

Preshow Information

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

Please refer to 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		
<u>Monday, April 7</u>	8:00 a.m. - 8:00 p.m.	Exhibitor move-in begins according to target freight move-in schedule.
	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
<u>Tuesday, April 8</u>	6:30 a.m. - 8:00 p.m.	Move-in continues according to the target freight move-in schedule.
	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
<u>Wednesday, April 9</u>	6:30 a.m. - 8:00 p.m.	Move-in continues according to the target freight move-in schedule.
	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
<u>Thursday, April 10</u>	6:30 a.m. - 8:00pm	Move-in continues according to the target freight move-in schedule.
	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
<u>Friday, April 11</u>	6:30 a.m. - 8:00 p.m.	Move-in continues according to the target freight move-in schedule.
	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
<u>Saturday, April 12</u>	6:30 a.m. - 8:00 p.m.	Move-in continues according to the target freight move-in schedule.
	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.	All crates labeled for removal, all crates must be unpacked and removed from the floor.
<u>Sunday, April 13</u>	7:30 a.m. - 6:00 p.m.	Exhibitor Registration Hours
	8:00 a.m. - 2:00 p.m.	Move-in continues according to the target freight move-in schedule.
	12:00 p.m. - 5:00 p.m.	Manufacturer Rep Training Hours
	2:00 p.m.	All Cardboard cartons, fiber cases & access storage labeled for removal.
		Booth Installation Complete
	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		
<u>Monday, April 14</u>	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
<u>Tuesday, April 15</u>	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

Wednesday, April 16	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
Thursday, April 17	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
	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
NAB Show Move-Out		
Thursday, April 17	4:00 p.m. - 8:00 p.m.	Exhibitor move-out commences (EAC access beginning at 5:00pm)
	8:00 p.m. - 6:30 a.m.	Exhibitor access to show floor with After Hours Pass
Friday, April 18	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
Saturday, April 19	6:30 a.m. - 5:00 p.m.	Exhibitor move-out continues and ends at 5:00pm. All materials must be removed from the exhibit areas by 5:00pm or they will be packed and shipped at the exhibitor's or EAC company's expense

Full RTNDA Schedule

RTNDA Move In		
Friday, April 11	2:00 p.m. - 8:00 p.m.	Exhibitor Move-in begins
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
Saturday, April 12	6:30 a.m. - 8:00 p.m.	Move-in continues
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
Sunday, April 13	6:30 a.m. - 8:00 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.	Product Set-up and Programming only
	5:00 p.m.	Booth Installation Complete
	8:00 p.m. - 11:00 p.m.	Exhibitor access to show floor with After Hours Pass
RTNDA Show Days		
Monday, April 14	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
Tuesday, April 15	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
Wednesday, April 16	9:00 a.m. - 3:30 p.m.	Exhibits Open
	3:30 p.m.	Exhibitor move-out commences
RTNDA Move-Out		
Wednesday, April 16	3:30 p.m. - 10:00 p.m.	Move-out commences
	10:00 p.m.	Deadline for carrier check-in

Lights Out

There are no designated lights out halls for the 2008 NAB Show. "Lights-Outs" is an option available to LVCC exhibitors with island booths measuring 400 square feet or greater, for more information refer to the Regulations & Guidelines section or to order lights on/off refer to Electrical section of this manual. Beginning Friday, April 11 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

Exhibitors must have an Equipment Pass signed by Exhibit Show Management or their designated representative in order to remove equipment or materials from the show floor. This includes move-out. Passes are available in the Exhibit Management Office in Room C102, between C1 & C2.

Show Colors

Exhibits/Hall	Aisle Carpet	Side Rail Pipe & Drape	Back Wall Pipe & Drape
RTNDA (Las Vegas Hilton)	N/A	Red	Red/White
North Hall	Green	Green	Green/White
Central Halls	Blue	Blue	Blue/White
Outdoor Media & Equipment - Orange Lot	N/A	N/A	N/A
South Lower (S1 & S2)	Burgundy	Burgundy	Burgundy/White
South Upper (S3 & S4)	Tuxedo	Black	Black/Gray
Technologies for Worship – C5 (partial)	Gray	Gray	Gray/Burgundy

Exhibit Guide – **UPDATE NOW**

The *NAB Show Program & Exhibit Guide* includes the exhibit directory, exhibitor list in alphabetical order, product cross-reference, export information, listing of hospitality suites and directory of onsite offices, special services and activities.

