

## Preshow Information

**Note:** This information pertains to the NAB Show. Please refer to the RTNDA section below for the RTNDA schedule.

Please refer to [www.nabshow.com/target](http://www.nabshow.com/target) to locate your target move-in date. This date is determined by your booth location and cannot be changed.

### NAB Show Schedule

NAB Show Move In		
<b><u>Monday, April 13</u></b>	8:00 a.m. - 8:00 p.m.	<a href="#">Exhibitor move-in begins according to target freight move-in schedule.</a>
	8:00 a.m. - 5:00 p.m.	Exhibitor Registration Hours
	8:00 a.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b><u>Tuesday, April 14</u></b>	6:30 a.m. - 8:00 p.m.	<a href="#">Move-in continues according to the target freight move-in schedule.</a>
	8:00 a.m. - 5:00 p.m.	Exhibitor Registration Hours
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b><u>Wednesday, April 15</u></b>	6:30 a.m. - 8:00 p.m.	<a href="#">Move-in continues according to the target freight move-in schedule.</a>
	8:00 a.m. - 5:00 p.m.	Exhibitor Registration Hours
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b><u>Thursday, April 16</u></b>	6:30 a.m. - 8:00 p.m.	<a href="#">Move-in continues according to the target freight move-in schedule.</a>
	8:00 a.m. - 5:00 p.m.	Exhibitor Registration Hours
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b><u>Friday, April 17</u></b>	6:30 a.m. - 8:00 p.m.	<a href="#">Move-in continues according to the target freight move-in schedule.</a>
	8:00 a.m. - 5:00 p.m.	Exhibitor Registration Hours.
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b><u>Saturday, April 18</u></b>	6:30 a.m. - 8:00 p.m.	<a href="#">Move-in continues according to the target freight move-in schedule.</a>
	7:30 a.m. - 6:00 p.m.	Exhibitor Registration Hours
	8:00 p.m. - 6:30 a.m.	Exhibitor access to show floor with After Hours Pass
	10:00 p.m.	<b>All crates labeled for removal, all crates must be unpacked and removed from the floor.</b>
<b><u>Sunday, April 19</u></b>	7:30 a.m. - 6:00 p.m.	Exhibitor Registration Hours
	8:00 a.m. - 2:00 p.m.	<a href="#">Move-in continues according to the target freight move-in schedule.</a>
	12:00 p.m. - 5:00 p.m.	Manufacturer Rep Training Hours
	2:00 p.m.	<b>All Cardboard cartons, fiber cases and access storage labeled for removal.</b>
		<b>Booth Installation Complete</b>
	2:00 p.m. - 8:00 p.m.	Product Set-up and Programming
8:00 p.m. - 6:30 a.m.	Exhibitor access to show floor with After Hours Pass	
NAB Show Days		
<b><u>Monday, April 20</u></b>	7:30 a.m. - 9:00 a.m.	Special Events Permitted
	7:30 a.m. - 6:00 p.m.	Exhibitor Registration Hours
	9:00 a.m. - 6:00 p.m.	Exhibits Open
	6:00 p.m. - 7:30 p.m.	Special Events Permitted
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass

