

FLIGHT ATTENDANTS/ FLIGHT TECHNICIANS CONFERENCE

May 5-7
2020
HARTFORD, CT



IMPORTANT DATES & DEADLINES

<u>Deadline Date</u>	<u>Item</u>	<u>Task</u>	<u>Return to</u>
MARCH			
	Sponsorship Artwork Due	Deliver artwork files no later than Mar. 20 to sponsorships@nbaa.org	sponsorships@nbaa.org
APRIL			
	Stand Drawings Due for 20-ft by 20-ft Island Booths	Submit all Stand Drawings to mkeller@nbaa.org	mkeller@nbaa.org
	EAC Application / Contract Due	All EAC's must upload their EAC Application/Contracts and Certificates of Insurance by Apr. 20	EAC Application/Contract
	Meeting Room Request Due	Submit Meeting Room Request form by Apr. 20 to request a meeting room on show days.	Meeting Room Request
April 7	Freeman Advanced Warehouse	Start date for advanced shipments to Freeman warehouse	
April 13	Freeman Discount Price Order Deadline	Deadline for discounted rates for Freeman services. Note: Freeman rates increase by 20% after this date.	Freeman Online Ordering
April 27	Freeman Advance Warehouse Shipping Deadline	Deadline to ship exhibit materials to the Freeman advance warehouse.	
MAY			
May 1	Registration Cancellation	Last day to cancel badge registration	
May 1	Silent Auction Donation Description Due	Deadline to submit Silent Auction donation description to NBAA	
May 4	Freeman Show Site Shipment Deadline	Only Date to ship exhibit materials to Freeman at show site.	
May 4	Exhibitor Move-In	Exhibitor Move-In, for hours please visit our Exhibitor Schedule page	
May 7	Exhibitor Move-Out	Exhibitor Move-Out, for hours please visit our Exhibitor Schedule page	

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Indoor Exhibitor Schedule

<u>Date</u>	<u>Exhibitor Move-In Schedule</u>	<u>Exhibitor Registration Hours</u>	<u>FAFT Exhibit Hall Hours</u>	<u>Exhibitor Move-Out Schedule</u>
Sunday, May 3	FREEMAN ONLY			
Monday, May 4	Exhibitors: 10:00 a.m. – 5:00 p.m. EACs: 10:00 a.m. – 5:00 p.m.	Exhibitors ONLY 10:00 a.m. – 5:00 p.m.		
Tuesday, May 5	Exhibitors: 7:00 a.m. – 11:00 a.m. EACs: 7:00 a.m. – 11:00 a.m. <i>All displays must be set by 11:00 a.m. on Tuesday, May 5</i>	8:00 a.m. – 5:00 p.m.	12:00 p.m. – 5:00 p.m.	
Wednesday, May 6		7:30 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	
Thursday, May 7		7:30 a.m. – 5:00 p.m.	8:00 a.m. – 1:30 p.m.	1:30 p.m. – 5:00 p.m. * <i>All displays must be removed by 5:00 p.m. on Thursday, May 7</i>
Friday, May 8				

*** Freeman will begin returning empty containers as soon as aisle carpeting has been removed from the exhibitor floor.
Inclement weather may delay this process.**