

EXHIBITOR SETUP

BOOTH SPACE DETAILS

Each 10'x10' NAPE Exhibit booth will be set with 8' high black back drape, 3' high side dividers, one wastebasket 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.

EXHIBIT HALL ACCESS FOR BOOTH SETUP

NAPE EXPO SETUP HOURS

Monday, August 8, 8:00 am – 7:00 pm

Tuesday, August 9, 8:00 am – 7:00 pm

Wednesday, August 10, 7:00 am – 11:30 am

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

EXPO HOURS

Wednesday, August 10, 1:00 – 5:00 pm

Thursday, August 11, 8:00 am – 5:30 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 from 8:00 - 11:30 am on Wednesday and 7:00 am on Thursday 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 1:00 pm on Wednesday.

EXHIBITOR APPOINTED CONTRACTORS (EACS)

EACs may access the exhibit hall on Wednesday from 8:00 to 11:30 am and on Thursday from 7:00 am – 8:00 am for any last-minute setup needs by showing their ID and signing in for an EAC Wristband at the EAC Check-In counters at the entrance to the Expo Floor and in the rear loading docks. EACs who do not exit the Expo Floor and sign out at the EAC Check-In counters 30 minutes after the floor opens will be escorted to registration and will be charged for an exhibits attendee registration. 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 proof of insurance prior to July 25, 2016.

TEARDOWN HOURS

Thursday, August 11, 5:30 pm– 9:30 pm

Friday, August 12, 8:00 am – 4:30 pm

No teardown before 4:30 pm on Thursday. All exhibitor materials must be removed from the exhibit hall by Friday at 4:30 pm.