<b>Tuesday, April 21</b>	7:30 a.m. - 9:00 a.m.	Special Events Permitted
	7:30 a.m. - 6:00 p.m.	Exhibitor Registration Hours
	9:00 a.m. - 6:00 p.m.	Exhibits Open
	6:00 p.m. - 7:30 p.m.	Special Events Permitted
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b>Wednesday, April 22</b>	7:30 a.m. - 9:00 a.m.	Special Events Permitted
	7:30 a.m. - 6:00 p.m.	Exhibitor Registration Hours
	9:00 a.m. - 6:00 p.m.	Exhibits Open
	6:00 p.m. - 7:30 p.m.	Special Events Permitted
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b>Thursday, April 23</b>	7:30 a.m. - 9:00 a.m.	Special Events Permitted
	7:30 a.m. - 7:00 p.m.	Exhibitor Registration Hours
	9:00 a.m. - 4:00 p.m.	Exhibits Open
<b>NAB Show Move-Out</b>		
<b>Thursday, April 23</b>	4:00 p.m. - 8:00 p.m.	<b>Exhibitor move-out commences (EAC access beginning at 5 p.m.)</b>
	8:00 p.m. - 6:30 a.m.	Exhibitor access to show floor with After Hours Pass
<b>Friday, April 24</b>	2:00 a.m.	All crates returned to Exhibitors
	6:30 a.m. - 8:00 p.m.	Exhibitor move-out continues
	7:30 a.m. - 5:00 p.m.	Exhibitor Registration Hours
	8:00 p.m. - 6:30 a.m.	Exhibitor access to show floor with After Hours Pass
<b>Saturday, April 25</b>	6:30 a.m. - 5:00 p.m.	Exhibitor move-out continues and ends at 5 p.m. All materials must be removed from the exhibit areas by 5 p.m. or they will be packed and shipped at the exhibitor's or EAC's expense

## Full RTNDA Schedule

<b>RTNDA Move In</b>		
<b>Saturday, April 18</b>	8:00 a.m. - 5:00 p.m.	Exhibitor Move-in begins
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b>Sunday, April 19</b>	8:00 a.m. - 3:00 p.m.	Move-in continues
	12:00 p.m. - 5:00 p.m.	Manufacturer Rep Training Hours
	12:00 p.m. - 5:00 p.m.	<b>Product Set-up and Programming only</b>
	3:00 p.m.	<b>Booth Installation Complete</b>
<b>RTNDA Show Days</b>		
<b>Sunday, April 19</b>	5:30 p.m. - 6:30 p.m.	Exhibits Open (Opening Reception)
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b>Monday, April 20</b>	9:00 a.m. - 5:00 p.m.	Exhibits Open
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b>Tuesday, April 21</b>	9:00 a.m. - 5:00 p.m.	Exhibits Open
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
<b>Wednesday, April 22</b>	9:00 a.m. - 3:30 p.m.	Exhibits Open
	3:30 p.m.	<b>Exhibitor move-out commences</b>
<b>RTNDA Move-Out</b>		
<b>Wednesday, April 22</b>	3:30 p.m. - 10:00 p.m.	Move-out commences
	7:00 p.m.	Deadline for carrier check-in

## Lights Out

There are no designated lights out halls for the 2009 NAB Show. "Lights-Out" is an option available to LVCC exhibitors with island booths measuring 400 square feet or greater. For more information, refer to the Regulations and Guidelines section. To order lights on/off refer to the Electrical section of this manual. Beginning Friday, April 17 there will be designated "full lights" periods for exhibitors to determine if exhibitors will require shrouding or additional aisle lights out. Exhibitors are encouraged to order their booth "lights out" in advance. **Refer to the applicable [lighting grid](#) to determine light numbers for ordering lights out.**

## Equipment Passes

In order to remove materials from the show floor (including during move-out) exhibitors must present an equipment pass with matching exhibitor badge as they exit the show floor. These equipment passes may be obtained from the Exhibits Office (C102) or from NAB floor managers. Exhibitors may request multiple passes for distribution to their booth staff. Individuals without a pass will be stopped and asked to supply required details.

## Show Colors

Exhibits/Hall	Aisle Carpet	Side Rail Pipe and Drape	Back Wall Pipe and Drape
RTNDA (Las Vegas Hilton)	N/A	Blue	Blue/Gray/White
North Hall	Green	Green	Green/White
Central Halls	Blue	Blue	Blue/White
Outdoor Media and Equipment (Orange Lot)	N/A	N/A	N/A
South Lower (S1 and S2)	Burgundy	Burgundy	Burgundy/White
South Upper (S3 and S4)	Red	Red	Red/White
Technologies for Worship – N4 (partial)	Gray	Gray	Gray/Burgundy

## Directory Listing - Marketing Opportunities

### Exhibit Guide – **UPDATE NOW**

The NAB Show Program and Exhibit Guide includes the exhibit directory, product cross-reference, listing of hospitality suites, session information and directory of onsite offices, special services and activities.

