-, or seven-day unlimited ride passes. Purchase your pass during registration or by [clicking here](#).

Clean Floor Policy:

To ensure a successful opening of AAPEX 2026, Show Management has implemented the following Clean Floor Policy. If you are working with a display/exhibit house, please review these requirements with them in advance, as they may impact installation schedules and onsite operations.

IMPORTANT DEADLINES:

Monday, November 2, 2026:

- 1:00 pm: All crates, skids, and cases must be tagged and ready for removal.
- 3:00 pm: All cardboard, fiber cases, and accessible storage items must be labeled and ready for pickup.
- 3:00 pm: All aisles must be completely clear of products, ladders, gang boxes, packing materials, and any other items that could impede final aisle cleaning and aisle carpet installation.
- 5:00 pm: All booths must be fully set, and installation activities concluded.
- 5:00 pm: Loading Dock A will close to accommodate reception access requirements.

POLICY DETAILS:

Due to the size of the Show and limited dock space at the Venetian Expo and AAPEX Forum, the timely removal of empty containers is critical. Compliance with this policy allows:

- Exhibitors sufficient time to complete booth installation.
- Freeman to complete aisle carpet installation.
- Facility personnel to clean and prepare the exhibit halls for opening.

This policy applies to all exhibitors and exhibitor appointed contractors (EACs).

NOTE: This policy does NOT apply to products displayed within the contracted booth space, provided the products remain inside the booth space and does not extend into the aisles.