

AFTER SHOW HOURS – ONSITE EVENTS

ELIGIBILITY AND RESTRICTIONS - All companies interested in holding an after-hours event in their exhibit booth must satisfy the following:

- Limited to individual booths 1,500 sq. ft or larger.
- After-hours booth events can **ONLY** be held between 5:00 p.m. and 6:30 p.m. on the first and/or second day of the show.

EXHIBITOR RESPONSIBILITIES

- It is the exhibitor's responsibility to have adequate staff stationed at the entrance to the exhibit hall to direct and escort their invited guests to and from their booth.
- All guests and event activities **MUST** at all times remain within the confines of the exhibitor's booth. In no case should any guests or activities be allowed to extend into any other booths or aisles.
- It is the exhibitors' responsibility to contact CenterPlate, the official IBS catering service.

FEES AND REQUIREMENTS- The following must be submitted to NAHB Expo Sales, 1201 15th Street, NW, Washington, DC 20005, no later than December 30, 2022:

1. A completed "After Hours Request Form" - see below.
2. Original Certificate of Insurance. The Certificate of Insurance (COI) is a General Liability Insurance Certificate naming the National Association of Home Builders; its' Directors, Officers, Agents and Employees; and the Las Vegas Convention Center as additional insured from **January 25- February 5, 2023**. The Exhibitor shall, at its sole cost and expense, procure and maintain through the term of the 2023 IBS, comprehensive general liability insurance against claims for Bodily Injury and Property Damage occurring in or upon or resulting from the premises leased by NAHB. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. [View Sample Certificate of Insurance](#).
3. A fee of \$3,000.00 per event (non-refundable after 1/6/2023) - Required for NAHB to provide additional security (personnel required to limit your guests' access to your booth only) and the extension of the hotel shuttle transportation system beyond the normal ending time.

If you have any questions regarding after-hours events, please contact the NAHB Sales Staff at 202-266-8109 or email Kelly Faist: kfaist@nahb.org.

AFTER SHOW HOURS – REQUEST FORM

DEADLINE: DECEMBER 30, 2022

INSTRUCTIONS:

Please complete the following information and return it along with your \$3,000.00 fee per event and Certificate of Insurance as soon as possible to avoid delays in processing your After Show Hours Request. You can email it to kfaist@nahb.org. NAHB will issue you an invoice with instructions for making a credit card payment. Checks should be made payable to NAHB and sent to:

NAHB/Exposition Sales Department
1201 15th Street, NW
Washington, DC 20005

PLEASE NOTE: Exhibitor must supply NAHB with the cell phone number for responsible staff person who will be accessible on-site during the event. **There will be no refunds after 1/6/2023.**

Exhibitor Company Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Booth Number: _____

Onsite Event Contact
(if different than above) _____

Onsite Contact Cell Phone: _____

Estimated number of guests: _____

Event Day Tuesday 1/31 Wednesday 2/1

Date submitted: _____