

BUILD expo



BUILD BUSINESS WITH BUILD EXPO



NASHVILLE BUILD EXPO

MUSIC CITY CENTER, HALL D
201 REP. JOHN LEWIS WAY S, NASHVILLE, TN 37203
JULY 1-2, 2026
WEDNESDAY & THURSDAY, 10AM - 3PM

ADVANCED PRICING DEADLINE:
JUNE 18, 2026
Move-In Time is Scheduled PER EXHIBITOR!
Please call Build Expo to schedule!
(877) 219-3976



Welcome to Build Expo!

As the Service Director, it is my pleasure to assist you as we move towards the show. The Exhibitor Service Manual includes information and forms for ordering furnishings and services.

Utilities (electricity, etc.) are ordered online from a third party through the convention center.

Go to: [Exhibitor Service Center](#)

Please note that the advance price deadline for electrical services is **June 15, 2026**.

In order to take advantage of advanced pricing on furnishings, please review the information, fill out the appropriate forms to suit your own needs and then email them back by the end of business: **June 18, 2026**

SELF MOVE-IN POLICY

The policy for “SELF MOVE-IN” is that your load may not be more than “what one man can carry in one trip, without the use of a dolly or hand cart.” This means you may not have multiple people make one trip. This policy allows the loading dock to not be jammed, and allows all exhibitors to move in quickly.

Each exhibitor is required to have a move-in time.

I will be contacting your company as well, to book move-in times, answer any questions you might have, and help facilitate the ordering process.

Sincerely,
Naylea Gonzalez
Show Manager
877-219-3976
naylea@buildexpousa.com

DO I QUALIFY FOR “SELF-MOVE IN”?

What are you bringing in? If you are coming into the show with your personal laptop/briefcase you probably qualify.

If you need a ‘friend’ to help you carry your items in, or you need a hand cart or dolly to bring in your booth items, or you need to make multiple trips, you don’t qualify.

The decorator has this policy to avoid ‘log jams’ at the dock space, which everyone needs access to.

Our recommendation: It is to your advantage to call and discuss what you are bringing. Pre-ordering material handling fees guarantees the pre-show pricing.

Thanks for Exhibiting at the 2026 Build Expo!

INDEX

DEADLINE DATE
June 18, 2026

Please use the checklist to mark off the services as they are completed. We recommend that you order all services in advance of the indicated deadlines to avoid a **30% price increase**. The following deadline is the absolute latest a form can be considered an advance order and receive the appropriate discounts available.

FAQ's

WHAT IS A "POP-UP"?

A factory manufactured display that is specifically made for trade-shows.

WILL THEY WEIGH EVERYTHING?

Everything but your 'pop-up' display and briefcase will be weighed.

DO I NEED TO BRING MY OWN PALLET?

Yes. If you are using forklift, you need to have your products on a pallet.

DO I HAVE TO PAY TO MOVE MY ITEMS FROM MY BOOTH BACK TO THE LOADING DOCK WHEN THE SHOW IS OVER?

No. Paying for forklift or cart service brings your material to and from your booth.

WHAT IF MY ITEMS ARE ON WHEELS?

Even if you have an item on wheels, it is still subject to material handling fees.

WHAT IF I DON'T KNOW HOW MUCH MY MATERIAL WEIGHS?

Use your best estimate. Doing this secures your pre-deadline pricing which saves you paying more at the show. All items will be weighed at the event to find an actual weight. Any difference in weight will be charged after it is weighed, so try to be as accurate as possible.

COMPLETED ORDER FORMS

- 4. Important Dates & Times
- 5. Booth Furnishing Packages
- 6. Individual Booth Furnishings
- 7. Security Recommendations
- 8. Advance Warehouse Material Handling
- 9. Shipping Labels
- 10. Direct to Show & POV Material Handling
- 11. Display Labor
- 12. Buyers List & Lead Retrieval
- 13. Order Recap Sheet
- 14. Rules & Regulations
- 15. Request Badge Form
- 16. Loading Dock Directions

Print These Sheets AS NEEDED:

- Recap Sheet
- Booth Furnishings
- Advance Freight
- Shipping Labels
- Material Handling
- Display Labor
- Lead Retrieval

IMPORTANT DATES & TIMES

EXHIBITOR MOVE-IN

Move-In times for exhibitors are scheduled individually with the Service Director. On the day of your move-in, you will arrive at the loading dock to check in, unload, and collect your exhibitor badges.

All exhibitors MUST check in at the loading dock first, before unloading.

