

# SHOP.ORG

September 25-27, 2017  
Los Angeles, CA  
#shoporg17

## QUICK FACTS

### CONFERENCE VENUE

Los Angeles Convention Center (LACC)  
1201 South Figueroa Street  
Los Angeles, CA 90015

### EXPO Hall Hours

Tuesday, September 26	9:00am – 5:30pm
Wednesday, September 27	9:00am – 3:00pm

### MOVE-IN HOURS

Thursday, September 21  
Friday, September 22  
Saturday, September 23  
Sunday, September 24  
Monday, September 25  
Tuesday, September 26

### BY APPOINTMENT ONLY

1:00pm - 5:00pm  
**Hall is dark. No shipments will be accepted.**  
8:00 am - 5:00 pm  
8:00 am - 5:00 pm  
8:00 am - 9:00 am PRODUCT PLACEMENT ONLY\*

All installation must be completed by Monday, September 25th at 5:00pm. Installation that has not begun by 3:00pm on Monday, September 25 will be forced, and the exhibitor will be responsible for all charges.

\*Please note no shipments will be accepted on Tuesday, September 26th. Only product placement is allowed within your booth.

### MOVE-OUT HOURS

Wednesday, September 27 3:15 pm - 8:00 pm  
Thursday, September 28 8:00 am - 12:00 pm

No packing of equipment or literature, or dismantling of exhibits will be permitted prior to 3:15pm Wednesday, September 27th. All displays must be dismantled, crated and ready for removal by 1:00pm on Thursday, September 28th. All carriers other than the official show carriers must check in at the freight desk by 10:00am on Thursday, September 28, 2017, otherwise exhibitor shipments will be subject to rerouting.

### EXHIBITOR INSURANCE (REQUIRED)

ALL exhibitors shall, at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. The Certificate of Liability should indicate proof of insurance with limits of not less than \$1,000,000 comprehensive general liability and \$250,000 in workers compensation coverage and name the National Retail Federation, The Expo Group, and the Los Angeles Convention Center as additional insured. The certificate of insurance must confirm full coverage for installation, show days, and dismantling days. The exhibitor shall obtain and shall furnish upon request of NRF Show Management a certificate of insurance documenting the required insurance.

### REGISTRATION INFORMATION

**Exhibitor Delegate Passes – Exhibitors will be given three (3) complimentary passes per 10x10 booth space** (Exhibitor Delegate Passes are restricted to employees of the Exhibiting Company)

- Exhibitor Delegate Passes allow full access to conference activities. Exhibitor Delegate badges also allow access to the exhibit hall during installation and dismantle.
- Additional Exhibitor Delegate Passes may be purchased for \$1,100/each (Maximum of 3 additional passes per 10 x 10 booth space)
- Badge sharing is **NOT** allowed.

For questions regarding exhibitor registration, please contact Experient, at [Shop.orgExh@experient-inc.com](mailto:Shop.orgExh@experient-inc.com).

### REGISTRATION HOURS

Monday, September 25 12:00pm - 6:00pm  
Tuesday, September 26 7:00am - 5:30pm  
Wednesday, September 27 7:00am - 3:00pm