

# NCEA 2020 CONVENTION & EXPO

April 14-16 • Baltimore, Maryland • The Baltimore Convention Center



NCEA 2020  
BALTIMORE



## GENERAL INFORMATION

All questions regarding NCEA 2020 policies, space assignment, regulations and display limitations should be addressed to the following:

### NCEA Show Management

Naylor Event Solutions

1430 Spring Hill Rd., 6<sup>th</sup> Floor

McLean, VA 22102

Contact: Kathryn Moore, Event Services Coordinator

Telephone: 703.259.6122

Email: NCEA@naylor.com

For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, etc., please see the Official Contractors listing at the end of this section.

### Exhibit Location

The Baltimore Convention Center

1 W Pratt St.

Baltimore, MD 21201

Web: <https://www.bccenter.org/>

### Show Hours

Tuesday, April 14<sup>th</sup> 9:30 a.m. – 5:00 p.m.

Wednesday, April 15<sup>th</sup> 8:45 a.m. – 6:00 p.m.

Thursday, April 16<sup>th</sup> 8:00 a.m. – 11:15 a.m.

(Hours subject to change)

**Note:** All displays must be in place and display material, cartons and refuse removed from the aisles by 8:30 a.m., Tuesday, April 14<sup>th</sup> to facilitate final preparations of the exhibit hall. Exhibitors will be permitted to work within their exhibit spaces until 9:30 a.m.

Exhibitor personnel are permitted to enter the hall at 7:30 am each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and at the end of exhibit hours on show days.

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### Move- In Hours

Monday, April 13<sup>th</sup> 8:00 a.m. – 6:00 p.m.

Tuesday, April 14<sup>th</sup> 7:00 a.m. – 8:30 a.m.  
(Hours subject to change)

### Move- Out Hours

Thursday, April 25<sup>th</sup> 11:15am – 6:00pm

Friday, April 26<sup>th</sup> 8:00am – 12:00pm  
(Hours subject to change)

**Note:** All exhibitor materials must be removed from the hall by 12:00 p.m. Friday, April 17<sup>th</sup>, 2020. All signed Bills of Lading must be completed and turned into the GES Exhibitor Service Center by 8:00 p.m. on Friday, April 17<sup>th</sup>. All carriers must check-in no later than 6:00 pm on Friday, April 17<sup>th</sup> for all outbound shipments. Displays must be completely packed and ready to ship, before your carrier or vehicle will be allowed access to the loading docks.

Exhibitors may not begin dismantling any portion of their booth before 11:15 a.m. on Thursday, April 16<sup>th</sup>. All boxes/cartons are to remain out of sight until the exhibit hall has closed. Exhibitors who begin dismantling during expo hours face a penalty of lost priority points towards future space draws.

### Booth Equipment & Carpet

Each 10' deep exhibit will receive 8 foot high back drape (red and white) and 3 foot high side drape (red) as well as a company ID sign. Electricity, furnishings, displays, and any other items are the responsibility of the exhibitor.

*All exhibits **must have** floor covering (wall-to-wall carpeting or other flooring), with no concrete floor exposed. The aisle carpet color for NCEA 2020 will be pepper gray), with pavilions carpeted in red.*

**If carpet is not placed in the booth by 3:00 p.m. on April 13<sup>th</sup>, it will be forced by show management and GES at the exhibitor's expense. If you plan to provide your own professional floor covering please notify show management at [ncea@naylor.com](mailto:ncea@naylor.com).**

Exhibitors are encouraged to order booth cleaning/vacuuming for each night of the show. Cleaning service can be ordered from the Convention Center by completing the form available in this manual.

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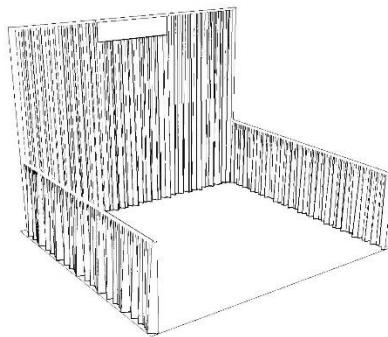


Diagram of a standard 10' x 10' booth space

## Parking

Baltimore Convention Center Parking Information

1 W Pratt St, Baltimore, MD 21201, Baltimore, MD

Find Baltimore Convention Center parking options through SpotHero.

Located in downtown, the Baltimore Convention Center was built to host conventions, exhibits and other large events in this great historic city. Featuring state-of-the-art equipment and fine cuisine, the Baltimore Convention Center offers its guests the best of what the city has to offer.

To view parking near the Baltimore Convention Center currently available for purchase, input the search to match the date(s) and times for your desired reservation and the map will update accordingly.

Rates and locations are subject to change so book your parking near the Baltimore Convention Center today!

## Loading Dock Location for move in/move out

The Baltimore Convention Center's Loading Dock Area can be accessed by turning right onto South Charles Street from Pratt Street or making a left onto South Charles Street from Conway. The Entrance to the loading dock area is located between the Center and the Sheraton Hotel at the entrance to the Public Safety Office.

