
GENERAL EXHIBITOR RULES

Review the rules that apply to all 2021 NBAA-BACE exhibitors, both indoors at the Las Vegas Convention Center (LVCC) and at Henderson Executive Airport.

Each exhibit area also has specific rules for those exhibitors. Exhibitors must comply with these General Exhibitor Rules, the rules specific to their exhibit areas of their exhibit and the [NBAA-BACE Exhibitor Contract Terms & Conditions](#).

ACCOMMODATIONS FOR ATTENDEES WITH DISABILITIES

NBAA will provide reasonable accommodations to individuals with disabilities who make their situations known to NBAA personnel. Reasonable accommodations are those that do not create an undue hardship on NBAA, change the nature of scheduled events or activities, or pose a safety or health threat to other attendees.

For safety reasons, only officially-approved vehicles are permitted to operate within the exhibit halls at the Las Vegas Convention Center or at the aircraft display at Henderson Executive Airport. Individuals with disabilities who wish to use power-driven mobility devices at NBAA-BACE must contact NBAA at exhibits@nbaa.org for approval. It is the policy of NBAA that these vehicles be specifically used for handicapped individuals and exhibit the stability required to operate around exhibits and aircraft.

Only trained service animals with proper supervision are permitted at NBAA-BACE.

BADGE REGISTRATION

NEW FOR 2021: NBAA has partnered with CompuSystems for event registration in 2021. CompuSystems will provide a new username and password to each exhibitor contact. Bulk registration via uploaded lists and individual registration will be allowed for booth staff or booth guests (attendees). Exhibitor badges are required for exhibitor access to the exhibit halls and aircraft display. Exhibitors may use their badge allotment for exhibit staff, exhibitor guests and EACs as they choose.

NBAA-BACE badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed penalties for badge swapping. Random identification checks will be instituted.

- Each registration must have a unique email address to process correctly.
- All registrations will remain pending until each individual has submitted an individual event waiver, emailed to the unique email address provided.
- Event badges will not print onsite without completing a waiver, requiring the individual to complete their registration in person at the full-service counter.
- Exhibitor contacts will have access to a list of those waivers not completed before the event to follow up with those individuals.
- All badges will be held for onsite pickup. No badges will be mailed in advance of NBAA-BACE.

Exhibitors will receive an allotment of complimentary badges based on the following:

BADGE ALLOCATION	NUMBER OF BADGES
Premium Exhibit Space Exhibitor	7 badges per 100 square feet of space reserved, up to a maximum of 100 badges
Standard Exhibit Space Exhibitor	5 badges per 100 square feet of space reserved, up to a maximum of 100 badges
First-Time Exhibitor Turnkey Unit	2 badges per space reserved
Aircraft Display Exhibitor – Indoor or Outdoor	1 badge per 100 square feet of space reserved, up to a maximum of 100 badges

Exhibitors may purchase additional exhibitor badges for customers, guests or staff at the reduced rate of \$115 per badge.

If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC) or third-party contractor during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than official show hours, EACs are required to wear setup and teardown security wristbands.

Co-exhibitors are not allotted badges and should arrange with their primary exhibitor to obtain badges.

Exhibitor badges allow access onto the show floor on show days at 7 a.m. daily. Attendee badges allow access only during show hours. Exhibitors should not schedule meetings in their booths with attendees without exhibitor badges before or after show hours.

BAG / COAT CHECK

Bag and coat checks are available on press day, Monday, Oct. 11 and show days Tuesday, Oct. 12 to Thursday, Oct. 14 from 8:00 a.m. to 6:00 p.m. in the Las Vegas Convention Center, for a nominal fee. Due to limited space, bag and coat checks are not available at the aircraft display.

CHILDREN

Children less than 12 years old are not permitted on the Las Vegas Convention Center (LVCC) exhibit floor or at the aircraft display at Henderson Executive Airport under any circumstances.

Children 12 years old and older are permitted in exhibit areas during exhibit hours with an NBAA-BACE badge. Children will not be permitted in exhibit areas during installation and teardown.

CO-EXHIBITORS/COMPANIES SHARING EXHIBIT SPACE

Some companies will share the exhibit space of a primary exhibitor as a co-exhibitor. A co-exhibitor is defined as:

- Any company whose name is included on the exhibit space
- Any company that has staff working at the exhibit space during official show hours
- Any company whose marketing materials are distributed from the exhibit space
- Any company whose products/services are marketed from the exhibit space
- Any company other than the primary exhibitor with a different company name and a different business function that is sharing the exhibit space.

All co-exhibiting companies at NBAA-BACE are required to register and pay the \$600 co-exhibitor registration fee.

Failure to advise NBAA of co-exhibitors in advance – including displaying the advertising of another company's products or services – may result in a minimum additional charge of \$3,610 per company, per booth and a minimum of \$3,610 per company, per aircraft display space.

[Complete the NBAA-BACE Co-exhibitor Registration Form.](#)

DEMONSTRATIONS

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space. Please reserve appropriate exhibit and aircraft display space size.

Product demonstrations should not be placed on the aisle sides of exhibits.

Normal aisle traffic cannot be interfered with at any time.

NBAA reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

Please be mindful of other exhibitors and events that are located near your stand.

DIRECT SELLING

Direct selling on the NBAA-BACE exhibit floor is prohibited.

Canvassing or distribution of publications/marketing materials/show dailies outside of assigned exhibit space, including all booth-to-booth distribution.

Canvassing and soliciting, except by exhibiting companies, are prohibited within 50 miles of NBAA-BACE. Exhibitors and persons violating this rule will be removed.

