



## IMPORTANT DATES & DEADLINES

Complete	Deadline	Item	Task	Return To
	<b>AUGUST</b>			
☐	Aug. 18	<b>Stand Drawings Due for Raw Space Exhibitors – Island and Mini Island and Indoor Aircraft Display Exhibitors</b>	Upload complete stand drawings, including all required elements  <b>NEW FOR 2023: Exhibitors with multilevel booths must provide an approved plan with an engineer stamp registered in the state of Nevada.</b>	<a href="#">Stand Drawing Submission</a>
☐	Aug. 18	<b>EAC Application/Contract due for all Exhibitors (INDOOR AND OUTDOOR)</b>	Exhibitors must notify NBAA of any and all exhibitor appointed contractors (EACs) providing services on their Exhibit.  LVCC and aircraft display EACs must upload their EAC applications/contracts and certificates of insurance <b>by Aug. 18.</b>	Exhibitors must log into the <a href="#">Exhibitor Dashboard</a> to register the EACs by Aug. 18, 2023. Registered EACs will be contacted by the Exhibitor Appointed Contractor Association (EACA) to collect certificates of insurance.
☐	Aug. 18	<b>Exhibitor-Hosted Booth Event Approval Request Due</b>	Submit your approval request and payment <b>before Aug. 18</b> to secure approval for all events that will be held in your booth on show days.	<a href="#">Booth Event Approval Request form</a>
	<b>SEPTEMBER</b>			
☐	Sept. 10	<b>AEM International – GPU and AIRCON Order deadline</b>	Deadline for ordering GPUs and AIRCON from AEM International.	AEM International forms: <a href="#">GPU form</a> <a href="#">AIRCON form</a>
☐	Sept. 11	<b>Freeman Advance Warehouse</b>	Start date for advanced shipments to Freeman warehouse. <b>Material arriving after Oct. 4, 2023 will be charged an additional fee.</b>	<a href="#">Freeman Quick Facts</a>
☐	Sept. 13	<b>First-Time Exhibitor Turnkey Unit graphics deadline</b>	Deadline to submit graphics for turnkey unit booths	<a href="#">First-time Exhibitor Turnkey Graphic Specs</a>
☐	Sept. 13	<b>Freeman Discount Order deadline</b>	Deadline for discounted rates for Freeman services. <b>Note: Freeman rates increase by 20% after this date.</b>	<a href="#">Freeman Online Ordering</a>
☐	Sept. 15	<b>Booth Event Security Order deadline</b>	Deadline to order security for booth events	<a href="#">Indoor Exhibitor Security Order form</a>  <a href="#">Aircraft Display Exhibitor Security Order form</a>

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<input type="checkbox"/>	Sept. 15	<b>Security Wristband Ordering</b>	Deadline to submit security wristbands orders for staff or EACs for access to the exhibit hall or aircraft display during move in or set up prior to registration.  <b>NOTE:</b> Wristbands do not provide access on show days. Badges must be provided for show days.	Security wristbands will be organized by EACA and directly with your EAC representative.
<input type="checkbox"/>	Sept. 20	<b>Cox Communications Order deadline (Indoor Exhibits)</b>	Deadline to order internet from Cox Communications for indoor exhibitors	<a href="#">Cox Business Forms available in Exhibitor Service Kit under Internet, Voice, Video, WiFi – Cox Business</a>
<input type="checkbox"/>	Sept. 22	<b>Target Change Request Deadline</b>	Deadline to request a target change for exhibitor move-in at LVCC	Email: <a href="#">Freeman - Felipe Adriaio</a>
<b>OCTOBER</b>				
<input type="checkbox"/>	Oct. 2	<b>Booth Staff Discount Deadline</b>	Submit Booth Staffing Request form <b>by Oct. 2</b> to receive discount rates. Order forms received after Oct. 2 will be subject to late order premium pricing.	<a href="#">Booth Staff Request Form</a>
<input type="checkbox"/>	Oct. 6	<b>Meeting Room Request Due</b>	Submit Meeting Room Request form <b>by Oct. 6</b> to request a meeting room on show days.	<a href="#">Meeting Room Request Form</a>
<input type="checkbox"/>	Oct. 6	<b>TWI Advance Warehouse shipping deadline</b>	TWI begins accepting shipments to their advance warehouse  <b>NOTE:</b> U.S. Customs will be closed on <b>Sept. 5</b> for the Labor Day holiday.	<a href="#">TWI form available in Exhibitor Service Kit</a>
<input type="checkbox"/>	Oct. 11	<b>Freeman Show Site Shipment begins</b>	Freeman begins to receive shipments at the LVCC	<a href="#">Freeman Quick Facts</a>
<input type="checkbox"/>	Oct. 11	<b>2023 NBAA-BACE move-in begins</b>	LVCC Exhibit Hall at 7:00 a.m.	See detailed schedule below*
<input type="checkbox"/>	Oct. 15	<b>Co-Exhibitor Registration Due</b>	Register all your co-exhibitors	<a href="#">Purchase Co-Exhibitor Listing</a>
<input type="checkbox"/>	Oct. 16	<b>Helicopter Fly-In</b>	Helicopters for LVCC exhibitors fly-in	
<input type="checkbox"/>	Oct. 17-19	<b>2023 NBAA-BACE</b>	All exhibits open	See detailed schedule below*
<input type="checkbox"/>	Oct. 19	<b>Helicopter Fly-Out</b>	Helicopters for LVCC exhibitors fly-out at close of show.	
<input type="checkbox"/>	Oct. 19	<b>2023 NBAA-BACE closes and move-out begins</b>	LVCC exhibit hall at 3:00 p.m.  Aircraft display at 3:00 p.m.	See detailed schedule below*