**Each exhibiting company receives a FREE listing in the online & printed Program & 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 (e-mail, 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 will be viewing 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 this information for inclusion in the printed directory is 5:00 pm EST, Feb. 15, 2008**

To submit your company's official listing,

- Go to 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 to have your information emailed directly to the logistics contact on file or contact Exhibit Services at exhibitcomm@nab.org or 877-622-3947 (202-595-2051).

Important Notes:

- If you had a listing at the previous show you still need to update for this year.
- If your company's listing is not updated by deadline above the only information included in your printed listing will be Company Name, Booth # and address.

VIP Exhibits Pass

Fully paid exhibitors receive 200 printed VIP Exhibits Passes to distribute to customers and hot prospects for free admissions to the NAB Show exhibits. This is a one-time mailing; no additional postcards will be available.

Exhibitors also will have unlimited access to an electronic version of the exhibits pass on the NAB website at www.nabshow.com. You may also insert your exhibit pass code in a marketing piece or e-mail your company creates.

The VIP Exhibits Pass code is included in the confirmation letter each exhibitor is sent once NAB receives your contract. The code begins with AE and is followed by a 4-digit number. If you cannot locate your code, please call NAB Exhibit Services at 877-622-3947 or 202-595-2051 or exhibitcomm@nab.org.

Attendees using a VIP exhibits pass must register online prior to April 3, 2008 to receive the free exhibits only pass.

2008 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)
- 200 Printed and unlimited create your own VIP Exhibits Passes for free admission to the NAB Show & RTNDA@NAB exhibits for your invited guests.
- Product listing in the official NAB Show Program & Exhibit Guide & NAB Show Web site.
- Priority points - 10 points for participation and 1 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.)
- General exhibit hall lighting, air-conditioning or heating (during show days).
- Onsite Exhibit Management Offices to provide assistance during set-up, show days, and dismantle.

Exhibitor Manual Requests

Each exhibiting company will receive ONE Exhibitor Manual/CD for the show. For coworkers, EACs, or vendors who may need access to the information in the manual please refer them to our website at www.nabshow.com or provide them the necessary information from your manual. NAB encourages exhibitors to burn a copy of this CD for their vendors. All the information contained in the manual, including forms, can be found on the NAB Show website. Exhibitors may contact Freeman to request a printed exhibitor manual.

Visa Application Process

- Request your letter early. We recommend you request your Visa Letter by **February 18, 2008**, 8 weeks prior to the show.
- Refer to the U.S. Department of State's website 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 have also been made. To learn more, please visit http://www.travel.state.gov/visa/temp/without/without_1990.html
- 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.

How to Request a Letter of Invitation for Visa Application

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. Please Note: NAB has no influence over the US 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.

Show Contacts

Service	Company/Contact	Address	E-mail/Web site
Advance Warehouse	Freeman Exhibitor Company Name Booth Number NAB Show	6675 West Sunset Road Las Vegas, NV 89118 702.407.4696 702.263.9260 (fax)	freemanlasvegases@freemanco.com www.freemanco.com
Audio Visual	Freeman (Formerly AVW/TELAV) Exhibitor Services	3325 W. Sunset Rd., Suite A Las Vegas, NV 89118 702.263.1484 702.263.1494 (fax)	www.avwtelav.com
Cable & DTV Service	Las Vegas Convention Center Communications	3150 Paradise Road Las Vegas, NV 89109 800.960.0924 or 702.892.7450 702.892.7470 (fax)	gmcdermott@lvcva.com
Catering/Food Service	ARAMARK North Hall - Paris Magasiny Central Hall - Janet Darling South Upper - Gina Genco-Endy South Lower - Trica Runyan	3150 Paradise Road Las Vegas, NV 89109 800.228.3711 702-943-6904 702-943-6695 702-943-6890 702-943-6827 702.943.6911 (fax)	www.ps.aramark.com/lasvegasc magasiny-paris@aramark.com darling-janet@aramark.com genco-endy-gina@aramark.com runyan-trica@aramark.com
Computer Rental	Freeman (Formerly AVW/TELAV) Exhibitor Services	3325 W. Sunset Rd., Suite A Las Vegas, NV 89118 702.263.1484 702.263.1494 (fax)	www.avwtelav.com
Convention Center	Las Vegas Convention Center Convention Services RTNDA Las Vegas Hilton	3150 Paradise Road Las Vegas, NV 89109 702.892.0711 702.892.2933 (fax) 3000 Paradise Road Las Vegas, NV 89109 702.732.5391 702.732.5186 (fax)	medralin@LVCVA.COM www.lvcva.com www.hilton.com
Covered/Enclosed /Multi-level Exhibits	LVCC Exhibitors Safety Department RTNDA Exhibitors Clark County Fire Department Fire Prevention Bureau Inspector	3150 Paradise Road Las Vegas, NV 89109 702.892.7413 702.892.2919 (fax) 575 E. Flamingo Rd Las Vegas, NV 89119 702.455.7316 or 702.455.7100	boothplans@lvcva.com www.lvcva.com permits@co.clark.nv.us
Direct Shipping	LVCC Exhibitors Freeman Exhibitor Company Name Booth Number 2008 NAB Show	Las Vegas Convention Center 3150 Paradise Road Las Vegas, NV 89109	

