

NAB Show Management Forms

DEADLINE DATE: **March 20, 2009**

Exhibitor Manual Request Form

[Online Form](#)

In continued efforts to lower our carbon footprint NAB and Freeman will not be automatically sending a manual to all exhibitors for the 2009 NAB Show. However, you may request either a CD manual or a hard copy (printed 3-ring binder) to be sent to your attention by completing this form. Please note you must be a confirmed exhibitor (NAB must have received your deposit and contract) to be sent a manual.

Please complete information for individual to whom the manual should be sent: **(all fields are required)**

COMPANY NAME	BOOTH NUMBER
CONTACT NAME	PHONE
EMAIL ADDRESS	FAX
ADDRESS	
CITY, STATE COUNTRY	ZIP

Format Preference: (Choose One) CD Manual Printed Binder

MAIL THIS COMPLETED FORM TO: Freeman; 7000 Placid, #101; Las Vegas, NV 89119
OR FAX TO: Freeman (702) 407-4613 **OR EMAIL:** mary.young@freemanco.com

Online: Always up-to-date, easy to search and find information with just a few clicks. Never have to wait for the information to be mailed. 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 can use Adobe Reader to enter their data, avoiding the printing and handwriting required in the printed manual. CD 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. Manual includes more than 300 pages of information. All forms must be handwritten.

DEADLINE DATE: February 13, 2009

Exhibitor Company Name Change

[Online Form](#)

The name on your exhibitor contract is the company name listed globally (Exhibitor Database, Exhibit Guide and Web listing, name badges, future exhibit-related correspondence). This form is for companies who need to change their Company Name either globally or on their exhibitor badges. For Exhibitor Badges, **changing the company name for one badge will change them for all badges**. There are no splits in your allotment. If you have questions regarding this form, please contact NAB Exhibit Sales at (877) 622-3976 or (202) 595-2051.

This form MUST be complete and signed by the contact that signed the Exhibitor Space Contract.

Change Information

MAIL THIS COMPLETED FORM TO: NAB Exhibit Sales; 1771 N Street NW; Washington, DC 20036
OR FAX TO: NAB Exhibit Sales (202) 429-4180 **OR EMAIL:** exhibit@nab.org

Current Name on Exhibitor Contract:

- Change Name Globally** (Badges, Web site listing, Printed Directory, invoices, etc.)

New Name:

- Change Name on Badges Only** (This will change ALL of your exhibitor badges)

New Company Name on Badges:

- Change Name on Web site and Printed Listing Only** (This will change ALL of your both listings)

New Company Name on Badges:

I am the contact who signed the Exhibitor Space Contract and do approve the change requested above.

SIGNATURE	DATE
PRINT NAME	PHONE
COMPANY NAME	BOOTH NUMBER
EMAIL ADDRESS	

NAB USE ONLY _____ Date Received

_____ ExpoCad _____ Goldmine _____ Access

DEADLINE DATE: February 13, 2009

Contact Information Change

[Online Form](#)

The exhibit logistics contact listed on your booth contract will be the person to receive all NAB logistics and operations information along with any relevant vendor communications, i.e. Freeman updates, etc. This form is for companies who need to change their logistics contact or update the existing contact information. **You may view the current contact information and submit any changes online at www.nabshow.com/login.** Please allow 7-10 business days to process the information and supply updated information to all applicable vendors. If you have questions regarding this form, please contact NAB Exhibit Sales at (877) 622-3976 or (202) 595-2051.

This form MUST be complete and signed by the contact that signed the Exhibitor Space Contract.

Change Information

MAIL THIS COMPLETED FORM TO: NAB Exhibit Sales; 1771 N Street, NW; Washington, DC 20036
OR FAX TO: NAB Exhibit Sales (202) 429-4180 **OR EMAIL:** exhibit@nab.org

NAB reserves the right to contact the person listed on the exhibitor contract to verify this request.

COMPANY NAME	BOOTH NUMBER
CONTACT NAME	PHONE
EMAIL ADDRESS	FAX
ADDRESS	
CITY, STATE COUNTRY	ZIP

I am the contact who signed the Exhibitor Space Contract and do approve the change requested above.

SIGNATURE	DATE
PRINT NAME	PHONE
EMAIL ADDRESS	

NAB USE ONLY _____ Date Received
 _____ ExpoCad _____ Goldmine _____ Access

DEADLINE DATE: March 20, 2009

Booth Variance / Review Request

[Online Form](#)

ATTACH THIS SHEET TO YOUR SCHEMATIC OR DRAWING

Please complete the following information and submit with your schematic or drawing by March 20, 2009. Allow 5-7 business days for a response.

- Please mark on your schematic/drawing the exact height to the top of your booth structure, towers, graphics, signs, panels and truss. Clearly indicate the height of all levels on double deck booths. In addition clearly mark the direction doors open.
- All communication regarding booth designs must be in English. Verbal approvals will not be granted.
- Should the diagram submitted with this form differ significantly from the actual structure onsite, the structure will need to be altered, or the exhibitor moved if space is available at the exhibitor's expense.
- Booth approvals are valid for the 2009 NAB Show only. For additional information, please call NAB Exhibit Services at (877) 622-3947 or (202) 595-2051.

PLEASE NOTE: This approval only relates to Show Management guidelines and regulations. Your designs, if necessary, should still be submitted to the Fire Marshall and a structural engineer for approval. This form is only required if you are requesting a variance for your booth design.

