

Exhibitor's Planning Calendar

NADA Show 2023

Kay Bailey Hutchison Convention Center – Dallas, TX – January 27-29, 2023

Deadlines and Due Dates

2022

November 18	Booth space final payment due		
December 2	Deadline for submission of Booth Floor Plan Reporting Form and Booth Floor Plan layout to NADA Show Management		
December 2	Deadline for submission of Enclosed/Multiple Story Booth Floor Plan Reporting Form and layout to NADA Show Management and KBHCCD		
December 2	Deadline for submission of Hanging Sign Form		
December 2	Provide names of exhibitor personnel to hotel(s) (for 10 rooms or more)		
December 2	Last day to cancel housing without penalty/fee (for rooms blocks of 10 or more)		
December 5	Deadline to complete eBooth profile for web and mobile app		
December 16	Deadline for submission of Request for Use of Exhibitor Appointed Contractor Form		
December 16	Deadline for submission of Vehicle Reporting Form		
December 23	Earliest date freight will be accepted at the Freeman warehouse in Dallas		
December 30	Freeman General Service Order Forms Due:		
	Furniture	Flooring	Event Graphics
	Labor	Cleaning	Electrical

2023

January 16	Last day freight will be accepted at the Freeman warehouse in Dallas to avoid additional after deadline charge
January 23	Date for freight delivery to begin direct to Kay Bailey Hutchison Convention Center based on your target move-in date
January 23-26	Target move-in dates – See target map for your move-in date
January 26	Exhibitor set-up must be complete by 5pm
January 27-29	Exhibit open
January 29	Exhibitor tear-down begins at 2:30pm
February 1	Removal of displays to be completed by 5pm – Carriers must check in by 1pm