# Indoor Exhibitor Schedule

Date	Move-In Schedule* (*on a targeted basis)	Exhibitor Registration Hours	Exhibit Hall Hours	Move-Out Schedule
Tue., Oct. 10	<b>FREEMAN ONLY</b>			
Wed., Oct. 11	Exhibitors: 7:00 a.m. – 5:00 p.m. Labor: 8:00 a.m. – 5:00 p.m.			
Thur., Oct. 12	Exhibitors: 7:00 a.m. – 5:00 p.m. Labor: 8:00 a.m. – 5:00 p.m.			
Fri., Oct. 13	Exhibitors: 7:00 a.m. – 5:00 p.m. Labor: 8:00 a.m. – 5:00 p.m.			
Sat., Oct. 14	Exhibitors: 7:00 a.m. – 5:00 p.m. Labor: 8:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.		
Sun., Oct. 15	Exhibitors: 7:00 a.m. – 5:00 p.m. Labor: 8:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.		
Mon., Oct. 16	Exhibitors: 7:00 a.m. – 3:00 p.m. Labor: 8:00 a.m. – 3:00 p.m.  <i>All displays <b>must</b> be set by 3:00 p.m. on Monday, Oct. 16</i>	8:00 a.m. – 5:00 p.m.		
Tue., Oct. 17		7:30 a.m. – 5:00 p.m.	10:00 a.m. – 5:00 p.m.	
Wed., Oct. 18		8:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.	
Thur., Oct. 19		8:00 a.m. – 3:00 p.m.	9:00 a.m. – 3:00 p.m.	3:00 p.m. – 10:00 p.m.*
Fri., Oct. 20				8:00 a.m. – 5:00 p.m.
Sat., Oct. 21				8:00 a.m. – 5:00 p.m.

\* Freeman will begin returning empty containers as soon as aisle carpeting has been removed from the exhibitor floor. The entire process may take up to 6 hours. Inclement weather may delay this process. Please plan accordingly.

# Aircraft Display Exhibitor Schedule

Date	Aircraft Exhibitor Move-In Schedule	Exhibitor Registration Hours	Aircraft Display Hours	Aircraft Display Move-Out Schedule
Friday, Oct. 6 – Monday, Oct. 9	Freeman & AEM Only			
Tuesday, Oct. 10 – Friday, Oct. 14	8:00 a.m. – 5:00 p.m. <b>(Only targeted and approved exhibitors)</b>			
Sunday, Oct. 15 <b>(Aircraft Arrivals Day)</b>	8:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.		
Monday, Oct. 16	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.		
Tuesday, Oct. 17	8:00 a.m. – 3:00 p.m.	7:30 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.	
Wednesday, Oct. 18		8:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.	
Thursday, Oct. 19		8:00 a.m. – 3:00 p.m.	9:00 a.m. – 3:00 p.m.	3:00 p.m. – 8:00 p.m. <i>Aircraft move-out</i>  3:00 p.m. – 6:00 p.m. <i>All materials removed from tents 400 square feet and smaller</i>
Friday, Oct. 20				All materials out of chalets by 3:00 p.m.
Saturday, Oct. 21				All materials off show site by 12:00 noon
Sunday, Oct. 22	Freeman & AEM Only			