Each exhibiting company receives a FREE listing in the Program and Exhibit Guide including:

- 400 character Company Description (approximately 50 words)
- Company Contact Information (address, Web link, phone, fax)
- Company Contact Name and title with contact information (email, phone, fax)
- 5 Product Categories
- Entry of 3 Products with color photos and descriptions (online only)
- Entry of Press Releases with color photos and descriptions (online only)

**\*\* Attendees can view exhibitor descriptions online now** so don't wait for the print directory deadline to update your company information – **[do it now!](#)** **The deadline to submit information for inclusion in the printed directory is 5 p.m. EST, Feb. 13, 2009.**

### To submit your company's official listing:

- Go to [www.nabshow.com/directory](http://www.nabshow.com/directory).
- Enter your Exhibitor ID and password. Your Exhibitor ID is your Customer Number on your invoice, and your password was included on your space confirmation letter. If you are unsure of your Exhibitor ID or password, go to [www.nabshow.com/password](http://www.nabshow.com/password) to have your information emailed directly to the logistics contact on file or contact Exhibit Services at [exhibitcomm@nab.org](mailto:exhibitcomm@nab.org) or (877) 622-3947 (202) 595-2051.
- **Important Note:** If your company's listing is not updated by February 20, 2009, the only information included in your printed listing will be company name, booth number and company address.

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## **myNAB Show Enhanced Listing – Print and Online Visibility**

As a NAB Show Exhibitor, your company receives a complimentary listing in the Official Print Program and myNAB Show – the official online search engine of the NAB Show. Increase your company's visibility in both, with the enhanced listing. The enhanced listing provides additional characters for your company's description and the ability to upload your company logo.

## **myNAB Show EventLeads™ (formerly SmartBooth) – Increased ROI at The NAB Show**

myNAB Show EventLeads allows your company to invite 100 percent of your company's target audience to your booth pre-show. In addition, your company is guaranteed to show up on the first pages of all myNAB Show online and onsite kiosk searches, based on the EventKeywords™ that you choose. myNAB Show EventLeads includes the Enhanced Listing for your company's print and online listing.

Please contact Mike Cieslak for additional information on myNAB Show Enhanced Listing and myNAB Show EventLeads at (410) 402-1078 or [mcieslak@bdmetrics.com](mailto:mcieslak@bdmetrics.com).

## **VIP Exhibits Passport**

Exhibitors are encouraged to invite their customers, clients and prospects to visit their booth at the show. Each exhibitor is assigned a VIP Passport code they can distribute to allow their guests to register for a free Exhibits Passport. The VIP Exhibits Pass code is included in the confirmation letter each exhibitor is sent once NAB receives your contract. The code begins with LV and is followed by a four-digit number. If you cannot locate your code, please contact NAB Exhibit Services at (877) 622-3947 or (202) 595-2051 or [exhibitcomm@nab.org](mailto:exhibitcomm@nab.org).

### **NAB has provided several options for exhibitors to invite their guests:**

- **NEW for 2009 – Exhibit Invites!** This new program allows all exhibitors to send a customized email invitation to their customers and clients at no charge. NAB will create at least three pre-designed HTML email templates which will include your logo, personalized copy and booth number along with a link for guests to register. This link will register attendees using your Passport code, enabling you to see which of your customers have registered. Simply upload your email list (to a bonded third party mail house) and send your invitations. No one, including NAB will have access to your email list.
- Unlimited access to an electronic version of the exhibits passport on the NAB Web site at [www.nabshow.com/vippass](http://www.nabshow.com/vippass).
- Insert your Passport code in a marketing piece or email your company creates. NAB Show logos and banners advertisements are available for download at [www.nabshow.com/logos](http://www.nabshow.com/logos).

