

**2025****ANNUAL CONVENTION****NAFCD \* NBMDA**

## GENERAL INFORMATION & INSTRUCTIONS

### A. IMPORTANT DATES AND TIMES

Hyatt Regency Chicago – Riverside Exhibit Hall

#### **Move In:**

Tuesday November 4 12:00 pm – 4:30 pm

Wednesday November 5 8:00 am – 12:00 pm

\*All tabletops must be show ready by Wednesday, November 5 at 12:00 pm as the Exhibit Hall opens at 1:00 pm for lunch.

#### **Show Hours:**

Wednesday November 5 1:00 pm – 3:00 pm

Wednesday November 5 4:30 pm – 6:00 pm (Welcome Reception)

Thursday November 6 10:00 am – 1:00 pm

\*All tabletops must be opened and staffed during show hours. Exhibitors will be required to exit the exhibit hall as soon as the show closes each night.

#### **Move Out:**

Thursday November 6 1:00 pm – 5:00 pm

\*Exhibitors may begin to pack equipment, supplies and literature no earlier than show close at 1:00 pm on Thursday, November 6 and must be completely out of the hall by 5:00 pm. More details regarding move-out will be announced during the show.

### B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

GES is the Official Service Contractor of the 2025 Annual Convention. Other official show suppliers are listed in the 'Exhibitor Services Directory.' GES will maintain an Exhibitor Service Center located in/near the exhibit hall.

### C. SHIPPING

Refer to the section marked 'Shipping, Drayage and Material Handling' on the GES Exhibitor website for shipping instructions. We also encourage exhibitors to purchase insurance coverage for their booth; in the event your display is damaged or lost in transit. Please note that the instructions for shipping to the advanced warehouse differ from those for shipping to show site.

### D. EMPTY CRATES

It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely, and "EMPTY" stickers should be attached as soon as they are emptied. Open crates will not be accepted for storage.

A clearly marked "EMPTY" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show.

Empty crates will be returned to your booth after the close of the show. No empty boxes or crates

may be stored in the exhibit area or in the service aisle due to Fire Marshall Regulations.

**E. SECURITY**

Realizing the value and importance of your equipment and exhibit material, security guards will be located in the hall from the beginning of move-in to the end of move-out. Although Show Management provides security, we are not responsible for any loss or damage of material.

**F. RULES AND REGULATIONS**

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event. Exhibitors must comply with all the policies, rules, terms and regulations contained in the Exhibitor Application. A copy of the rules and regulations is included in the Exhibitor Services Manual.

**G. AMERICANS WITH DISABILITIES ACT CONFORMANCE**

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact ADA, Civil Rights Division, Department of Justice.