RESOURCES FOR YOUR TEAM

Review the onsite contacts, processes and information Exhibitors and staff need to navigate the Show.

**Onsite Resources**

We recommend you print and share the following resources with staff:

* Exhibitor Onsite Contact Guide (Coming Soon)
* [Registration Overview](https://nabshow-qa.go-vip.net/2024/logistics/registration/)
* [Registration and Access Information](https://www.nabshow.com/resources/las-vegas/exhibitor-resources/exhibitor-access-hours-and-registration/)
* [Work Rules and Labor Union Regulations](https://www.nabshow.com/wp-content/uploads/2025/03/2025-Union-Rules-and-Labor-Regulations.pdf)
* [Hand-Carry and Private Vehicle Guide](https://www.freemanco.com/documents/pov-cart-service?showId=532427&venueId=100000589&branchId=111&city=Las%20Vegas-NV&documentName=Cart%20Service%20Rates%20&%20Hand%20Carry%20Information&showID=532427)
* [Freeman Online Exhibitor Manual](https://www.freemanco.com/store/show/landing?showID=532427)
* NAB Show Mobile App (Coming Soon)
* iOS (Coming Soon)
* Android (Coming Soon)
* Concession Schedule and Locations (Coming Soon)
* [Centerplate Catering Menu](https://www.freemanco.com/forms/532427/food_beverage.pdf)
* Shuttle Schedule (Coming Soon)
* [After Hours Events Information](https://www.nabshow.com/resources/las-vegas/exhibitor-resources/after-hour-events/)
* [Material Handling FAQ](https://www.freemanco.com/forms/532427/NAB_material_handling.pdf?showID=532427)
* Show Your Badge Discounts (Coming Soon)
* Discounted Water Flyer (Coming Soon)
* Security Tips (Coming Soon)

**Move-In Reminders**

NAB Show is a targeted show, which means that you are assigned a specific day and time for move-in. All display materials and freight must arrive on your assigned target move-in date, or you are subject to a surcharge. You may be charged additional fees, if you move in outside your target window, so please double-check this information.

If you shipped your freight advance-to-warehouse by the deadline date, it will be delivered to your booth by 8 a.m. on your target move-in date.

If you shipped your freight direct-to-show, your carrier must check in at the Marshalling Yard by 3:30 p.m. on your assigned target move-in date for same day unloading. Depending on when your carrier checks in, freight may be delivered to the booth as late as midnight on your target move-in date. Overtime charges for labor and material handling will apply Monday–Friday from 5 p.m. to 8 a.m. and all day on Saturday, Sunday and Holidays.

If your booth is not set by 5 p.m. on Saturday, April 5, Show Management reserves the right to rent or use empty space in a way that will complement the overall appearance of the Show and shall not be obligated to refund the space rental fee. Exhibitors may lose their right to exhibit if they do not adhere to the above schedule.

**Move-Out Reminders**

Exhibitor move-out starts at 2 p.m. However, EACs are not allowed access to the Hall until 4 p.m. The empty return deadline is 7 a.m. on Thursday, April 10.

Dismantling may not begin before 2 p.m. on Wednesday, April 9. Examples of prohibited activities include: Dismantling or packing of display, product, or samples; contractor labor in booth; leaving the booth unmanned; and boxes or shipping containers visible in booth. Please ensure all staff associated with your booth understand this policy.

All truss and motors must be down and all carriers must check in by 2 p.m. on Friday, April 11.

**Show Lights and Power**

Full show lights will be turned on one hour prior to Hall open and off right at Hall close. 24-hour power is on during move-in only. Starting Sunday, April 6, power will be turned on 30 minutes prior to Hall open and turned off 30 minutes after Hall close. You can order 24-hour power at an Exhibitor Service Desk.

**Food and Beverage**

Sodexo is the exclusive provider of food and beverage at the Las Vegas Convention Center. Outside food and beverage is prohibited.

**Safety Notice: Hanging Sign and/or Aerial Orders**

For the safety and health of our employees, customers and vendors, Freeman has instituted a corporate policy stating no personnel shall walk or work beneath elevated work platforms or loads suspended from cranes during installation, dismantle, or material movement without appropriate head protection such as a Type 1 Hard Hat or equivalent Safety Helmet. Appropriate signage will be displayed on the show floor indicating Hard Hat Areas and trained personnel will monitor overhead work to ensure a safe work area is maintained.

**Press**

Members of the media will be present at this event. Your booth and the information you showcase is for public record and may be used in articles they write, including audio or video recording. If you have any questions, regarding press lists, press releases, or press briefings, please visit the News Room in W209, West Hall.

**Security**

We highly recommend you provide locks for all electronics and expensive booth items. Security guards will be stationed at the exhibit hall entrances and selected docks, during non-show hours, beginning with move-in. All reasonable precautions will be taken to protect your equipment and displays during installation, show hours, and dismantling. Show Management, the General Service Contractor and the Facility are not responsible for the safety of property from theft, damage by fire, accident, or other causes. All property of the exhibitor is understood to be under exhibitor control in transit to, from, and/or within the exhibit hall. If you wish to arrange for security within your booth, you can do so at the Security Office in S101, W242, Diamond Lot 1-2 or call 702 544 5478. Please note, onsite availability is limited.

Above and beyond our standard security procedures – which include multiple interior badge check points, random bag searches, and exterior perimeter security posts -we are increasing security and law enforcement personnel around the exterior perimeter of the Convention Center. Participants should expect to see an increased uniformed tactical Police Officer and K9 Detection Team presence, as well as, an increase in the number of random bag searches.

**Sustainability Tips**

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

* Turn off lights and electric equipment when not in use.
* Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
* Minimize paper handouts and use double-sided printing.
* Avoid printing dates on materials so you can reuse them.
* Minimize packaging materials.