Attendees using a VIP Passport code must register online prior to April 6, 2009 to receive the free exhibits passport.

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## **2009 NAB Show or RTNDA@NAB Exhibit Space Fee Includes**

- Complimentary exhibitor registration – eight badges per 100 sq. ft. of contracted exhibit space.
- Session Passes for access into conference sessions (see Registration section for voucher allotment).
- Unlimited create-your-own VIP Exhibits Passes for free admission to the NAB Show and RTNDA@NAB exhibits for your invited guests.
- Product listing in the official NAB Show Program and Exhibit Guide and NAB Show Web site.
- Priority points – 10 points for participation and one point for each paid 100 sq. ft. occupied.
- Exhibitor Newsletters/Updates.
- Use of contracted floor space.
- Standard flameproof booth equipment for:
  - Linear booths**
    - 8' high pipe and drape backwall
    - 3' high pipe and drape side rails
    - 7" x 44" booth identification sign (company name and booth number.)
  - Split-Island booths**
    - 8' high pipe and drape backwall

- Show Management provides aisle carpeting. (Booth carpet/floor covering is required for all indoor exhibits and must be ordered or supplied by the exhibitor. The Hilton Ballroom is carpeted for RTNDA exhibitors.)
- General exhibit hall lighting, air-conditioning or heating (during show days).
- On-site Exhibit Management Offices to provide assistance during set-up, show days and dismantle.

## **Exhibitor Manual Requests**

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In continued efforts to lower our carbon footprint, NAB and Freeman will not automatically send a manual to all exhibitors for the 2009 NAB show. However, you may request either a CD manual or a hard copy (printed three-ring binder) to be sent to your attention by completing [this form](#). Please note you must be a confirmed exhibitor to request a CD or printed manual.

**Online:** Information is always up-to-date and easy to search. Never have to wait for the information to be mailed. The online manual also includes easy access links to all vendors' online ordering sites including Freeman OnLine, Aramark, etc.

**CD manual:** At your fingertips when unable to access the internet, the CD is the same format as the online manual, allows for all of the same search functions and also takes less space to store or travel. CD manual pdf pages are typically "interactive." Exhibitors are able to use Adobe Reader to enter their data, avoiding the printing and handwriting required in the printed manual. The CD manual also links to all vendors' online ordering sites including Freeman online, Aramark, etc.

**Printed binder:** Easy to use for quick references and to read the full manual. The printed binder contains more than 300 pages of information. All forms must be handwritten and faxed.

## **Visa Application Process**

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- During the registration process all international exhibitors and attendees will be given the opportunity to request a letter of invitation. If you have already registered but did not request a letter, you may do so by editing your registration and selecting the Visa Letter option.
- We recommend you request your visa letter by **February 24, 2009**, eight weeks prior to the show.
- Please Note: NAB has no influence over the U.S. Department of State issuing visas. We cannot assist you with the interview process, nor can anyone representing NAB call the embassy or consulate on your behalf to provide support for granting a visa.
- Refer to the U.S. Department of State's Web site at <http://travel.state.gov> for the most complete, up-to-date information as there are periodic changes made to the visa application process.
- Please share this information with your booth personnel who are traveling from outside the U.S. as well as any attendees you invite from outside the U.S.
- Important changes to the Visa Waiver Program (VWP) have also been made. To learn more, please visit [http://www.travel.state.gov/visa/temp/without/without\\_1990.html](http://www.travel.state.gov/visa/temp/without/without_1990.html)
- It is anticipated that Electronic System for Travel Authorization (ESTA) will become mandatory for VWP travelers on January 12, 2009. Learn more about [ESTA](#) on the DHS Customs and Border Protection (CBP) Web site. ESTA is a new fully automated, electronic system for screening passengers before they begin travel to the United States under the VWP. ESTA applications may be submitted at any time prior to travel to the United States, and VWP travelers are encouraged to apply for authorization as soon as they begin to plan a trip to the United States
- Check your passport for expiration date and new requirements for "electronically readable" passports.
- A personal appearance interview is now required as a standard procedure when applying for a visa.