Company Information

MAIL THIS COMPLETED FORM TO: NAB Exhibit Services; 1771 N Street NW; Washington, DC 20036

OR FAX TO: Exhibit Services (202) 429-3922 **OR EMAIL:** exhibitcomm@nab.org

I am requesting a: Booth Review Booth Variance (mark appropriate category below)

Booth Variance Category: Exhibit height – Maximum Height Requested: _____ Canopy

Hanging Sign height – Max. Height Requested: _____ Other _____

COMPANY NAME		BOOTH #	
CONTACT		BOOTH DIMENSIONS	
EMAIL ADDRESS	PHONE	FAX	
ADDRESS			
CITY	STATE	ZIP	COUNTRY
SIGNATURE		NAB USE ONLY _____ DATE RECEIVED _____ APPROVED	

DEADLINE DATE: March 20, 2009

Special Events

All exhibitors hosting an event on the exhibit floor after scheduled show hours must complete this form and submit it to NAB by **March 20, 2009**. Requests for Special Events received onsite will **NOT** be approved.

- Special Event Passes are required for admittance onto the show floor for events before and after official show hours.
- After Hour Special Events can only be held Monday, April 20 – Wednesday, April 22, 2009 from 6 p.m. – 7:30 p.m.
- Before Hours Special Events can only be held Monday, April 20 – Thursday, April 23 beginning at 7:30 a.m.
- In special circumstances a special event may be approved for Sunday, April 19, between 4 – 7 p.m., please note additional fees may apply as exhibitors may be required to purchase 8' drape from the designated entrance to and surrounding their booth. This drape may be required to protect neighboring booths still setting and testing their equipment.
- Pick up Special Event Passes from the Exhibit Management Office. Special Event Passes are required for admittance onto the show floor for events before and after official show hours. DO NOT register your guests as exhibitors. Only exhibiting company employees should be registered as booth personnel. **Guest passes can only be obtained onsite. It is the exhibitor's responsibility to distribute these passes to all invited attendees.**
- Security guards, hired by the exhibitor, must be present at all Before Hours and After Hours events. Security is required to escort event attendees to and from your booth and the hall entrance and to ensure attendees stay in your booth. The number of security guards needed is based on the following sliding scale:
 - 400 sq. ft. and smaller one guard
 - 401-900sq. ft. two guards
 - 901-1,200 sq. ft. 3 guards
 - 1,201 – 2,000 sq. ft. 4 guards
 - 2,001+ sq. ft. - Call for further details.
- NAB must receive confirmation of hired security and a guest list for the event before Special Event Passes will be issued.
- All planning and costs associated with the Special Event are the responsibility of the exhibitor, including notifying customers about the event and distributing Special Event Passes to them.
- PLEASE REMEMBER to order **24-hour power** in advance for special after-hour demonstrations. The electrical service desk will be staffed until 6 p.m. each day.
- Please call (877) 622-3947 or (202) 595-2051 with any questions.

Ordering Information

MAIL THIS COMPLETED FORM TO: NAB Exhibit Services; 1771 N Street NW; Washington, DC 20036

OR FAX TO: Exhibit Services (202) 775-2146 **OR EMAIL:** exhibitcomm@nab.org

EVENT DATE AND TIME		NUMBER OF ATTENDEES
TYPE AND NATURE OF EVENT		
COMPANY NAME		BOOTH NUMBER
CONTACT	PHONE	FAX
EMAIL ADDRESS		NAB USE ONLY _____ DATE RECEIVED _____ APPROVED

DEADLINE DATE:	March 20, 2009
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EAC Work Authorization

[Online Form](#)

All Exhibitors using an Exhibitor Appointed Contractor (EAC), a contractor not listed in the Pre-show Information section of this manual, must return this form. EACs include labor building your booth, supervisors and designers, vendors setting up specialty equipment, etc.

It is the exhibitor's responsibility to make sure the EAC sends their insurance certificate to NAB, Freeman and the LVCC. EACs for RTNDA@NAB must also send their insurance certificate to the Las Vegas Hilton. **No EAC will be permitted on the show floor if Show Management and Freeman have not received valid insurance certificates.** See the following sample certificate in this section for more information. This form may be copied if you have multiple EACs. [Click here](#) to complete the form online now.

Exhibitor Appointed Contractor Information

Email: Exhibitcomm@nab.org

MAIL: NAB Exhibit Services; 1771 N Street NW; Washington DC 20036 AND Freeman; 7000 Placid Street, Suite 101; Las Vegas NV 81119 AND LVCC, Director of Facilities; Las Vegas Convention and Visitors Authority; 3150 Paradise Road; Las Vegas, NV 89109
OR

FAX TO: NAB, (202) 429-3922 AND Freeman, (702) 263-9260 AND LVCC, (702) 892-2933 OR LV Hilton, 702.732.5186

SERVICE TO BE PROVIDED (Exhibit House, Floral, etc.):			
EXHIBITOR APPOINTED CONTRACTOR		EMAIL ADDRESS (REQUIRED)	
CONTACT	PHONE	FAX	
ADDRESS			
CITY	STATE	ZIP	COUNTRY

Is the above company authorized to order services on your behalf? YES NO

Exhibiting Company: _____

The following must be completed:

I hereby authorize the company noted above to perform services on our behalf. Further, they have been directed to the Exhibitor Manual information on the NAB website and I am authorized to bind them to the agreement that they will comply with all of NAB's Exhibit Contract Terms Rules and Regulations. I understand the Exhibitor Manual will not be mailed to them.

Name (Please Print)	Signature	Date
Email Address		Phone Number

<p>NAB USE ONLY</p> <p>_____ DATE RECEIVED</p> <p>_____ APPROVED</p>
