

# Exhibitor's Planning Calendar

ATD Show 2020

Westgate Las Vegas Resort & Casino – Las Vegas, NV – February 14-16, 2020

## Deadlines and Due Dates

### 2019

November 14	Exposition space final payment due
December 2	Deadline for submission of product description and product categories on NADA website
December 6	Provide names of exhibitor personnel to hotel(s) (for 10 rooms or more)
December 6	Last day to cancel housing without penalty/fee (for rooms blocks of 10 or more)
December 11	Deadline for submission of Booth Floor Plan Reporting Form and Booth Floor Plan layout to NADA Show Management

### 2020

January 8	Deadline for submission of Request for Use of Exhibitor Appointed Contractor Form
January 8	Deadline for submission of Vehicle Reporting Form
January 15	Earliest date freight will be accepted at the Freeman warehouse in Las Vegas
January 21	Freeman General Service Order Forms Due: Furniture          Carpet          Special Signs Labor                Cleaning        MIS Rental Booths
February 6	Last day freight will be accepted at the Freeman warehouse in Las Vegas to avoid additional after deadline charge
February 13	Date for freight delivery direct to the Westgate Las Vegas Resort & Casino
February 13-14	Exhibitor move-in dates
February 14	Exhibitor set-up must be complete by 3pm
February 14	ATD Welcome Reception hosted on the Expo Floor
February 15-16	Exhibit open
February 16	Exhibitor tear-down begins at 3pm & removal of displays must be completed by 8pm