

## General Information

### LOCATION & DATES

Caesars Forum  
Summit and Forum Ballrooms  
3911 Koval Lane  
Las Vegas, NV 89109

Sunday, February 26	Education: 10:00 AM to 6:30 PM / Opening Reception: 4:00 PM – 5:00 PM
Monday, February 27	Education: 7:30 AM to 12:00 N / Expo: 12:00 PM to 6:15 PM / Best Bagger 4:30 PM to 6:15 PM
Tuesday, February 28	Education: 7:30 AM to 9:00 AM and 1:00 PM to 4:30 PM / Expo: 9:00 AM to 2:00 PM / Closing Reception: 6:00 PM to 8:00 PM

### EXHIBITOR MOVE-IN

Saturday, February 25	Early move-in available, by appointment only.
Sunday, February 26	8:00 AM to 5:00 PM
Monday, February 27	8:00 AM to 10:00 AM

#### NOTE:

- To request an early move-in appointment, submit the Early Move-In Request Form.
- See Labor and Material Handling for straight time, overtime, and double time rates and schedules.

### EXPO FLOOR HOURS

Monday, February 27	12:00 PM to 6:15 PM
Tuesday, February 28	9:00 AM to 2:00 PM

### EXHIBITOR MOVE-OUT

Tuesday, February 28	2:00 PM to 10:00 PM
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NOTE: See Labor Services and Material Handling forms for straight time, overtime, and double time rates and schedules.

Outside carriers must be checked in **at the Marshaling Yard** by **Tuesday, February 28** at **8:00 PM**.. Please see the Move-Out Information sheet in this Manual for more details.

### STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

	<u>Standard Booths</u>	<u>Pavilion Booths</u>
8' High Draped <b>Backwall</b> – Color:	Blue	Black
3' High Draped <b>Siderails</b> – Color:	Blue	Black
1 – 7" x 44" <b>Identification Sign</b> with Company Name & Booth Number		

The ballroom is carpeted in a **multi-colored print**.

NOTE: A floor covering is required if cooking will be taking place in the booth.

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

#### **Wednesday, February 1, 2023 - RENTAL BOOTH & ADVANCE ORDER DEADLINE**

Hargrove's advance prices apply to orders received with payment by the deadline date.

#### **Tuesday, February 14, 2023 - CARPET & ONLINE ORDERING DEADLINE**

Orders after this date must be placed via phone or email and are subject to availability.

### NEED HELP? WE'RE HERE FOR YOU!



**HARGROVE EXHIBITOR SERVICES** // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

### ADVANCE SHIPPING

Advance shipping begins **Tuesday, January 24** at **9:00 AM** and ends **Thursday, February 23** at **3:30 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

The NGA Show 2023

c/o Hargrove

TForce Freight

4624 E Craig Rd

Las Vegas, NV 89115

NOTE: **Perishable Items will not be accepted at the advance warehouse**; all perishable items must be shipped direct to show site for receipt no earlier than Sunday, February 26 at 9:00 AM. Please complete and return the "Refrigerated / Frozen Storage" form.

### DIRECT SHIPPING

Direct shipping will begin on **Sunday, February 26** at **9:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

The NGA Show 2023

c/o Hargrove

Caesars Forum

Forum & Summit Ballrooms

3911 Koval Lane, East Dock

Las Vegas, NV 89109

NOTES:

- A Marshaling Yard will be in effect for this show.
- Direct freight received at show site on Saturday and/or Sunday will be handled on overtime. A 40% overtime surcharge will apply.
- All perishable items must be shipped direct to show site for receipt no earlier than Sunday, February 26 at 9:00 AM. Please complete and return the "Refrigerated / Frozen Storage" form.