

## EXHIBITOR SETUP

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### BOOTH SPACE DETAILS

Each 10' x 10' NAPE Exhibit booth will be set with 8' high black back drape, 3' high side dividers, and a 7" x 44" one-line identification sign. **BY ORDER OF THE FIRE MARSHAL, NOTHING MAY BE ATTACHED TO THIS DRAPE.** You may use sign hooks and attach the hooks to the steel pipe.

The exhibit booths are NOT carpeted; however, the aisles will be carpeted. All other orders are the responsibility of the exhibitor.

### FLOORPLAN

A floorplan is available online at [www.napeexpo.com](http://www.napeexpo.com).

### EXHIBIT HALL ACCESS FOR BOOTH SETUP

NAPE Expo Setup Hours

Monday, February 11, 8:00 am – 5:00 pm

Tuesday, February 12, 8:00 am – 5:00 pm

Wednesday, February 13, 8:00 am – 7:00 pm

Wristbands will be available upon presentation of ID for any company representative (including your contractor) on Tuesday and Wednesday. Any NAPE attendee who indicates during the registration process that they are with an exhibiting company will be able to enter Tuesday and Wednesday with their NAPE attendee badge and will not need to get an additional Setup Only Wristband.

### EXPO HOURS

Thursday, February 14, 8:00 am – 5:30 pm

Friday, February 15, 8:00 am – 1:00 pm

Only registered exhibits attendees will be allowed access to the Exhibit Hall during Expo hours.

### EARLY ENTRANCE FOR EXHIBITORS

Registered NAPE attendees who indicate during the registration process that they are with an exhibiting company will be able to access the show floor beginning at 7:00 am on Thursday and Friday without a wristband. During the attendee registration process, choose the **"My company has a booth at NAPE"** item for each registrant. Attendees who do not choose that item will be allowed access to the show floor when the doors open at 8:00 am.

### EXHIBITOR APPOINTED CONTRACTORS (EACS)

EACs may access the exhibit hall on Wednesday from 7:00 am to 7:00 pm and on Thursday & Friday from 7:00 am – 8:00 am for any last-minute setup needs after completely filling out an onsite attendee registration form at the Customer Service Counter located in the registration area on the 1st floor.

Please note that suitcasing is not permitted, and exhibitors are responsible for making sure that any EACs they hire are on the show floor only to service the booth, not to market their services to other exhibitors.

### EAC FORM IS REQUIRED FOR THOSE WHO ARE NOT USING FREEMAN.

The only requirement for using a contractor other than Freeman is that you submit the EAC Information form and proof of insurance prior to January 25, 2019.

### TEARDOWN HOURS

Friday, February 15, 1:00 – 8:00 pm

Saturday, February 16, 8:00 am – Noon

No teardown before 1:00 pm on Friday. Early teardown will be subject to a \$250 fine. All exhibitor materials must be removed from the exhibit hall by Saturday at noon.