## Show Contacts

Service/Email	Company/Contact	Address	Web site
<b>Advance Warehouse</b>  <a href="mailto:freemanlasvegases@freemanco.com">freemanlasvegases@freemanco.com</a>	<b>Freeman</b>	6675 W. Sunset Road Exhibitor Company Name Booth Number 2009 NAB Show Las Vegas, NV 89118 (702) 407-4696 (702) 263-9260 (fax)	<a href="http://www.freemanco.com">www.freemanco.com</a>
<b>Audio Visual</b>  <a href="mailto:dorian.metoyer@freemanco.com">dorian.metoyer@freemanco.com</a>	<b>Freeman</b> Dorian Metoyer Exhibit Services	3325 W. Sunset Road, Suite A Las Vegas, NV 89118 (702) 263-1484 (702) 263-1494 (fax)	<a href="http://www.avwtelav.com">www.avwtelav.com</a>
<b>Cable and DTV Service</b>  <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>	<b>SmartCity Networks</b> Communications	5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (800) 446-6911 (702) 943-6000 (fax)	
<b>Catering/Food Service</b>  North Hall - Paris Magasiny (702) 943-6904 Central Hall – Emily Pittinger (702) 943-6849 South Upper – Keziah Calmese (702) 943-6902 South Lower – Jessica Lombardi (702) 943-6629	<b>ARAMARK</b>	3150 Paradise Road Las Vegas, NV 89109 (702) 943-6910 (702) 943-6911 (fax) <a href="mailto:magasiny-paris@aramark.com">magasiny-paris@aramark.com</a> <a href="mailto:pittinger-emily@aramark.com">pittinger-emily@aramark.com</a> <a href="mailto:calmese-keziah@aramark.com">calmese-keziah@aramark.com</a> <a href="mailto:lombardi-jessica@aramark.com">lombardi-jessica@aramark.com</a>	
<b>Computer Rental</b>  <a href="mailto:dorian.metoyer@freemanco.com">dorian.metoyer@freemanco.com</a>	<b>Freeman</b> Exhibitor Services	3325 W. Sunset Road, Suite A Las Vegas, NV 89118 (702) 263-1484 (702) 263-1494 (fax)	<a href="http://www.avwtelav.com">www.avwtelav.com</a>
<b>Convention Center</b>  <a href="mailto:medralin@LVCVA.COM">medralin@LVCVA.COM</a>	<b>Las Vegas Convention Center</b> Convention Services	3150 Paradise Road Las Vegas, NV 89109 (702) 892-0711 (702) 892-2933 (fax)	<a href="http://www.lvcva.com">www.lvcva.com</a>
<b>Covered/Enclosed/ Multi-level Exhibits</b>  <a href="mailto:boothplans@lvcva.com">boothplans@lvcva.com</a> or <a href="mailto:tvolz@lvcva.com">tvolz@lvcva.com</a>	<b>LVCC Exhibitors</b> Safety Department	3150 Paradise Road Las Vegas, NV 89109 (702) 892-7413 (702) 892-2919 (fax)	<a href="http://www.lvcva.com">www.lvcva.com</a>
<a href="mailto:permits@co.clark.nv.us">permits@co.clark.nv.us</a>	<b>RTNDA Exhibitors</b> Clark County Fire Department Fire Prevention Bureau Inspector	575 E. Flamingo Road Las Vegas, NV 89119 (702) 455-7316 (702) 455-7100 (fax)	
<b>Direct Shipping</b>	<b>LVCC Exhibitors</b>	Las Vegas Convention Center 3150 Paradise Road Exhibitor Company Name / Booth Number 2009 NAB Show Las Vegas, NV 89109	
	<b>RTNDA Exhibitors</b>	Las Vegas Hilton 3000 Paradise Road Las Vegas, NV 89109	<a href="http://www.hilton.com">www.hilton.com</a>

