



GENERAL INFORMATION

For all questions on DEMA Show 2018 policies, regulations and display limitations, contact DEMA's Sales & Event Services Representative at +1.800.687.7469 (1.703.683.8500) or at exhibitor@demashow.com.

For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, flowers, photography services, etc., please see the Official Contractors listing at the end of this section.

DEMA SHOW LOCATION & HOURS

- DEMA Show 2018 will take place at the Las Vegas Convention Center North Hall at 3150 Paradise Rd, Las Vegas, NV 89109.
- DEMA Show 2018 will be open to attendees during the following hours ONLY (hours are subject to change).
 - Wednesday, November 14, 2018 from 10:00 a.m. to 6:00 p.m.
 - Thursday, November 15, 2018 from 10:00 a.m. to 6:00 p.m.
 - Friday, November 16, 2018 from 10:00 a.m. to 6:00 p.m.
 - Saturday, November 17, 2018 from 10:00 a.m. to 5:00 p.m.
- See Exhibitor Move-In and Move-Out for Exhibitor hours.

EXHIBITOR MOVE-IN HOURS

- Sunday, November 11, 2018 by appointment only (Veterans' Day holiday)
- Monday, November 12, 2018 from 8:00 a.m. to 5:00 p.m.
- Tuesday, November 13, 2018 from 8:00 a.m. to 5:00 p.m.
 - **IMPORTANT – Please Note:** All displays must be in place and display material, cartons and refuse removed from the aisles by 5:00 p.m. on Monday, November 12, 2018 to facilitate the placement of aisle carpet.
 - Badged exhibitors who are **ALREADY** working in their booth at 5:00 p.m. **AND** who have obtained a late work pass from Show Management will be allowed to remain working within their exhibit space until 10:00 p.m. on Tuesday, November 13, 2018.
 - No one will be allowed to enter to exhibit hall **FOR THE FIRST TIME AFTER 5:00 p.m.** on Tuesday, November 13, 2018.

EXHIBITOR MOVE-OUT HOURS

- Saturday, November 17, 2018 from 5:00 p.m. to 11:00 p.m.*
 - ***IMPORTANT – Please Note:** Exhibitors **may not** begin dismantling their exhibits until the close of the show. Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the show will incur a loss of priority points.
- Sunday, November 18, 2018 from 8:00 a.m. to 5:00 p.m.
 - **IMPORTANT – Please Note:** All carriers must check-in no later than 12:00 p.m. on Sunday, November 18, 2017. Displays must be completely packed and ready to ship, before your carrier or vehicle will be allowed access to the loading docks.



- **IMPORTANT – Please Note:** All materials **MUST** be removed by **5:00 p.m. on Sunday, November 18, 2017.**

DEMA SHOW MANAGEMENT OFFICE & DEMA CENTRAL LOCATIONS

- DEMA Show Management staff can be reached in the office located across from registration.
- Association staff can be reached at DEMA Central located on the exhibit floor in booth 1858.

SHIPMENTS

See *The Expo Group* section of this manual for complete information on shipping. Exhibitors may ship their freight in advance to the general service contractor's (The Expo Group) warehouse, or may ship directly to the Convention Center using the addresses provided. Shipping deadlines are as follows:

- **Advanced Warehouse Shipping:** The Expo Group will receive shipments between Monday, October 15, 2018 and Thursday, November 8, 2018.
- **Direct Shipping:** The Expo Group will receive shipments beginning at 8:00 A.M. on Monday, November 12, 2018. Shipments arriving before this date may be refused by the facility.

BOOTH EQUIPMENT, CARPET & CLEANING

Each 10' deep exhibit will be set with:

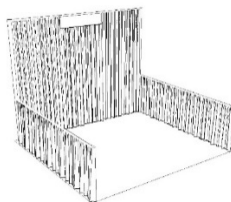
- 8' high **Black** back drape
- 3' high **Black** side drape
- 7" x 44" company ID sign
- Gray (In-line exhibitors); Choice of Gray or Blue (Islands)*

Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor.