## Printing and Document Services

For your everyday office needs, the Baltimore Convention Center features an in house full service Business Center operated by ABC Imaging. The Business Center offers you a place to copy, fax, scan and print your business materials on a variety of paper sizes and colors. Oversized color and black & white prints are also available. Simply give us a disk, slide transparency or the original file and we will produce a crisp and flawless finished product, hassle-free. You may also send your files via email before arrival to Business Center and have your documents ready for you at the start of

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your show. The Business Center is located in the Pratt Street Lobby adjacent from Room 334.

### Shipping Services

We pack, ship and send materials via FedEx, DHL or UPS. Delivery is guaranteed on time with a variety of boxes and envelopes are available to accommodate your shipping needs.

### Business Services

We carry a selection of common office supplies at competitive prices including envelopes, batteries, binder clips, pens and more. The Business Center also offers PC workstations for rent by the hour with high speed Internet and printer connections.

Let ABC Imaging assist your organization with developing all of your printed and display materials in advance so that everything is ready when your group arrives. This eliminates expensive and unnecessary freight costs, and the possibility of lost or damaged critical materials

### Security

Uniformed security guards and badge checkers will be stationed throughout the exhibit hall on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. ***The final responsibility, however, lies with the exhibitor.*** It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth overnight.

### Insurance

It is each exhibiting company's responsibility to maintain liability and property insurance covering its trade show exhibit presence. Exhibitors agree that Naylor, its agents and employees, NCEA, its agents and employees, and the Baltimore Convention Center: (a) Will not be responsible for any damage to or for the loss or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor. (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

NCEA as licensee of the Baltimore Convention Center shall require all of its contractors, exhibitors and agents to procure and maintain commercial general liability insurance naming the city of Baltimore as an additional insured and affording immediate protection to the limits of not less than \$500,000 per occurrence and carry workers' compensation before allowing such persons to enter the facility. All policies shall contain an endorsement waiving any claim or right of subrogation against the city.

For more information, please review the insurance section in the Rules and Regulations portion of the exhibit contract.

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Exclusive Contractors

The Convention Center and its exclusive providers have sole and total control over all of the following services (collectively, "Exclusive Services"):

- Food and beverage service (including samples)
  - Please download the official Food Sampling Guidelines in the Show Information tab.
- Internet



Official Contractors

NCEA goes through a lengthy process when selecting vendors for Convention to ensure that all exhibitors receive the best value and customer service. All approved vendors will have an “official vendor” logo on their paperwork. While you have the right to use any vendor for the Convention, choosing non-official/non-approved vendors may end up costing you more. NCEA asks that you use only the official vendors for NCEA 2020.

Audio-Visual & Computers (in-booth a/v and computer rentals)

BAVServices	Contact..... Greg Back
10 Sonwil Drive	Phone ..... (800) 264-5010
Buffalo, NY 14225	Email..... gback@bavservices.com
	<a href="http://www.bavservices.com">www.bavservices.com</a>

Catering (exclusive booth food & beverage service provider)

Centerplate, a Sodexo Company	Phone..... (410)649-7072
1 West Pratt Street	Email.....angela.kelly@centerplate.com
Baltimore, MD 21201	

General Service Contractor (material handling, display labor, rentals, exhibit cleaning)

Global Experience Specialists, Inc. (GES)	Phone..... (800) 475-2098
7000 Lindell Road	International Calls..... (702) 515-5970
Las Vegas, NV 89118-4702	Fax..... (866) 329-1437
	International Faxes.... (702) 263-1520
	<a href="http://www.GES.com/chat">www.GES.com/chat</a>

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### Hotel (Official Vendor)

Connections Housing  
3834 Silvestri Lane  
Las Vegas, NV 89120

Reservations..... 855.476.6976

### Internet & Telephone (in-booth internet & telephone access)

M.C. Dean  
Baltimore Convention Center  
1 West Pratt Street  
Baltimore, MD 21201

Phone..... (410) 649-7097

### Lead Retrieval (provides systems to capture sales leads)

Convention Data Services  
107 Waterhouse Road  
Bourne, MA 02532

Phone.....(508) 743-0186

Or.....(800) 746-9734

Email.....xpressleadpro@cdsreg.com

### Registration (provides exhibitors and attendees with name and company identification)

Convention Data Services  
7 Technology Park Drive  
Bourne, MA 02532

Phone.....(508) 743-8576

Email.....NCEA@xpressreg.net

### Show Management (booth space assignments, operational/regulations issues, questions)

Naylor Event Solutions  
1430 Spring Hill Rd., 6<sup>th</sup> Floor  
McLean, VA 22102

Phone:.....703-259-6122

Fax:.....703-934-4894899

Email:.....ncea@naylor.com

### Shipping Services-Van Line/Ground and Air (ground and air services)

Global Experience Specialists, Inc. (GES)  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone..... (800) 475-2098

International Calls..... (702) 515-5970

Fax..... (866) 329-1437

International Faxes.... (702) 263-1520

[www.GES.com/chat](http://www.GES.com/chat)

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### Electrical & Utilities

Edlen Electric

Email.....ddebarros@edlen.com

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