Service/Email	Company/Contact	Address	Web site
<b>Display Installation and Dismantle</b> <a href="mailto:freemanlasvegases@freemanco.com">freemanlasvegases@freemanco.com</a>	<b>Freeman</b> Exhibitor Services	7000 Placid Street #101 Las Vegas, NV 89119 (702) 407-4696 (702) 263-9260 (fax)	<a href="http://www.freemanco.com">www.freemanco.com</a>
<b>Education</b> <a href="mailto:info@ts2show.com">info@ts2show.com</a>  <a href="mailto:dbrull@tsea.org">dbrull@tsea.org</a>	<b>Total Solutions Marketing</b> Rhyanna Cleckley  <b>Trade Show Exhibitors Association</b> David Brull	313 South Patrick Street Alexandria, VA 22314 (800) 687-7469 ext. 242 (703) 683-8500 ext. 242 (703) 836-4486 (fax)  McCormick Place 2301 South Lake Shore Drive, Suite 1005 Chicago, IL 60616 (312) 842-8732 (312) 842-8744	<a href="http://www.ts2show.com">www.ts2show.com</a>  <a href="http://www.tsea.org">www.tsea.org</a>
<b>Electrical Services /Utilities</b>  <a href="mailto:freemanlasvegases@freemanco.com">freemanlasvegases@freemanco.com</a>	<b>Freeman</b> Exhibitor Services	7000 Placid Street #101 Las Vegas, NV 89119 (702) 407-4696 (702) 263-9260 (fax)	<a href="http://www.freemanco.com">www.freemanco.com</a>
<b>Equipment (Misc. Parts and Tools)</b>  <a href="mailto:Lamoray@systemsstore.com">Lamoray@systemsstore.com</a>	<b>ShowSiteStore</b> Larry Lamoray	890 Carter Road #115 Winter Garden, FL 34787 (407) 656-3719 (407) 656-5474 (fax)	<a href="http://www.showsitestore.com">www.showsitestore.com</a>
<b>Fire Safety (LVCC)</b>	<b>Refer to Covered/Enclosed Exhibits above</b>		
<b>Florist</b>  <a href="mailto:plant@tlc-florist.com">plant@tlc-florist.com</a>	<b>TLC National Convention Plant Services, Inc.</b>	PO Box 54962 Atlanta, GA 30308 (800) 852-0023 (770) 507-6777 (770) 474-4676 (fax)	<a href="http://www.tlc-florist.com">www.tlc-florist.com</a>
<b>General Contractor</b>  <a href="mailto:freemanlasvegases@freemanco.com">freemanlasvegases@freemanco.com</a>	<b>Freeman</b> Exhibitor Services	7000 Placid Street #101 Las Vegas, NV 89119 (702) 407-4696 (702) 263-9260 (fax)	<a href="http://www.freemanco.com">www.freemanco.com</a>
<b>Hanging Signs/Rigging</b>  <a href="mailto:freemanlasvegases@freemanco.com">freemanlasvegases@freemanco.com</a>	<b>Freeman</b> Mike Edgeworth	7000 Placid Street #101 Las Vegas, NV 89119 (702) 263-1404 (702) 263-9260 (fax)	<a href="http://www.freemanco.com">www.freemanco.com</a>
<b>Hostesses/Models</b>  <a href="mailto:info@judyvenn.com">info@judyvenn.com</a>	<b>Judy Venn and Associates</b> Customer Service	3186 Airway Avenue, Suite H Costa Mesa, CA 92626 (702) 259-4494 (800) 553-8855 (714) 957-8301 (fax)	<a href="http://www.judyvenn.com">www.judyvenn.com</a>
<b>Housing</b>  <a href="mailto:nabhousing@expovision.com">nabhousing@expovision.com</a>	<b>Expovision</b>	3141 Fairview Park Drive, Suite 550 Customer Service Falls Church, VA 22042 (888) 622-8830 (703) 205-9114 (703) 205-0235 (fax)	<a href="http://www.nabshow.com/housing">www.nabshow.com/housing</a>

