

# Exhibitor's Planning Calendar

2019 ATD Show 2018

San Francisco Marriott Marquis – San Francisco, CA – January 24-26, 2019

## Deadlines and Due Dates

### 2018

November 16	Exposition space final payment due
November 16	Deadline for submission of Booth Floor Plan Reporting Form and Booth Floor Plan layout to NADA Show Management
November 16	Deadline for submission of Enclosed/Multiple Story Booth Floor Plan Reporting Form and layout to NADA Show Management and LVCC
November 30	Provide names of exhibitor personnel to hotel(s) (for 10 rooms or more)
December 7	Deadline for submission of product categories on NADA Website for inclusion in the on-site printed program & expo directory
December 7	Last day to cancel housing without penalty/fee (for rooms blocks of 10 or more)
December 7	Deadline for submission of Request for Use of Exhibitor Appointed Contractor Form
December 7	Deadline for submission of Vehicle Reporting Form
December 18	Earliest date freight will be accepted at the Freeman warehouse in San Francisco
December 28	Freeman General Service Order Forms Due:
	Furniture                  Carpet                  Special Signs
	Labor                          Cleaning                  MIS Rental Booths

### 2019

January 4	Deadline for entering Complimentary Exhibitor Badge Names on NADA Registration to receive via FedEx or UPS
January 11	Last day freight will be accepted at the Freeman warehouse in San Francisco to avoid additional after deadline charge
January 24	Date for freight delivery direct to the San Francisco Marriott Marquis
January 23-24	Exhibitor move-in dates
January 24	Exhibitor set-up must be complete by 3pm
January 24-26	Exhibit open
January 26	Exhibitor tear-down begins at 3pm & removal of displays must be completed by 8pm