

Expo Information

NADA Show 2019

Moscone Center
747 Howard Street
San Francisco, CA 94103

Exhibitor Registration Hours

Exhibitor Registration and Exhibitor Services will be located in South Lobby and West Hall, Level 1 of the Moscone Center.

Tuesday, January 22	8am-5pm
Wednesday, January 23	8am-5pm
Thursday, January 24	8am-6pm
Friday, January 25	8am-5pm
Saturday, January 26	8am-5pm
Sunday, January 27	8am-4pm

Move-In Hours

Monday, January 21	8am-5pm
Tuesday, January 22	8am-5pm
Wednesday, January 23	8am-5pm
Thursday, January 24	8am-5pm

12Noon – Exhibitors must take possession of their booth space (please see #6 Assignment, Relocation and Possession of Exhibit Space in the Contract Terms & Conditions)

4pm - all crates must be removed from the Floor*

5pm - Installation of displays must be complete

***This deadline must be strictly adhered to. Any company which appears to be unable to meet this deadline will be assisted by the Official Contractor at the order of Show Management. The exhibiting company will be charged accordingly for any fees incurred.**

Show Hours

Friday, January 25	8:30am-5pm
Saturday, January 26	8:30am-5pm
Sunday, January 27	8:30am-4pm

Move-Out Hours

Sunday, January 27	4pm-10pm
Monday, January 28	8am-5pm
Tuesday, January 29	8am-5pm
Wednesday, January 30	8am-5pm

5pm - Exhibit tear-down must be completed and exhibit halls must be cleared

Exhibitor Admission Hours

Exhibitors will be permitted to enter the Exhibit hall one (1) hour prior to the scheduled opening time each show day (**Friday only**, 2 hours prior to scheduled opening). Permission to stay in the Exhibit hall after the scheduled closing times must be received in advance from Show Management.

Show Management Office

The NADA Show Management Office will be located in Room 52 - 54, South Lower Mezzanine Level of the Moscone Center. Exhibitors needing assistance can reach Show Management at this location.

Equipment Removal Pass

Once the Expo opens on Friday, January 25, and continuing through the conclusion of move-out on Wednesday, January 30, all materials removed from the floor (excluding handouts and samples carried by attendees) must be accompanied by an Equipment Removal Pass. During show days these passes are available in the NADA Security Office, Room 116, North Lobby of the Moscone Center. During move-out, security guards will also have a supply available.

Included in the Booth Cost

- * Online eBooth listing of your company on nadashow.org
- * Program Guide listing (Company name and contact information)
- * Mobile App listing – including company name, product info and booth location
- * pre-show and post-show mailing lists of registered Dealers, Managers and Allied Industry Affiliates
- * Special exhibitor housing rates negotiated by NADA at official hotels
- * Press conference opportunities
- * Ongoing eNews Updates with latest news and information
- * Show logo for use in NADA Show related marketing materials
- * Ongoing pre-event marketing promotions from NADA via web, email, news wires, print materials, direct mail & social media
- * Five complimentary exhibitor badges per 100 sq. ft., up to a maximum of 60 badges per company

Note: Booth rental fee does NOT include porter service (i.e., emptying of trash cans) or vacuuming in your booth.

Booth Flooring

All booths are required to have approved floor covering. If the booth area does not have floor covering, Freeman will carpet the booth space at the exhibitor's expense. Aisle carpet will be Gray.

Exhibit Design Regulations

Please review these regulations. This information is provided to assist you in planning your booth construction to make more effective use of your space without infringing on the rights of your neighbors. The NADA Exhibit Design Regulations are incorporated into the Contract Terms and Conditions and the Exhibit Rules and Regulations of your Exhibit Space Application/Contract. NADA strictly enforces these regulations for the benefit of all exhibiting companies.

First Aid

First aid will be available during move-in, show days and move-out. Location of first aid stations will be clearly marked with signs in the Moscone Center.

Food and Beverage

Exhibitors wanting to serve food and beverages in their booths should contact SAVOR...San Francisco at 415.974.4040. A food and beverage order form is included under "Facility/Other Contractors." **Please note:** Peanuts and Popcorn are not permitted on the exhibit floor.

Floor Plans

All exhibiting companies are required to submit booth drawings/renderings of their booth design, along with a completed Exhibit Booth Floor Plan Reporting Form to Show Management **by November 16, 2018, regardless of booth size.** This booth drawing/rendering must show all dimensions (height, width, etc.) and location of all structures, equipment, merchandise, vehicles or any other product which will be placed in your booth. This form is located under "NADA Information & Forms."