Service/Email	Company/Contact	Address	Web site
Internet  <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>	<b>SmartCity Networks</b>	5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 (702) 943-6000 (702) 943-6001 (fax)	<a href="http://www.smartcity.com">www.smartcity.com</a>
Lead Retrieval / List Sales  <a href="mailto:exhinfo@experient-inc.com">exhinfo@experient-inc.com</a>	<b>Experient Inc.</b> Customer Service	1888 N. Market Street Frederick, MD 21701 (800) 787-0474 (301) 662-9400 (301) 694-3286 (fax)	<a href="http://www.experient-inc.com">www.experient-inc.com</a>
NAB  <a href="mailto:exhibitcomm@nab.org">exhibitcomm@nab.org</a>	<b>Exhibit Services</b>	1771 N Street NW Washington, DC 20036 (877) 622-3947 (202) 595-2051 (202) 429-3922 (fax)	<a href="http://www.nabshow.com">www.nabshow.com</a>
  <a href="mailto:exhibit@nab.org">exhibit@nab.org</a>	<b>Exhibit Sales</b>	1771 N Street NW Washington, DC 20036 (800) 622-3976 (202) 595-2051 (202) 429-4180 (fax)	<a href="http://www.nabshow.com">www.nabshow.com</a>
Obstruction of View/ Booth Variance  <a href="mailto:exhibitcomm@nab.org">exhibitcomm@nab.org</a>	<b>NAB</b> Exhibit Services	1771 N Street NW Washington, DC 20036 (877) 622-3947 (202) 595-2051 (202) 429-3922 (fax)	<a href="http://www.nabshow.com/variance">www.nabshow.com/variance</a>
Office Equipment Rental <a href="mailto:Usa5043@fedexkinkos.com">Usa5043@fedexkinkos.com</a>	<b>FedEx</b>	3150 Paradise Road, Suite 100 Las Vegas, NV 89109 (702) 943-6780 (702) 943-6781 (fax)	<a href="mailto:printonline@fedexkinkos.com">printonline@fedexkinkos.com</a>
Parking/Transportation  <a href="mailto:bkurtz@tms-llc.com">bkurtz@tms-llc.com</a>	<b>Transportation Management Services (TMS)</b> Brad Kurtz	17810 Meetinghouse Road, Suite 200 Sandy Springs, MD 20860 (301) 260-2070 (703) 821-8007 (fax)	<a href="http://www.tms-llc.com">www.tms-llc.com</a>
Photography  <a href="mailto:mail@oscareinzig.com">mail@oscareinzig.com</a>	<b>Oscar Einzig</b>	325 N. LaSalle Street. Suite 425 Chicago, IL 60654 (312) 922-0056 (312) 922-2866 (fax)	<a href="http://www.oscareinzig.com">www.oscareinzig.com</a>
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<b>Security</b> <a href="mailto:dan.jr@dtamg.com">dan.jr@dtamg.com</a>	<b>Dan Taylor and Associates</b>	1515 North Town East Boulevard Mesquite, TX 75189 (214) 329-2292 (214) 723-5959 (fax)	
<a href="mailto:copsecurity@earthlink.net">copsecurity@earthlink.net</a>	<b>COP Security</b>	PO Box 97798 Las Vegas, NV 89193 (702) 361-7998 (702) 447-5458 (fax)	
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<a href="mailto:Force1@pro-tectsecurity.com">Force1@pro-tectsecurity.com</a>	<b>Pro-Tect Security</b>	3511 S. Eastern Avenue Las Vegas, NV 89169 (702) 735-0110 (702) 735-7793 (fax)	
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<b>Shipping (International)</b> <a href="mailto:mchurchill@agilitylogistics.com">mchurchill@agilitylogistics.com</a>	<b>Agility Fairs and Events Logistics</b> Margaret Churchill	1075 Zonolite Road, Suite 6 Atlanta, GA 30306 (404) 815-8816 (404) 724-9135 (fax)	<a href="http://www.agilitylogistics.com">www.agilitylogistics.com</a>
<b>Shipping (Van Line)</b> <a href="mailto:sheila_williams@capitolnorthamerican.com">sheila_williams@capitolnorthamerican.com</a>	<b>Specialized Transportation Inc.</b> Sheila Williams	1780 South Mojave Road Las Vegas, NV 89104 (800) 343-5333 or (702) 457-5353 (702) 457-4374 (fax)	<a href="http://www.capitolnorthamerican.com">www.capitolnorthamerican.com</a>
<b>Telephone Services</b> <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>	<b>SmartCity Networks</b>	5795 West Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 or (702) 943-6000 (702) 943-6001 (fax)	<a href="http://www.smartcity.com">www.smartcity.com</a>
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	<b>Federal Bureau of Investigations</b>	935 Pennsylvania Avenue NW J. Edgar Hoover Building Washington, DC 20535 (202) 324-3000	<a href="http://www.fbi.gov">www.fbi.gov</a>
	<b>U.S. Treasury Department</b> Treasury's Office for Foreign Assets Control	1500 Pennsylvania Avenue NW Washington, DC 20220 (202) 622-2000	<a href="http://www.ustreas.gov">www.ustreas.gov</a>