Service	Company/Contact	Address	E-mail/Web site
Direct Shipping	RTNDA Exhibitors Freeman Exhibitor Company Name Booth Number RTNDA	Las Vegas Hilton 3000 Paradise Road Las Vegas, NV 89109	
Display Installation & Dismantle	Freeman Exhibitor Services	7000 Placid Street #101 Las Vegas, NV 89119 702.407.4696 702.263.9260 (fax)	freemanlasvegases@freemanco.com www.freemanco.com
Electrical Services /Utilities	Freeman Exhibitor Services	7000 Placid Street #101 Las Vegas, NV 89119 702.407.4696 702.263.9260 (fax)	freemanlasvegases@freemanco.com www.freemanco.com
Fire Safety (LVCC)	Refer to Covered/Enclosed Exhibits above		
Florist	TLC National Convention Plant Services, Inc.	PO Box 54962 Atlanta, GA 30308 800.852.0023 or 770.507.6777 770.474.4676 (fax)	plant@tlc-florist.com www.tlc-florist.com
General Contractor	Freeman Exhibitor Services	7000 Placid Street #101 Las Vegas, NV 89119 702.407.4696 702.263.9260 (fax)	nabshow@freemanco.com www.freemanco.com
Hanging Signs/Rigging	Freeman Mike Edgeworth (Rigging Manager)	7000 Placid Street #101 Las Vegas, NV 89119 702.263.1404 702.263.9260 (fax)	freemanlasvegases@freemanco.com www.freemanco.com
Hostesses/Models	Judy Venn & Associates Customer Service	3186 Airway Avenue, Suite H Costa Mesa, CA 92626 702.259.4494 or 800.553.8855 714.957.8301 (fax)	info@judyvenn.com www.judyvenn.com
Housing	Expovision Customer Service	3141 Fairview Park Drive, Ste 550 Falls Church, VA 22042 888.622.8830 or 703.205.9114 703.205.0235 (fax)	nab08housing@expovision.com www.nabshow.com/housing
Internet Service LVCC Exhibitors	SmartCity Networks	5795 Badura Avenue #110 Las Vegas, NV 89118 888.446.6911 or 702.943.6000 702.943.6001 (fax)	www.smartcity.com
Internet Service RTNDA Exhibitors	Priority Networks	5795 Badura Avenue #110 Las Vegas, NV 89118 800-214-7780 or 702-967-9300 702-967-9310 (fax)	www.prioritynetworks.com
Lead Retrieval / List Sales	Experient Inc. Customer Service	1888 N. Market Street Frederick, MD 21701 800.787.0474 or 301.662.9400 301.694.3286 (fax)	exhinfo@experient-inc.com www.experient-inc.com