Official Contractor

The Official Contractor provides all show services other than supervision. The exhibitor shall provide only the material and equipment that is to be used in the exhibit space. All other terms of show services are to be provided only by the Official Contractor. Exceptions to the foregoing will be granted only in cases where permission has been requested in writing by the exhibitor and received by the NADA Expo Division by **December 7, 2018.** An exception will be granted only if it will not interfere with or prejudice the orderly set-up, commitments and obligations assumed by NADA in any contract with the Official Contractor, or in its agreement with the lessor of the exposition space. (See policies on "Exhibitor Appointed Contractor" under "Exhibitor Forms") To make it possible to set up the exposition in the limited time available and to avoid confusion and congestion, the Official Contractor must control all in-bound and out-bound traffic in the loading and unloading areas, in the aisles, or in other freight patterns. Exceptions will be made for small items that can be hand carried by individuals.

The Official Contractor for the NADA Show 2019 is Freeman. NADA Show Management also has designated certain other companies as "official" service contractors and strongly encourages exhibitors to use these contractors in lieu of non-official suppliers. NADA does not receive any monetary remuneration from designated official contractors, nor does NADA receive any portion of the fees paid by exhibitors to these official contractors. Official contractors sometimes provide necessary show-related services to NADA for free or at discounted rates. Support from official contractors helps NADA slow rate increases for various services offered to exhibitors and attendees. By using the official contractors, you help support NADA, meeting attendees, and your own company.

Official Contractors

The National Automobile Dealers Association has contracted with companies (herein referred to as "Official Contractors") to provide various services to the exhibitors. Forms for obtaining the necessary services from each Official Contractor can be found under "Exhibitor Forms." All services not ordered in advance must be procured through the Exhibitor Service Center, located in South Lobby of the Moscone Center.

While all Official Contractors have some extra equipment available on-site, they cannot anticipate all exhibitors' needs. **PLEASE ORDER YOUR SERVICES IN ADVANCE! On-site orders for some services will cost your company additional money. All contractors deliver advance orders first; on-site orders are delivered as time and availability of equipment permit.**

The Official Contractors for the NADA Expo 2019 are:

Audio-Visual

PSAV
925 Freeport Pkwy, Ste 100
Coppell, TX 75019
Phone: 800.966.4498
Fax: 866.312.4404

Lead Retrieval

Experient
5202 President's Court, Ste 310
Frederick, MD 21703
Phone: 866.266.6802
Fax: 301.694.3286

Catering

SAVOR...San Francisco
Moscone Center
747 Howard Street
San Francisco, CA 94103
Phone: 415.974.4040

Models

JVA, Inc.
3753 Howard Hughes Pkwy, Ste 200
Las Vegas, NV 89169
Phone: 800.553.8855
Fax: 714.957.8301

Computer Rental

eventLink (Formerly CCR Events)
7220 Oakley Industrial Blvd
Union City, GA 30291
Phone: 877.292.0101
Fax: 770.907.0103

Photography

Oscar & Associates
325 N. LaSalle Street, Ste 425
Chicago, IL 60610
Phone: 312.922.0056
Fax: 312.922.2866

Floral

National Plant & Floral
1001 E. Sunset #95814
Las Vegas, NV 89193
Phone: 702.956.8011
Fax: 702.956.8021

Security

Marshall Robinson & Associates
P.O. Box 206
Naples, TX 75568
Phone: 903.897-2091
Fax: 972-692-7970

Key Personnel

Director, Expositions:

Connie G. Mikels
NADA Expo Division
8400 Westpark Drive
Tysons, VA 22102
703.448.5861

Exhibitor Registration Supervisor:

Beth Baumgardner
NADA Expo Division
8400 Westpark Drive
Tysons, VA 22102
703.821.7206

Director, Convention Services:

Melissa Wolpert
NADA Convention Division
8400 Westpark Drive
Tysons, VA 22102
703.821.7142

Official Contractor:

Freeman
245 S. Spruce Ave, Ste 100
San Francisco, CA 94080
775.355.4670

Exhibit Services Manager:

Terri Carter
NADA Expo Division
8400 Westpark Drive
Tysons, VA 22102
703.448.5862

Press Office

The Press Office is available to assist you with new product releases and updates on show activities. If you would like assistance on scheduling a press conference or other press related items prior to the show, please call 703.821.7121 or email publicaffairs@nada.org.

Shuttle System

Shuttle service will be provided between most NADA show hotels and the Moscone Center. Service will begin on Thursday, January 24 at 8:30am. For routes, hours of operation and additional information refer to the on-site program & expo directory or <http://show.nada.org>.