

Show Logistics: From Set Up to Tear Down

To Be Covered:

- Targeted Move-In
- Turnkey Booths
- Freeman Exhibitor Service Kit
- Insurance / Exhibitor-Appointed Contractors
- Important Dates
- Local Rules
- Inline Booths
- Island Booth Approvals Needed

Important Dates:

(We'll show this again at the end of the presentation)

- July 7th: NACDS Housing Deadline
- July 11th: EAC Notifications and Insurance Deadline
- July 11th – August 3rd: Delivery Window for Advance Freight
- **July 13th: Freeman Early Pricing Deadline**
- August 10th: Targeted Move-In (400sqft+ booths)
- August 11th – 12th : Move-in, All Exhibitors
- August 12th: Meet The Market (Off the show floor)
- August 12 (afternoon): Product Showcase setup at NACDS Central

Setting Up Your Booth – Local Rules

Southern California labor rules allow you to set up your display without hiring labor if it can be completed by **One Person** (one full time employee of your company), in **One Hour**, with **No Tools**.

POV (private vehicle) unloading permits one person to take items to the booth, in one trip, without use of carts or hand trucks.

Enforcement of these rules is at the discretion of the union stewards

Products on Display

Pre-show and overnight: For your products' security, we recommend covering products on display or locking them in a cabinet or meeting room.

Multiple vendors have access after hours (cleaning, catering) – never can be too safe.

NACDS provides perimeter security.

SDCC has cameras throughout the hall.

Products on Display

Leftover products at the end of the show? Three options:

- Ship them back to your office
- Give them to attendees – no selling, TSE is not a cash & carry event
- Donation bins in exhibit hall – distributed to local charities, shelters, etc.

CBD Products

- California law forbids CBD products from being distributed, given as samples, or sold for cash at your booth (order-taking is ok!).
- Displays are welcome, you may conduct business around CBD products similar to pharmaceuticals and other controlled substances.

Inline Booths (10 feet deep x 10/20/30/40 feet long)

- Carpet: “Tuxedo” (black/gray speckle) carpet included for all inline booths
 - Color change, add padding etc: Order through Freeman (at your cost)
- Line Of Sight setback – front 5 feet of booth
- Maximum rear height is 10 feet, signage facing into booth. No unfinished backs.
- No hanging signage, truss, lighting

Island Booth Approvals

- Hanging Signs / Truss, booths over 16' high: Send to exhibits@nacds.org for approval.
- All 2-story booths and all covered areas over 120sqft: Smoke Detector required
- All 2-story booths - Send required stamped engineering drawings **ASAP** to exhibits@nacds.org for fire marshal approval

Private Meeting Spaces

- Turnkey 13' x 13' meeting space on exhibit floor, 10'h walls
- Carpet, conference table, 6 chairs included
- Locking door with programmable access code and privacy blind
- Supplement by ordering A/V, electricity, catering or additional furniture if needed



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Any Questions?

<https://tse.nacds.org/exhibitor-resources/>

Contact us at Exhibits@nacds.org or
703-837-4320

Freeman Exhibitor Support:
888-508-5054

Live Chat & Email available in the Exhibitor
Manual website

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