DRESS

In keeping with the professional nature of the business aviation industry, dress for NBAA-BACE is business attire. This applies to all attendees and exhibitors, as well as to all personnel working on behalf of exhibitors in their booths.

EXHIBIT HOURS

EXHIBIT HALL AND INDOOR AIRCRAFT DISPLAY – LVCC

Tuesday, Oct. 12 10 a.m. – 6 p.m.

Wednesday, Oct. 13 9 a.m. – 5 p.m.

Thursday, Oct. 14 9 a.m. – 4 p.m.

AIRCRAFT DISPLAY – HENDERSON EXECUTIVE AIRPORT

Tuesday, Oct. 12 9 a.m. – 6 p.m.

Wednesday, Oct. 13 9 a.m. – 5 p.m.

Thursday, Oct. 14 9 a.m. – 3 p.m.

FIRST AID

- First Aid at the Las Vegas Convention Center is located in the West Hall concourse.
- First Aid at the aircraft display at Henderson Executive Airport is located in the registration tent.

LOST & FOUND

- Lost & Found at the Las Vegas Convention Center is located in the NBAA Show Security office located in the registration Area
- Lost & Found at the aircraft display at Henderson Executive Airport is located in the registration tent.

MAILING LIST UPDATES

Contact NBAA to correct your mailing address, or if you no longer wish to receive NBAA-BACE materials. Please send the address panel with corrections noted to:

By Mail

NBAA
Attn: David Bascomb
1200 G Street NW, Suite 1100
Washington, DC, 20005

By Email

dbascomb@nbaa.org

MEMBERSHIP

All primary exhibitors and co-exhibitors must be current members of NBAA.

Non-member companies must join NBAA before purchasing exhibit space or becoming a co-exhibitor.

All exhibitors and co-exhibitors must be current on all accounts with NBAA, and paid in full for their exhibit space, in order to occupy exhibit space.

MUSIC

NBAA has entered into licensing agreements with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI) to allow the use of live and recorded music from the ASCAP and BMI repertoires throughout the public areas of the Las Vegas Convention Center and aircraft display at Henderson Executive Airport. Exhibitors are responsible for obtaining the appropriate licenses before the use of any work at any private function or that is not in the ASCAP or BMI repertoires.

NOISE LEVELS

Sound levels within the exhibitor's stand should not exceed 85 decibels as determined by NBAA exhibits team and must not disrupt the conduct of business of neighboring exhibits or show management events during posted exhibit hours.

Sound level violations should be reported directly to the NBAA exhibits team.

NBAA noise policy enforcement procedure is as follows:

- An exhibitor in violation of this policy will receive a verbal warning from the NBAA exhibits team.
- If a second infraction occurs, the exhibitor will receive a written warning delivered by the NBAA exhibits team.
- If the exhibitor continues to violate the policy, the electrical power for the sound producing elements will be shut down.
- Exhibitors receiving sound violation warnings may jeopardize their priority standing at future NBAA-BACE events.

OFFICIAL SERVICE PARTNERS

To ensure orderly and efficient installation, operation and removal of displays and to eliminate confusion, NBAA Management has designated Freeman and other firms listed in the Exhibitor Service Kit, as official service contractors.

NBAA management holds these firms responsible for quality service and fair prices and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges.

NBAA management encourages all exhibitors to place orders with these firms, unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

OFFICIAL SERVICE PARTNER LOGO

Exhibitors should look for this NBAA-BACE official service partner logo on official service partner order forms before ordering service, as well as on their emails and websites to ensure they are working with a NBAA-approved service provider.



PARKING

- All parking at the Las Vegas Convention Center, including handicap-accessible parking, is available on a first-come, first-served basis.
- The Las Vegas Convention Center charges a parking fee per entry to all users of its parking areas at the prevailing rate on move-in, show and move-out days.
- The current parking fee is \$10 per space, with in and out privileges.
- Cash or credit cards are accepted.
- Anyone leaving the property and planning to return the same day can show their paid parking receipt for reentry. Reentry is subject to availability.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry.
- Overnight parking is prohibited on property.
- Vehicles left on the property overnight will be towed at the owner's expense.
- There is limited onsite parking at the outdoor aircraft display at Henderson Executive Airport.
- Shuttle buses will run between the convention center and the outdoor aircraft display.

PETS

No pets, with the exception of service animals, will be permitted in the exhibit halls or on the aircraft display of aircraft at any time.

PHOTO USE PERMISSION

Any person who attends an NBAA event grants permission to NBAA, its employees and agents to record his or her images, including, but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and, without notifying such person, to use his or her name and such images for any purpose of NBAA, including advertisements for NBAA and its programs.

SMOKING

NBAA-BACE is a non-smoking event. Smoking is strictly prohibited at the Las Vegas Convention Center and Henderson Executive Airport. This includes electronic cigarettes, as well as vaping.

STAFFING

- Exhibit and aircraft display areas must be fully staffed during official exhibit hours.
- Exhibitors will be admitted at 7 a.m. each show day for early preparations of displays only.
- Exhibits must remain staffed and in place through 4 p.m. on Thursday, Oct. 14.
- Exhibitors are reminded not to schedule meetings with attendees at their exhibits prior to show opening on show days.
- No activities, except exhibit preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours. NBAA management reserves the right to make changes to the exhibit hours schedule with advance notice.

Note: Exhibitors who dismantle their stands prior to the official show closing at 4 p.m. on Thursday, Oct. 14 may jeopardize their priority standing at future NBAA-BACE events.