

# NACSSHOW2024



## MOVE-IN GUIDE

Welcome to the 2024 NACS Show! We thank you for your support and wish you a successful show. To facilitate a smooth and efficient move-in, please note the following information:

### MOVE-IN HOURS

Thursday, October 3	12:00pm – 5:00pm
Friday, October 4	8:00am – 5:00pm
Saturday, October 5	8:00am – 5:00pm
Sunday, October 6	10:00am – 5:00pm
Monday, October 7	8:00am – 5:00pm
Tuesday, October 8	8:00am – 10:00am*

**\*This time is for product placement and food preparation only. Removal of trash placed in the aisle during this time will be charged to the exhibitor!**

**All booths should be set by 5:00pm, Monday, October 7.**

**Overtime charges will apply for move-in all day on Saturday, Sunday and after 4:30pm on weekdays.**

All empty crates will be removed by 8:00pm on Monday, October 7 to allow for carpet installation and completion of exhibit hall preparations.

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### ADDITIONAL MOVE IN/SHOW INFORMATION

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### EXHIBIT HOURS

Tuesday, October 8	10:30am – 5:30pm (New Exhibitor Area) 11:30am – 5:30pm (All Exhibits)
Wednesday, October 9	10:30am – 5:30pm (New Exhibitor Area) 11:30am – 5:30pm (All Exhibits)
Thursday, October 10	9:00am – 1:30pm (All Exhibits)

### SMOKING POLICY

Smoking, vaping and/or and kind of tobacco sampling is not allowed anywhere inside the Las Vegas Convention Center during the NACS Show. There will be designated smoking areas outside the convention center.

All tobacco samples provided by exhibitors must be in compliance with Nevada state regulations and tax requirements as well as Las Vegas Convention Center policies.

## EXHIBITOR SERVICE CENTERS

The Exhibitor Service Centers will be open throughout the move-in process.

North Hall: Just inside of the main entrance near booth N3005 Republic Brands.

Central Hall: In the C3 service tunnel. Entrance near booth C4618 Broaster Company.

Questions regarding material handling, furniture and carpet rentals, booth installation & dismantling, labor, hanging signs, electric, plumbing and any other Freeman forms, can be directed to Freeman.

Cox handles wifi. Maritz handles lead retrieval. All of them will have a desk in the service center. Sodexo handles catering. There will be an unmanned phone in the service center to reach them directly.

## SECURITY

NACS provides 24-hour perimeter security only. Please remember to secure any product or valuables at all times inside of your booth.

## WORK PASSES/WRISTBANDS

**Installation & Dismantle Personnel:** If there are employees of your company coming to provide ONLY installation assistance, they may obtain a wristband from the security at the entrance to each exhibit hall. Exhibitor Appointed Contractors are required to have the approved credentials for access to the Las Vegas Convention Center. Badges must be visible at all times while on the Las Vegas Convention Center campus.

## CHILDREN IN THE EXHIBIT HALL

Absolutely no children under the age of 18 will be allowed in the exhibit hall during move-in (and move out) hours. This includes infants. This is both a show policy and a Las Vegas Convention Center policy. No exceptions will be made under any circumstances.

## DISHWASHING AND HOT WATER FILL STATIONS

Dishwashing is prohibited in all public restrooms. All washing/cleaning of utensils and materials must be done at designated Dishwashing Stations. Look around for overhead hanging signage labeled "Dishwashing Area". There are two stations in North Hall and three in Central Hall.

Hours of Operation:

October 7 from 12:00 PM to 5:00 PM

October 8 & 9 from 7:30 AM to 6:00 PM

October 10 from 7:30 AM to 7:00 PM

### North Hall:

Concession stand Fremont Grill near booth N177

Concession stand Vegas Street Eats enter  
between booths N3245 and N3239

### Central Hall:

Build out stand near booth C4682

Concession stand near booth C5987  
Express station near booth C4296

## ICE AND HANDWASHING KITS

These can be purchased on site at the following locations:

**North Hall: Vegas Street Eats** concession stand, far east side of the hall near restrooms.

Hours: Oct 7; 12 noon – 5 pm: Oct 8 & 9; 7:30 am – 6 pm: Oct 10; 7:30 am – 1:30 pm

**Fremont Grill** concession stand near booth N177

Hours: Oct 7; 12 noon – 5 pm: Oct 8 & 9; 7:30 am – 6 pm: Oct 10; 7:30 am – 7 pm

**Central Hall: Market Fresh** concession stand, service tunnel entrance near Chester's Chicken booth N4650

Hours: Oct 7; 12 noon – 5 pm: Oct 8 & 9; 7:30 am – 6 pm: Oct 10; 7:30 am – 1:30 pm

**Quizno's** concession stand near booth C6339.

Hours: Oct 7; 12 noon – 5 pm: Oct 8 & 9; 7:30 am – 6 pm: Oct 10; 7:30 am – 7 pm

## COSTUME CHANGE ROOMS

All mascots and costumed personnel can use these designated rooms for costume changes and/or short breaks. These areas are publicly accessible and are not secured or lockable. Look for nearby signage labeled “Costumed Character Change Room”.