JUNE 18, 2026 - DISCOUNT DEADLINE DATE

Deadline for all Exhibitors to schedule a move-in time! Please call 877-219-3976

JUNE 30, 2026 :: EXHIBITOR MOVE-IN

Move-In Hours are 8:00AM - 4:00PM

July 1-2, 2026 :: Show is Open

Exhibitor Admittance 8:00am

Seminars Start 9:30am

Show Hours 10:00am - 3:00pm

EXHIBITOR MOVE-OUT

Move out may not begin until **3PM** on the last day of the show. PLEASE do not break down until that time. The dock **is NOT** open until 3PM, and carts will not be allowed on the floor until 3PM. If you have ordered a forklift or cart, this service is provided on the way out.

Move-out starts at 3pm and ends at 5pm. **All exhibitors must be completely moved out by 7PM on the last day of the show.** If you were a self-move in or are able to move out without assistance, you are free to break down your booth at 3pm, and leave at will. If you require cart or forklift, when your booth is packed and ready to go, **please see the Service Director for your move-out slip, and the cart or forklift service will arrive at your booth.**

LOCATION

Music City Center, Hall D

201 Rep. John Lewis Way S

Nashville, TN 37203

BOOTH FURNISHING PACKAGES

DEADLINE DATE
June 18, 2026

DECORATED TABLE =
Topped with white vinyl and three sides skirted.

Company Name _____ Booth # _____

Furnishings are not included in the price of your booth.
30% price increase if received after deadline.

<input type="checkbox"/> Standard \$654.00 <input type="checkbox"/> After Deadline \$850.20 <input type="checkbox"/> *Deluxe Price \$726.00 <input type="checkbox"/> After Deadline \$943.80 <small>*Deluxe package includes carpet padding</small>	<input type="checkbox"/> Standard \$993.00 <input type="checkbox"/> After Deadline \$1,290.90 <input type="checkbox"/> *Deluxe Price \$1,138.00 <input type="checkbox"/> After Deadline \$1,479.40 <small>*Deluxe package includes carpet padding</small>	<input type="checkbox"/> Standard \$1,598.00 <input type="checkbox"/> After Deadline \$2,077.40 <input type="checkbox"/> *Deluxe Price \$1,888.00 <input type="checkbox"/> After Deadline \$2,454.40 <small>*Deluxe package includes carpet padding</small>	<input type="checkbox"/> Standard \$2,145.00 <input type="checkbox"/> After Deadline \$2,788.50 <input type="checkbox"/> *Deluxe Price \$2,789.00 <input type="checkbox"/> After Deadline \$3,625.70 <small>*Deluxe package includes carpet padding</small>
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Package A

10 x 10 Booth

- Carpet with NO padding
1 Decorated Table (6' x 30")
2 Side Chairs
 Wastebasket
 ID Sign

Package B

10 x 20 Booth

- Carpet with NO padding
2 Decorated Tables (6' x 30")
3 Side Chairs
 Wastebasket
 ID Sign

Package C

20 x 20 Booth

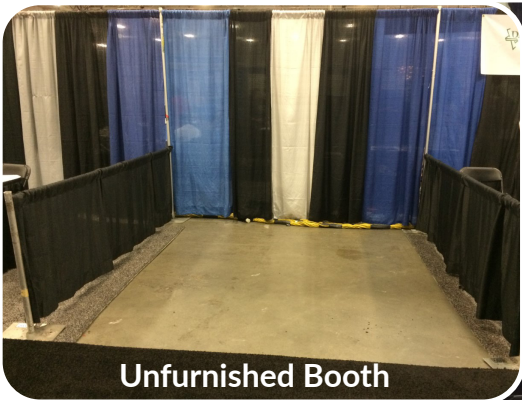
- Carpet with NO padding
3 Decorated Tables (6' x 30")
4 Side Chairs
 Wastebasket
 ID Sign

Package D

20 x 30 Booth

- Carpet with NO padding
4 Decorated Tables (6' x 30")
5 Side Chairs
 Wastebasket
 ID Sign

For 20x30 or Larger, Call Naylea 877.219.3976



All booths are 'piped and draped'. This means that there is an 8 foot curtain behind you, and 3 foot curtains on either side of you (unless you have a corner). It comes with a simple sign with your company name. **You MAY NOT** attach anything to the curtains, but you **CAN** attach or hang from the piping.

Booths do not come with carpet, tables or chairs.