*Exhibitors have the option to rent or provide other carpet; your carpet may be placed on top of the existing booth carpet, provided you do not damage it. If you are in a 10' deep booth, you can rent a standard (9'x10', 9'x20', etc.) carpet from The Expo Group which will leave 1' at the rear of your booth for the electrical raceway. Exhibitors in island booths (anything over 10' deep) must cover the entire square footage and need to use custom-cut carpet for this (i.e., a 20'x20' booth may not rent two 9'x20' carpets and lay them together.)

Exhibitors are encouraged to order booth cleaning/vacuuming for each night of the Show. Cleaning service can be ordered from The Expo Group by completing the form in *THE EXPO GROUP* section of this manual. Booth cleaning is not included in the exhibit space price.

Diagram of a standard 10'x10' booth space:





BUSINESS CENTER

The FedEx Office main location is located at the front of Central Halls behind the saw tooth where DEMA Show will be dropped off. This location is open from 8:00 am to 5:00 pm, 360 days a year. These hours are extended on DEMA Show days November 14 through November 17 until 6:00 PM.

On-Site Business Center

Las Vegas Convention Center

Phone: 702.733.2898

Email: usa5042@fedex.com

Services Available:

Large Volume Production of Meeting Materials with Binding and Finishing Services

- Posters/signs and graphics
- Black and white/color copies
- Computer workstations with design software
- Packing, shipping and receiving via FedEx for packages up to 150lbs
- Off-set printing
- Office equipment rental
- Binding and finishing services
- Office supplies
- Business cards
- Large volume production of meeting materials/books
- Merchandise storage
- Mobility solutions (i.e. Scooters and wheelchairs)

PRIORITY SPACE SELECTION FOR DEMA SHOW 2019

Selection of exhibit space for DEMA Show 2019 at the Orange County Convention Center in Orlando FL, November 13-16, 2019, will take place during assigned meeting hours on the show floor. More details will be sent to you as the 2018 show approaches.

SECURITY

Uniformed Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. **The final responsibility, however, lies with the exhibitor.**

It is advised items such as laptops, small monitors, or anything which is easily concealed, NOT be left unsecured in a booth overnight. Private guards can be hired from the official security contractor; see the order form located in the *Utilities, Rigging & Additional Services* section of this manual.



INSURANCE

It is each exhibiting company's responsibility to maintain liability and property insurance covering its trade show exhibit presence. Per the exhibit space contract, exhibitors agree that NTP, its agents and employees, DEMA, its agents and employees, The Expo Group, its agents and employees and the Las Vegas Convention Center, its agents and employees:

- Will not be responsible for any damage to or for the loss or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor.
- Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

OFFICIAL CONTRACTORS

Below is a list of the official contractors selected by DEMA and National Trade Productions. Please report any inquiries you receive for services, shipping, AV, design/building, etc. from companies who are NOT on this list. Be assured that neither DEMA nor National Trade Productions, Inc. provides exhibitor lists to those other than official DEMA Show vendors. If you have received an email or a phone call and are not sure if this is an official show contractor, please do not hesitate to contact DEMA Show Management at (703) 706-8248.

Las Vegas Convention Center, North Hall, Location of DEMA Show 2018

Website: <https://www.vegasmmeansbusiness.com/> | Phone: 1.702.892.0711

Address: 3150 Paradise Rd, Las Vegas, NV 89109

General Service Contractor: The Expo Group – Your Single Source Provider of:

- Cleaning
- Labor
- Display Materials & Rentals
- Material Handling
- Freight : Common Carrier

The Expo Group Main Contact: Alexi Littleton, Exhibitor Services

Email: ALittleton@theexpogroup.com | Website: www.theexpogroup.com

Toll Free (US Only): 1.800.736.7775 | Phone: 1.972.751.9420 | Fax: 1.972.465.1181

Address: 5931 West Campus Circle Drive | Irving, TX 75063

Audio-Visual & Computer Rentals: PRG, LLC.