### North Hall:

Bottom of N1800 aisle  
Behind booth N3205

### Central Hall:

Two near booth C4272  
C205 (bulkhead upstairs enter near booth C6845)

## ONSITE ASSISTANCE

Our expert team of floor managers will be available to assist you at any time during move-in.

Mary Birnie	Booths N100-N1699 (North)	Desk near Constellation Brands N1415
Wendy Gorman	Booths N1700-N3299 (North)	Desk near Blue Triton N2605
Barry Schlossberg	New Exhibitor Area only (Central)	Desk near Total Restroom C3399
Lessee Fletcher	Booths C3300-C4900 (Central - excluding New Exhibitor Area)	Desk near Haleon C4172
Tom Pivarnik	Booths C5000-C6400 (Central)	Desk near Gurley's Foods C5303
Barbara Powell	Booths C6500-C7499 (Central)	Desk near Franklin Electric C6603

## PRIORITY POINT PENALTIES

Failure to adhere to NACS Show rules and regulations will result in the loss of priority points.

- Early Tear Down (Penalty – at least 6-8 points)
  - Any exhibitor who begins to tear down or dismantle their booth early (before 1:30 pm on October 4), **in whole or in part**, without preapproval from show management will be subject to priority point penalties. **No exceptions.** If your travel plans require you to leave the hall early, please make arrangements with Freeman or your contractor to have your booth dismantled after the show closes. Tradeshow contacts will be notified via email if a penalty is assessed.
- Show Rules Violations (Penalty – at least 1 point per citation)
  - Penalties will be assessed to the primary exhibitor (contract holder) for any violations made by their representatives, secondary exhibitors, or contractors.
    - *Display Guidelines* – violations that are not remedied onsite (i.e. late set-up, excessive display height and space restrictions)
    - *Exhibitor Conduct* – Failure to adhere to exhibitor conduct policies as outlined in the rules and regulations, including but not limited to marketing/soliciting outside of booth, excessive noise, etc.
- Default of Occupancy (No Show) (Penalty – at least 6-8 points)
  - Exhibitors failing to occupy contracted space are not relieved of their obligation to pay full space rental fees.
  - Management has the right to claim any space not occupied and, in the sole opinion of show management, set up to exhibit by 5:00 p.m. on Saturday, October 1 and to reassign or use such space in any way without releasing original Exhibitor from their contracted obligations.

Show management reserves the right to increase loss of priority point penalties as it sees fit (over and above the ranges listed above and potentially up to all priority points earned by the exhibitor to date) due to severe or multiple violations of show policies.

**SOLICITING/OUTBOARDING/SUITCASING PREVENTION – HOTLINE NUMBER**

Please help be our eyes and ears on the show floor, stop sales and soliciting in the aisles. Please report any violations you observe to your floor manager, NACS Staff, or security, or by call the show office (Room N238) at 702-943-3500. NACS will investigate all complaints of soliciting.

**IMPORTANT ROOM LOCATIONS AND PHONE NUMBERS**

<u>Vendor/Service</u>	<u>Location/Room</u>	<u>Phone Number</u>
Freeman Service Desk	North Hall - (just inside the main entrance, near booth N3005 Republic Brands) Central Hall (service tunnel near booth C4618 Broaster Company).	(855) 429-4601
NACS Show Office	ROOM N238	702-943-3500
Housing/Hotels (Connections)	Near room N245	404.371.3394
Shuttle Bus (Supervisors)	Near Shuttle Bus Area	800-454-5935

**\*\*NEW EXHIBITORS \*\***

**Meet Retailers Before the Expo! Space is Limited.**

[Convenience Connect](#) is an opportunity for you - our newest NACS supplier members - to meet and learn from our most influential convenience retailers.

During this 90-minute session, retailers representing a range of store sizes will host small groups of new suppliers to discuss industry topics relevant to their stores. Groups will rotate every 15 minutes to hear perspectives from other retailers. At the end of the third rotation, participants will continue informal conversations over light refreshments.

**Tuesday, October 8, 2024**

**9:00 AM - 10:30 AM PDT**

**N254 Las Vegas Convention Center**

[Click here for retailer profiles and to add to your calendar.](#)

**Only 50 seats available.** First-come, first-served at the door (send one person per company, please).

Join us to learn what’s top-of-mind for your customers and how you can help them improve their businesses!