## Show Deadlines:

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		
NAB Office Closed				Exhibitor Deadline				Sponsor Deadline				Move-in			Show Days			Move-out									

Visit <http://www.nabshow.com/2009/exhibitServices/education.asp> for a full schedule of exhibitor educational opportunities.

Deadline	Action Item
4-Feb	Hotel Suite Form (for listing in the Program and Exhibit Guide)
13-Feb	Update Company Listing on Website for Exhibit Guide
20-Feb	Program / Exhibit Guide Advertising Space Reservations
27-Feb	Program / Exhibit Guide Ad Artwork and Sponsor Logos due at NAB
	Show Daily Ad Reservations Due
4-Mar	Pocket Guide and Show Daily Ad Artwork Due
6-Mar	Housing Forms – Hotel Reservations, Function Space, Room Block Requests and Hotel Function Space Requests
10-Feb	Exhibitor Company Name Change
13-Mar	Exhibitor/ Manufacturer Rep Registration to Receive Badges by Mail - International
16-Mar	Advance Shipments May Begin Arriving at Warehouse
20-Mar	Exhibitor/Manufacturer Rep Registration to Receive Badges by Mail – Domestic
20-Mar	<b>NAB Forms Due</b>
	Booth Variance Request
	Live Entertainment Request
	Special Events Request
	Exhibitor Appointed Contractor Work Auth. Form and Certificate Of Insurance
20-Mar	<b>Discount Deadline</b>
	Freeman Order Forms – Furniture, Hanging Signs, Shipping, Labor, Electrical, Lights Out Requests
	Freeman Audio/Video/Data Displays and Computers
	Aramark Catering / Food Service Orders
	Expocard Reader – Avoid Paying Onsite Prices!
	Security Orders
	Smart City Internet/Telephone Service Orders/Satellite Feed Request
	Last Day for International LCL Ocean Freight (Long Beach)
24-Mar	Pocket Guide Ads Due
26-Mar	Last Day for International FCL Ocean Freight (Long Beach)
27-Mar	Exhibitor and Manufacturer Rep Registration Deadline-Group Badge Pick up
29-Mar	Last Day to Receive International Air Freight (Las Vegas Airport)
6-Apr	Last day Hanging Signs at warehouse w/o surcharge
6-Apr	Last Day Advance Shipments at Warehouse w/o Surcharge
9-Apr	Exhibitor and Manufacturer Rep Pre-Registration Deadline
13-Apr	Move-in Begins
18-Apr	Crate Removal – all crates removed from the show floor
22-Apr	Last Day Direct Shipments Accepted at Show Site