

# Exhibitor Planning Calendar

NADA Show 2024

Las Vegas Convention Center – Las Vegas, NV – February 2-4, 2024

## Deadlines and Due Dates

### 2023

November 15	Booth space final payment due
November 15	Deadline to complete eBooth profile for web and mobile app
November 20	Deadline for submission of Booth Floor Plan Reporting Form and Booth Floor Plan layout to NADA Show Management
November 20	Deadline for submission of Enclosed/Multiple Story Booth Floor Plan Reporting Form and layout to NADA Show Management and LVCC
December 4	Deadline for submission of Hanging Sign Form
December 4	Deadline for submission of Request for Use of Exhibitor Appointed Contractor Form
December 4	Deadline for submission of Vehicle Reporting Form
December 8	Deadline for submitting rooming list and names for room blocks exhibit personnel to NADA Registration & Housing. Any rooms not used in your block by this date will be subject to release.

### 2024

January 2	Earliest date freight will be accepted at the Freeman warehouse in Las Vegas
January 2	Freeman General Service Order Forms Due: Furniture      Flooring      Event Graphics Labor          Cleaning      Electrical
January 22	Last day freight will be accepted at the Freeman warehouse in Las Vegas to avoid additional after deadline charge
January 29	Date for freight delivery to begin direct to Las Vegas Convention Center based on your target move-in date
Jan 29-Feb 1	Target move-in dates – See target map for your move-in date
February 1	Exhibitor set-up must be complete by 5pm
February 2-4	Exhibit open
February 4	Exhibitor tear-down begins at 2:30pm
February 7	Removal of displays to be completed by 5pm – Carriers must check in by 1pm