

# Expo Information

## ATD Show 2018

Westgate Las Vegas Resort & Casino  
3000 Paradise Rd  
Las Vegas, NV 89109

## Exhibitor Registration Hours

Exhibitor Registration and Exhibitor Services will be located in the Ballroom Foyer at the Westgate Las Vegas Resort & Casino.

Wednesday, March 21	12noon-6pm
Thursday, March 22	8am-4pm
Friday, March 23	8:30am-3pm
Saturday, March 25	8:30am-3pm

## Move-In Hours

Wednesday, March 21	12noon-6pm
Thursday, March 22	8am-3pm

**12Noon** – Exhibitors must take possession of their booth space (please see #6 Assignment, Relocation and Possession of Exhibit Space in the Contract Terms & Conditions)

**2pm** - all crates must be removed from the Floor\*

**3pm** - 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

Thursday, March 22	5pm-7pm (Welcome Reception)
Friday, March 23	10:30am-12noon 1:30pm-3pm
Saturday, March 24	10:30am-12noon 1:30pm-3pm

## Move-Out Hours

Saturday, March 24	3pm-7pm
Monday, March 26	8am-12noon

**12noon** - 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. Permission to stay in the Exhibit hall after the scheduled closing times must be received in advance from Show Management.

## **Convention Management Office**

The NADA/ATD Convention Management Office will be located in Room N243, 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 Friday, March 23, and continuing through the conclusion of move-out on Sunday, March 25, 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, C202 (accessible in 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 atdshow.org
- \* Program Guide listing (Company name and contact information)
- \* Mobile App listing – including company name, product info and booth location
- \* pre-show and post-show mailing lists of registered Dealers, Managers and Allied Industry Affiliates
- \* Special exhibitor housing rates negotiated by NADA at official hotels
- \* Press conference opportunities
- \* Ongoing eNews Updates with latest news and information
- \* Show logo for use in ATD Show related marketing materials
- \* Ongoing pre-event marketing promotions from ATD 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 company

**Note: Booth rental fee does NOT include porter service (i.e., emptying of trash cans) or vacuuming in your booth.**

## **Booth Flooring**

Booths and exhibit areas are carpeted with the existing hotel carpet. To enhance the appearance of your booth, you may rent carpet through Freeman.

## **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 ATD Exhibit Design Regulations are incorporated into the Contract Terms and Conditions and the Exhibit Rules and Regulations of your Exhibit Space Application/Contract. ATD 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 and will be located in the Ballroom Foyer of the Westgate Las Vegas Resort & Casino.

## Food and Beverage

Exhibitors wanting to serve food and beverages in their booths should contact Westgate Las Vegas Resort & Casino Catering Department at 702-732-5624. A food and beverage order form is included 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 January 12, 2018, regardless of booth size.** This booth drawing/rendering must show all dimensions (height, width, etc.) and location of all structures, equipment, merchandise, vehicles or any other product which will be placed in your booth. This form is located under "ATD Information & Forms."

## 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 ATD Expo Division by **February 9, 2018.** An exception will be granted only if it will not interfere with or prejudice the orderly set-up, commitments and obligations assumed by ATD 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 "Exhibitor Forms") 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 ATD Show 2018 is Freeman. ATD 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. ATD does not receive any monetary remuneration from designated official contractors, nor does ATD receive any portion of the fees paid by exhibitors to these official contractors. Official contractors sometimes provide necessary show-related services to ATD for free or at discounted rates. Support from official contractors helps ATD slow rate increases for various services offered to exhibitors and attendees. By using the official contractors, you help support ATD, 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 "Exhibitor Forms." All services not ordered in advance must be procured through the Exhibitor Service Center, located in the Ballroom Foyer of the Westgate Las Vegas Resort & Casino.

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 ATD Expo 2018 are:

## Audio-Visual

Encore  
Westgate Las Vegas Resort & Casino  
3000 Paradise Rd  
Las Vegas, NV 89109  
Phone: 702.967.4300

## Lead Retrieval

Experient  
5202 President's Court, Ste 310  
Frederick, MD 21703  
Phone: 866.266.6802  
Fax: 301.694.3286

## Catering

Westgate Las Vegas Resort & Casino  
Catering Department  
3000 Paradise Rd  
Las Vegas, NV 89109  
Phone: 702.732.5624

## Models

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

## Computer Rental

eventLink (Formerly CCR Events)  
7220 Oakley Industrial Blvd  
Union City, GA 30291  
Phone: 877.292.0101  
Fax: 770.907.0103

## Photography

Oscar & Associates  
325 N. LaSalle Street, Ste 425  
Chicago, IL 60610  
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  
8400 Westpark Drive  
McLean, VA 22102  
703.448.5861

### Exhibitor Registration Supervisor:

Beth Baumgardner  
NADA Expo Division  
8400 Westpark Drive  
McLean, VA 22102  
703.821.7206

### Director, Convention Services:

Melissa Wolpert  
NADA Convention Division  
8400 Westpark Drive  
McLean, VA 22102  
703.821.7142

### Official Contractor:

Freeman  
6555 West Sunset Rd  
Las Vegas, NV 89118  
702.579.1700

### Exhibit Services Manager:

Terri Carter  
NADA Expo Division  
8400 Westpark Drive  
McLean, VA 22102  
703.448.5862

## Press Office

The Press Office is available to assist you with new product releases and updates on convention activities. If you would like assistance on scheduling a press conference or other press related items prior to the convention, please call 703.821.7121 or email [publicaffairs@nada.org](mailto:publicaffairs@nada.org).

## Shuttle System

Shuttle service will be provided between most NADA & ATD convention hotels and the Las Vegas Convention Center, next door to the Westgate Las Vegas Resort & Casino. Service will begin on Thursday, March 22 at 8:30 a.m. For routes, hours of operation and additional information refer to the on-site program & expo directory or [www.atdshow.org](http://www.atdshow.org).