

Exhibitor's Planning Calendar

NADA Show 2019
Moscone Center – San Francisco, CA – January 24-27, 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)						
November 30	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 7	Deadline for submission of Hanging Sign Form						
December 18	Earliest date freight will be accepted at the Freeman warehouse in San Francisco						
December 28	Freeman General Service Order Forms Due:						
	<table> <tr> <td>Furniture</td> <td>Carpet</td> <td>Special Signs</td> </tr> <tr> <td>Labor</td> <td>Cleaning</td> <td>MIS Rental Booths</td> </tr> </table>	Furniture	Carpet	Special Signs	Labor	Cleaning	MIS Rental Booths
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 21	Date for freight delivery direct to the Moscone Center
January 21-24	Target move-in dates – See target map for your move-in date
January 24	Exhibitor set-up must be complete by 5pm
January 25-27	Exhibit open
January 27	Exhibitor tear-down begins at 4pm
January 30	Removal of displays to be completed by 5pm – Carriers must check in by 1pm