

[https://blaine.boomerecommerce.com/Images/static/faqs\\_general.pdf](https://blaine.boomerecommerce.com/Images/static/faqs_general.pdf) **NAISA Conference 2018**  
**May 17 - 19, 2018**  
**InterContinental Los Angeles Downtown**

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**Advance Order Deadline Date: Thursday, May 03, 2018**

By placing your order before the Advance Order Deadline Date, you could save up to 30% on your rentals and services.

Exhibitor Frequently Asked Questions

**Booth Equipment:**

Each 10' x 10' booth will be set with 8' high RED background drape, 3' high RED side divider drape, (1) - 6' table draped BLACK, (2) - folding chairs, (1) wastebasket and (1) - 7" x 44" booth identification sign.

**Carpet:**

The ballroom is fully carpeted. If you would like to further enhance the appearance of your booth, Blaine offers rental carpet. Please refer to our flooring rental section of our website by clicking "Furniture & Flooring" on the department menu at the top left.

**Show Dates & Times**

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15	16	17	18	19
			Move-In	Show	Show	Show
			2 PM - 8 PM	8 AM - 5 PM	8 AM - 5 PM	8 AM - 4 PM
						Move-Out
						4 PM - 6 PM

**Important Information**

**Shipping**

**Advance Receiving at the Warehouse**

Blaine Event Services will accept crated, boxed or skidded materials up to 30 days in advance of show set-up. Materials should be shipped to ARRIVE AT OUR WAREHOUSE **NO LATER THAN THURSDAY, MAY 10, 2018.**

**Direct Shipments to the InterContinental Los Angeles are**

Due to storage concerns and lack of material handling services at most hotels in

**LIMITED.**

Southern California, we recommend all exhibitor freight be sent directly to the Blaine warehouse. Any additional charges incurred by the InterContinental Los Angeles for early freight acceptance will be charged directly to the exhibitor and will be in addition to the Blaine material handling charges.

**Outbound Shipments**

Exhibitors are responsible for scheduling a pick-up with their preferred carrier (trucking company). Please tell your carrier that they must check in at the Blaine Service Desk **NO LATER THAN 6:00 PM on SATURDAY, MAY 19, 2018** for freight pick-up. If your carrier fails to check in, your freight will be re-consigned to the Official Show Carrier.

**OVERTIME RATES (IN & OUT)**

Overtime (OT) hours are 4:30 PM - 8:00 AM, Monday - Friday, and all day Saturdays and Sundays.

**IN** - Any direct freight received or any Installation Display Labor performed after 4:30 PM on Wednesday during move-in are subject to OT rates.

**OUT** - Since the show moves out on a Saturday, OT rates will apply to all Dismantle Display Labor orders.

**IMPORTANT NOTE**

Shipments received at our advance warehouse or at show site are subject to a material handling fee. For rates on these services, please select "Material Handling" from the department menu on your left hand side.

Advance Warehouse Shipping Address

Blaine Event Services  
114 S. Berry Street  
Brea, CA 92821

Outbound Pick-Up Address

\*This address is to be used for outbound pick-up only.  
Please do NOT ship direct to the InterContinental

InterContinental Los Angeles Downtown  
c/o Blaine Event Services  
900 Wilshire Blvd.  
Los Angeles, CA 90017

\*\*Make sure to include your company name & booth number on all documentation

\*\*Pre-printed shipping labels are available for download under "Additional Information" on your left

\*\*Please pay special attention to deadlines for all shipments (see pre-printed shipping labels)

Assistance

Should you have any questions or need further assistance, please call our Exhibitor Service Department by phone at (714) 522-8270, by fax at (714) 522-8271, or by e-mail at [exhibitor@blainesvs.com](mailto:exhibitor@blainesvs.com).

Payment Policy

All orders/services must be paid in full, including Material Handling Charges(which will ensure delivery of your equipment/freight to your booth). Any balances due because of a declined credit card or an under estimated payment by check must be settled at the Blaine Service Desk prior to the closing of the show.