Email: tradeshows@prg.com | Website: www.prg.com

Online Ordering: <https://orders.prg.com> | Online Order Code: DEMA181031

Toll Free (US Only): 1.888.844.4225 | Phone: 1.407.855.8060 | Fax: 1.407.855.8059

Catering (exclusive booth food & beverage service provider): Centerplate

Contact: Tracey Cooper

Email: Tracey.Cooper@centerplate.com | Phone: 1.702.943.6714

Address: 3150 Paradise Road | Las Vegas, Nevada 89109



Floral & Plant Rentals & Exhibitor-Hired Photography: ExpoEase

Website: www.expoease.com
Phone: 1.702.368.2868 | Fax: 1.702.368.0566
Address: 6 East Charleston Blvd | Las Vegas, NV 89104

Freight: Common Carrier, Standard shipping): The Expo Group (see listing above)

Freight: Air Carrier, Expedited Shipping: ELITeXPO

Email: sales@elitexpo.com | Website: www.elitexpo.com
Toll Free (US Only): 1.800.543.5484 | Phone: 1.847.531.7084
Address: 845 Commerce Drive | South Elgin, IL 60177

Freight Forwarding: International Shipping & Customs Broker: Phoenix International Business Logistics

Email: phobson@phoenixlogistics.com or mulkeen@phoenixlogistics.com
Phone: 1.908.355.8900 | Fax: 1.908.355.8883
Address: 1201 Corbin Street | Elizabeth, NJ 07201

General Housing Questions: Westgate Las Vegas Resort & Casino

Toll Free (US Only): 1.800.732.7117 | Phone: 1.702.732.5111

Lead Retrieval (attendee badge scanning equipment) Rentals: CompuSystems

Website: www.compusystems.com/order
Toll Free (US Only): 1.855.326.4470 | Phone: 1.224.563.3113 | Fax: 1.708.344.4444
Address: DEMA Show | 2651 Warrenville Rd, Suite 400 | Downers Grove, IL 60515

Models, Talent & Spokespeople: Judy Venn & Associates, Inc.

Email: info@judyvenn.com | Website: www.judyvenn.com
Toll Free (US Only): 1.800.553.8855 | Phone: 1.714.957.8300 | Fax: 1.714.957.8301
Address: DEMA Show | 3186-F Airway Avenue, Suite 118 | Costa Mesa, CA 92626

Registration Provider (Exhibitor & Attendee Badges): CompuSystems

Email: dema@compusystems.com
Toll Free (US Only): 1.855.326.4470 | Phone: 1.224.563.3113 | Fax: 1.708.344.4444
Address: DEMA Show | 2651 Warrenville Rd, Suite 400 | Downers Grove, IL 60515

Security (Official Show & Private Booth Security Services): Century Security

Email: twong@centurytradeshows.com
Phone: 1.407.226.1168 | Fax: 1.407.226.7076
Address: 6421 Pinecastle Blvd. Suite #1 | Orlando, FL 32809

Show Management (Exhibit Space, Show Operations, Show Regulations): National Trade Productions

Email: exhibitor@demashow.com
Toll Free (US Only): 1.800.687.7469 | Phone: 1.703.683.8500 | Fax: 1.703.706.8229
Address: 313 S. Patrick Street | Alexandria, VA 22314



Show Sponsor Association (proprietor of DEMA Show): Diving Equipment & Marketing Association

Email: info@dema.org

Toll Free (US Only) 1.800.862.3483 | Phone: 1.858.616.6408 | Fax: 1.858.616.6495

Address: 3750 Convoy Street, Suite 310 | San Diego, CA 92111-3741

Transportation

Avis Rental Car

Receive the DEMA Show rate when you [book online](#) or call 1-800-331-1600. The Avis World Discount (AWD) Number is **T690399**.