

# NABE 2010 SCHEDULE AT A GLANCE

(Events and times are subject to change)

## WEDNESDAY, FEBRUARY 03

8:30 AM- 4:30 PM Pre-Conference Institutes†  
12:00 PM-5:00 PM Exhibits Open  
12:30 PM-5:00 PM NABE State Affiliates Meeting  
5:30 PM-6:30 PM Opening Ceremonies  
6:30 PM-10:00 PM President's Reception

## THURSDAY, FEBRUARY 04

8:30 AM - 9:45 AM Plenary Session  
10:00 AM - 11:30 AM Concurrent and Featured Sessions  
10:00 AM - 11:00 AM Resolution Meeting  
12:00 PM - 2:00 PM Awards Luncheon†  
2:30 PM -5:00 PM Concurrent and Featured Sessions  
10:00 AM -5:30 PM Exhibits Open  
10:30 AM- 3:30 PM SIG Institutes  
3:30 PM- 5:30 PM NABE Membership Meeting  
6:30 PM-10:00 PM Sponsor and State Affiliate Receptions

## FRIDAY, FEBRUARY 05

8:30 AM - 9:45 AM Plenary Session  
10:00 AM - 5:00 PM Concurrent and Featured Sessions  
10:00 AM - 5:30 PM Exhibits Open  
10:30 AM- 3:30 PM SIG Institutes  
12:00 PM - 2:00 PM Exhibit and Performances Only  
4:00 PM - 5:30 PM SIG Chairs & Co-Chairs general meeting  
6:30 PM - 7:00 PM Reception  
7:00 PM - 10:00 PM Banquet and Gala†

## SATURDAY, FEBRUARY 06

9:00 AM - 10:15 AM Plenary Session  
10:30 AM - 12:30 PM Concurrent and Featured Sessions  
10:30 AM - 4:00 PM Post - Institute

†Ticketed Event, special registration required.

### EXHIBIT HALL SCHEDULE SET-UP AND DISMANTLING

#### Tuesday, February 02, 2010

11:00 AM - 2:00 PM Sponsor Early Move-In  
2:00 PM - 5:00 PM General Exhibitor Move-In

#### Wednesday, February 03, 2010

8:00 AM - 11:30 PM Final Move in/Set up

#### Friday, February 05, 2010

6:00 PM - 11:30 PM Exhibit Dismantling\*\*

### EXHIBIT HALL HOURS

Day/Date	Official Hours
Wednesday, February 03	12:00 PM - 5:00 PM
Thursday, February 04	10:00 AM - 5:30 PM
Friday, February 05	10:00 AM - 5:30 PM

\* Sponsors and other exhibitors requiring additional time for move-in should contact NABE's Decorator ( to be identified at a later date.) \*\* Exhibitors may not dismantle or remove any part of their exhibit prior to the final closing of the exhibit hall at 5:30 PM on Friday, February 5. Please arrange your travel plans accordingly. Dismantling prior to 5:30 PM on Friday, February 5 will result in a 25% early dismantlement penalty. Please refer to Section 4 of the Exhibit Rules and Regulations for more details.

# Next Steps to Exhibit

## 4 Easy Steps!

1. Complete and return the Exhibitor/Job Fair Contract and Exhibitor Badge Registration form with full payment or purchase order to NABE. NABE will not be able to process your contract without full payment. NABE will send you a confirmation letter. NABE's official decorator service contractor, will send you an Exhibitor Service Kit. You must secure booth space in order to obtain housing. Upon receipt of your paid contract, a packet of information from Denver Convention and Visitors Bureau will be sent to you to process your housing request. A special VIP block of housing accommodations has been secured for NABE sponsors and exhibitors at each of the conference hotels. Priority at the headquarter's hotel limited rooms are available for sponsors and exhibitors. Please register early to ensure your selection of hotel accommodations. We encourage you to utilize all hotels in the NABE room block.

2. Reservations are processed in the order in which they are received, and hotel availability is subject to change. You will also have the option to manage your exhibitor badge and housing registration online via a secure password. Check NABE's website at [www.nabe.org](http://www.nabe.org) for updates on how to utilize this option.

3. Ship your materials to Denver according to the instructions in your NABE's decorator's Exhibitor Service Kit.

4. Upon arriving at the conference, check in at the special Exhibitor Registration area to pick up your registration materials. You will not be permitted to enter the Exhibit Hall without your badge and ribbon.