

**BEA EXHIBITS  
April 16-17, 2004**

**Las Vegas Convention Center  
Room N252-N256**

**EXHIBITOR GUIDELINES**

**I. Set-Up & Tear-Down**

Exhibit Set-Up: Thursday, April 15 9:00am – 5:00pm  
Exhibit Tear-Down: Saturday, April 17 5:00pm – 7:00pm

Exhibitor tables will be set-up and dismantled by GES Exposition Services. Exhibitors will be responsible for their own materials. If assistance is needed, exhibitors may contract for the placement and removal of equipment and materials (see enclosed forms).

The following furnishings will be provided to each booth:

- 1- 6-foot Draped Table
- 2- Chairs
- 1- Wastebasket
- 1- Electrical Drop (500 watt)
- 1- Exhibitor Booth Header
- 1- Drape Backdrop

**II. Additional Services**

Enclosed are several forms for additional services including material handling, electrical, audio-visual, telecommunications, food & beverage, and floral. BEA will not provide nor be responsible for any additional services that exhibitors may require.

**III. Shipping & Material Handling**

Please label your boxes/shipment as follows:

**BEA EXHIBITS  
NAB2004 Official Freight  
c/o GES Exposition Services  
Attn: Anita Wallace  
Company Name/Table # \_\_\_\_\_  
Las Vegas Convention Center/ Room N252-N256  
3000 Paradise Road  
Las Vegas, NV 89109**

Please have materials shipped to the Las Vegas Convention Center no earlier than **Monday, April 12<sup>th</sup>** and no later than **Thursday, April 15<sup>th</sup>**.

**NEW FOR BEA 2004:**

**Exhibitors are responsible for their own material handling!**

**If you are shipping to the Convention Center you must complete the enclosed Material Handling form and return with payment to GES.**

The most cost-effective material handling category is Small Package. To qualify for the Small Package rate, you must limit each shipment to 50 lbs or less. Shipments that exceed 50 lbs are charged at the Direct to Exhibit Site rate and are subject to the 300 lb minimum charge. Please refer to the Material Handling form for detailed pricing information.

**IV. Badges**

Name badges will be provided to exhibitors and participants. Badges for the event can be picked up at BEA Registration located in Room N264.

**V. Banners**

Company banners are permitted for hanging from the exhibitor table(s) or from the drape backdrop. Please do not attach banners to the walls of the room.

**VI. BEA Exhibits - Schedule of Events**

Exhibit Hall Hours:	Friday, April 16	9:00am – 5:00pm
	Saturday, April 17	9:00am – 5:00pm

Exhibit Hall Events:	Continental Breakfast	
	Friday, April 16	8:00am – 9:00am

	Opening Reception	
	Friday, April 16	7:00pm – 8:00pm

If you have any questions regarding BEA Exhibits, please contact:

Suzanne Charlick  
BEA, Administrative Assistant  
Phone (202) 429-3935  
Email [scharlick@bea.org](mailto:scharlick@bea.org)

