

# Expo Information

## NADA Show 2020

Las Vegas Convention Center  
3150 Paradise Rd  
Las Vegas, NV 89109

## Exhibitor Registration Hours

Exhibitor Registration and Exhibitor Services will be located in Expo Hall C2 of the Las Vegas Convention Center.

Wednesday, February 12	8am-5pm
Thursday, February 13	8am-5pm
Friday, February 14	8am-6pm
Saturday, February 15	7:30am-5pm
Sunday, February 16	8am-5pm
Monday, February 17	8am-2:30pm

## Move-In Hours

Tuesday, February 11	8am-5pm
Wednesday, February 12	8am-5pm
Thursday, February 13	8am-5pm
Friday, February 14	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

Saturday, February 15	8:30am-5pm
Sunday, February 16	8:30am-5pm
Monday, February 17	8:30am-2:30pm

## Move-Out Hours

Monday, February 17	2:30pm-10pm
Tuesday, February 18	8am-5pm
Wednesday, February 19	8am-5pm
Thursday, February 20	8am-5pm

**Noon** - 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 (**Saturday 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 N253, Level 2 of the Las Vegas Convention Center. Exhibitors needing assistance can reach Show Management at this location.

## **Equipment Removal Pass**

Once the Expo opens on Saturday, February 15, and continuing through the conclusion of move-out on Thursday, February 20, 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 C202 (accessible in the Expo Hall C1), Level 1 of the Las Vegas Convention 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 & booth number)
- \* Mobile App listing – including company name, product info and booth location
- \* pre-show and post-show mailing lists of registered Dealers, Managers, Internationals and Allied Industry Affiliates
- \* Special exhibitor housing rates negotiated by NADA at official hotels
- \* Press conference opportunities
- \* Ongoing Expo 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 booth

**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 Tuxedo.

## **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 Las Vegas Convention Center.

## Food and Beverage

Exhibitors wanting to serve food and beverages in their booths should contact Centerplate at 702.943.6779. A food and beverage order form is included in the online Exhibitor Service Kit 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 December 11, 2019, regardless of booth size.** This booth drawing/rendering must show all dimensions (height, width, etc.) and location of all structures (including walls), equipment, merchandise, vehicles or any other product which will be placed in your booth. This form is located under "NADA Show 2020 – General Information."

## 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 Department by **January 8, 2020.** 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 "NADA Show 2020 – General Information") 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 2020 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 "Facility/Other Contractors." All services not ordered in advance must be procured through the Exhibitor Service Center, located in Hall C2 of the Las Vegas Convention 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 2020 are:

### Audio-Visual Services

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

Centerplate  
Las Vegas Convention Center  
3150 Paradise Rd  
Las Vegas, NV 89109  
Phone: 702.943.6779

### Models

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

### Computer Equipment & Accessories

eventLink  
7220 Oakley Industrial Blvd  
Union City, GA 30291  
Phone: 877.292.0101  
Fax: 770.907.0103

### Photography

Oscar & Associates  
566 W. Lake St, Ste 430  
Chicago, IL 60661  
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  
8484 Westpark Dr, Ste 500  
Tysons, VA 22102  
703.448.5861

### Exhibitor Registration Supervisor:

Beth Baumgardner  
NADA Expo Division  
8484 Westpark Dr, Ste 500  
Tysons, VA 22102  
703.821.7206

### Senior Director, Convention Services & Operations:

Melissa Wolpert  
NADA Convention Division  
8484 Westpark Dr, Ste 500  
Tysons, VA 22102  
703.821.7142

### Official Contractor:

Freeman  
6555 West Sunset Rd  
Las Vegas, NV 89118  
775.355.4670

### Exhibit Services Manager:

Terri Carter  
NADA Expo Division  
8484 Westpark Dr, Ste 500  
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](mailto:publicaffairs@nada.org).

## Shuttle System

Shuttle service will be provided between most NADA show hotels and the Las Vegas Convention Center. Service will begin on Friday, February 14 at 8:30am. For routes, hours of operation and additional information refer to the on-site program & expo directory or <http://show.nada.org>.