

Exhibitor Information

Exhibitor Move-In

Monday, November 14, 2022

8:00 am - 3:00 pm

EVENT HALL HIGH TRAFFIC TIMES

Monday, November 14, 2022

6:30 pm - 8:30 pm Exhibit Hall Grand Opening & Welcome Reception

Tuesday, November 15, 2022

7:30 am - 9:00 am Exhibit Hall & Breakfast

2:30 pm - 3:30 pm Coffee Break

1:00 pm - 4:00 pm Exhibit Hall & Lunch

5:30 pm - 6:45 pm NAILBA Charitable Foundation Live Auction &
Award Reception (Exhibit Hall)

6:45 pm Exhibit Hall Closing

Exhibitor Move-Out

Tuesday, November 15, 2022

6:45 pm - 11:00 pm

Wednesday, November 16, 2022

8:00 am - 12:00 pm

KEY CONTACTS

Sponsorship opportunities

Pam Sheehan

psheehan@nailba.org

Vice President, Strategic Partnerships & ID Media Network

Telephone: (303)503- 6305 psheehan@nailba.org

Registration Information / Updates

Katie Holder

kholder@nailba.org

Director, Operations & Special Projects

Assistant Editor, ID Media Network

Telephone: (703) 884-1525 kholder@nailba.org

Meeting Services & Exhibitor Management

Shara Wells

swells@nailba.org

Sr. Director, Meetings, Exhibit Operations & Project Management

Telephone: (703)884-1525 swells@nailba.org

IMPORTANT LINKS:

[NAILBA 41
Schedule of events](#)

[Registration](#)

[Room Reservations](#)

[2022 Promotional
Opportunities
Guide](#)

[Sponsorship
Opportunities](#)

HOTEL Information

[Gaylord Exhibitor Kit](#)

Reservations

Group Housing

Madi Milliren, Group Housing Coordinator

Telephone: 817-778-2021 madison.milliren@gaylordhotels.com

Catering, Internet, electricity, security

[Order Here](#)

NAILBA 41 Exhibitor deadlines

10/10/2022 [AV](#)

10/14/2022 Custom Booth Displays

10/20/2022 [Branded promotional items](#)

10/24/2022 In- booth rentals

11/1/2022 [Finalize virtual booth](#)

10/17/2022 [Entertainment/ Décor](#)

10/20/2022 [Fed ex printing](#)

10/13/2022- **11/9/2022** [Ship to Fern exhibitor services](#)

11/14/2022- **11/14/2022** [Ship to Gaylord](#)

11/7/2022 [Electrical](#)

11/7/2021 [Food and Beverage](#)

11/14/2022 8:00am- 3:00pm Exhibitor Load in

11/15/2022 6:45- 11:00pm pm Load out begins

11/16/2022 8:00am- 12:00pm Load out ends

Exhibitor Information

AUTHORIZED VENDORS (continued)

Access Texas (Décor and entertainment rentals):
Emily Frampton- Sr Sales Manager
Phone 214.350.6282 emily.frampton@accessdmc.com

Fed Ex Office: Shipping and Printing
Sarrie Pasch, Event Solutions Consultant
Phone: 404-918-6908 Sarrie.pasch@fedex.com

Use of any vendor or service provider not explicitly endorsed by NAILBA is at the risk of the exhibitor and may result in additional fees or surcharges. Some NAILBA 41 service providers (including: Electrical, Phones, House Audio Systems and Food & Beverage) are exclusive contractors and are the only companies permitted to perform those services in the Gaylord Texan Resort and Convention Center.

ADDITIONAL INFORMATION

HELIUM BALLOONS: The use of helium balloons is strictly prohibited in the NAILBA Exhibit hall and will be promptly removed.

SUITCASING: Suitcasing is the attempt to attend meetings and solicit business by non-event participants. Please be aware that NAILBA's meeting is open only to registered members and contracted exhibitors/sponsors. We will make every effort to prevent this practice suitcasing, but we ask you to be observant of this and do not invite or encourage non-NAILBA supporters to attend our event unless they purchase a sponsorship or booth space.

BOOTH SHARING: Booth sharing is only permitted if the registrant's company currently supports the exhibiting company in a business capacity. In this situation, the supporting vendor registrant badge **MUST** display the name of the exhibiting company and any advertisement or sale or services or products outside of those provided by the paid exhibitor is forbidden. Please assist us in assuring compliance with these rules.

UNAUTHORIZED VENDOR SOLICITATION: Please be advised that you may receive solicitations from companies posing as NAILBA official vendors. If these vendors are authorized by NAILBA and are affiliated with or endorsed by the association or the Annual Meeting in any way, their information will be listed in this service kit.

If you have any questions, please don't hesitate to contact Shara Wells, swells@nailba.org.