Service	Company/Contact	Address	E-mail/Web site
NAB	Operations & Exhibit Services NAB Exhibit Services	1771 N Street NW Washington, DC 20036 877.622.3947 or 202.595.2051 202.429.3922 (fax)	exhibitcomm@nab.org www.nabshow.com
	Exhibit Sales	1771 N Street NW Washington, DC 20036 800.622.3976 or 202.595.2051 202.429.4180 (fax)	exhibit@nab.org www.nabshow.com
Obstruction of View /Booth Variance	NAB Exhibit Services	1771 N Street NW Washington, DC 20036 877.622.3947 or 202.595.2051 202.429.3922 (fax)	exhibitcomm@nab.org www.nabshow.com/variance
Office Equipment Rental	TBD – Information will be available in early 2008		
Parking/Transportation	Transportation Management Services (TMS) Brad Kurtz	17810 Meetinghouse Rd, Suite 200 Sandy Spring, MD 20860 800.437-7629 or 301.260.2070 703.738.7910	bkurtz@tms-llc.com www.tms-llc.com
Photography	Oscar Einzig	325 N. LaSalle St. Ste 425 Chicago, IL 60610 312-922-0056 312-922-2866 (fax)	mail@oscareinzig.com www.oscareinzig.com
Registration	Experient Inc. Customer Service	1888 N. Market Street Frederick, MD 21701 888.740.4622 or 301.682.7962 301.694.3286 (fax)	www.experient-inc.com
RTNDA	Radio-Television News Directors Association RTNDA@NAB	1600 K Street, NW, Suite 700 Washington, DC 20006 202.659.6510 202.223.4007 (fax)	
Satellite Connectivity	GWRC-LLC Expo Operations	7216 Edna Ave. Las Vegas, NV 0 800-731-9716 or 702-251-9690 702-251-9695 (fax)	sales@gwrc-llc.com www.gwrc-llc.com
Security	COP Security	P.O. Box 97798 Las Vegas, NV 0 702.361.7998 702.616.7316 (fax)	
	Dan Taylor & Associates (Overall Event Security Management)	PO Box 494903 Garland, TX 75049 214-329-2292 214-723-5959 (fax)	dan.jr@dtamg.com
	Pro-Tect Security	3511 S. Eastern Avenue Las Vegas, NV 89169 702.735.0110 702.735.7793 (fax)	Force1@pro-TECTsecurity.com

Security (Cont'd)	Security Unlimited	2231 E. Desert Inn Rd Las Vegas, NV 89109 702.733.0022 702.733.0023 (fax)	
	SOA Security Eric L. Wolfe	3405 Cambridge Street Las Vegas, NV 89169 702.386.8065 702.386.9720 (fax)	ewolfe@soasecurity.com www.soasecurity.com
Shipping (Ground or Air - Domestic)	Freeman Exhibitor Services	7000 Placid Street #101 Las Vegas, NV 89119 702.407.4696 702.263.9260 (fax)	freemanlasvegases@freemanco.com www.freemanco.com
Shipping (International)	Agility Fairs & Events Logistics Margaret Churchill	1123 Zonolite Road, Suite 22 Atlanta, GA 30306 404.815.8816 404.724.9135 (fax)	mchurchill@agilitylogistics.com www.agilitylogistics.com
Shipping (Van Line)	Specialized Transportation Inc. sheila_williams@capitolnorthamerican.com Sheila Williams	1780 South Mojave Road Las Vegas, NV 89104 800.343.5333 or 702.457.5353 702.457.4374 (fax)	www.capitolnorthamerican.com
Telephone Services	SmartCity Networks	5795 Badura Avenue #110 Las Vegas, NV 89118 888.446.6911 or 702.943.6000 702.943.6001 (fax)	www.smartcity.com
LVCC Exhibitors			
RTNDA Exhibitors	Priority Networks	5795 Badura Avenue #110 Las Vegas, NV 89118 800-214-7780 or 702-967-9300 702-967-9310 (fax)	www.prioritynetworks.com
U.S. Laws and Regulations	Bureau of Industry and Security U.S. Department of Commerce	14th & Pennsylvania Avenue, NW RoomH1099D Washington, DC 20030 202.482.4811 / 202.482.3617 (fax)	www.bxa.doc.gov
	Federal Bureau of Investigations J. Edgar Hoover Building	935 Pennsylvania Avenue, NW Washington, DC 20535 202.324.3000	www.fbi.gov www.uspto.gov/main/profiles/stopfakes.htm
	U.S. Treasury Department U.S. Treasury's Office for Foreign Assets Control	1500 Pennsylvania Avenue, NW Washington, DC 20220 202.622.2000 / 202.622.6415 (fax)	www.ustreas.gov www.ustreas.gov/ofac/index.html

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	4	5						1	2							1			1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30			
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