 ENTER TOTAL ON RECAP FORM ON PAGE 13

INDIVIDUAL BOOTH FURNISHINGS

DEADLINE DATE
June 18, 2026

Company Name _____

Booth # _____

PLAIN TABLES				
	Advanced Pricing	After Deadline Pricing	Quantity	Total
4'L X 30"H	\$94.99	\$123.49		
6'L X 30"H	\$136.71	\$177.73		
8'L X 30"H	\$156.00	\$202.80		
4'L X 42"H	\$136.71	\$177.73		
6'L X 42"H	\$152.93	\$198.81		
8'L X 42"H	\$193.60	\$251.68		
30"H X 30"W Round Table (Black)	\$188.10	\$244.53		
42"H X 30"W Round Counter (Black)	\$188.10	\$244.53		
DECORATED TABLES				
	Advanced Pricing	After Deadline Pricing	Quantity	Total
4'L X 30"H	\$222.42	\$289.15		
6'L X 30"H	\$249.46	\$324.30		
8'L X 30"H	\$308.75	\$401.38		
4'L X 42"H	\$267.42	\$347.65		
6'L X 42"H	\$302.50	\$393.25		
8'L X 42"H	\$332.07	\$431.70		
Skirt 4th Side / Table	\$115.08	\$149.61		
CHAIRS				
	Advanced Pricing	After Deadline Pricing	Quantity	Total
Padded Side Chair	\$133.10	\$173.03		
Upholstered Armchair	\$179.08	\$232.81		
Bar Stool	\$169.40	\$220.22		
BOOTH CARPET				
	Advanced Pricing	After Deadline Pricing	Quantity	Total
Carpet 10 x 10	\$324.28	\$421.57		
Carpet 10 x 20	\$648.56	\$843.13		
Carpet 10 x 30	\$972.84	\$1264.71		
Carpet 20 x 20	\$1,295.91	\$1,684.69		
Carpet 20 x 30	\$1,743.50	\$2,266.55		
Carpet 20 x 40	\$2,018.50	\$2,624.05		
Padding 1/8" /Sq.Ft.	\$2.64	\$3.44		
MISC				
	Advanced Pricing	After Deadline Pricing	Quantity	Total
Wastebasket	\$24.20	\$31.46		
Easel	\$80.04	\$114.47		
Literature Rack	\$152.93	\$198.81		
Bag Rack	\$152.93	\$198.81		



ENTER TOTAL ON RECAP FORM ON PAGE 13

SECURITY RECOMMENDATIONS

Neither the **Convention Center** nor **Build Expo** are liable, nor does the **Convention Center** or **Build Expo** carry any insurance on **Exhibitor property or fixtures**. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave exhibit material under tables or displays.
5. Do not include exhibit material in containers to be stored with empties.
6. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
7. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
8. Promptly report any missing item(s) or suspicious person(s) to Public Safety.

NO SOLICITING

We encourage networking among attendees, but please note that soliciting from attendees to exhibitors is not permitted. Only official exhibitors with contracted booth space are authorized to promote or market their products and services during the event.

Soliciting business or distributing materials on the show floor by attendees is strictly prohibited. While "No Soliciting" signs are prominently displayed at the entrance, we recognize that unauthorized solicitation may still occur. If you witness any such activity, please report it immediately to our team at the Exhibitor Services Desk so we can take appropriate action.

Thank you for your cooperation in maintaining a professional and respectful environment for all attendees and exhibitors.

ADVANCE WAREHOUSE MATERIAL HANDLING

DEADLINE DATE
June 18, 2026

Company Name _____ Booth # _____

ADVANCE (SHIPMENT TO WAREHOUSE)

All rates based on incoming weights.

Use this option if you want to send your shipment in advance of the show dates. Freight received using this option will include the following:

Received shipments up to (30) days prior to the show installation will be transferred to the show site, placed at your booth, removal of any containers for storage during the show and returned back to your booth. In addition, we will handle in accordance with your instructions, the loading of your freight on an outbound service. {Rates do not include any crating, uncrating or miscellaneous booth work}.

Special Handling: Display materials on padded van, crated shipments or specialized carrier, add \$20.00 per cwt each way. Any uncrated or unprotected shipments will be refused; these shipments need to be DIRECT SHIPPED to the Convention Center the day of move-in.

Special Receiving: Items received without receipt, such as UPS will be surcharged an additional \$5.00 minimum per shipment.

Prepaid: All shipments must be prepaid, COLLECT SHIPMENTS WILL BE REFUSED.

All shipments will be weighed upon arrival, if actual weight is more than the estimated weight, **additional charges will be charged accordingly.**

LIABILITY LIMITS

Build Expo and the Decorator will not be responsible for the following:

1. Damage to uncrated, un-skidded and concealed damage to materials for any reason.
2. Loss or theft of material before, during or after show.
3. Items left in exhibit space. We will ship items we find during removal.

*Exhibitor routing on outbound shipments will be honored when possible. **In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by designated contractor.**

*Shipper/exhibitor must properly insure all materials. This may be done with "riders" to existing insurance.

SHIPPING ADDRESS:

Company Name & Booth#
EFW c/o Estes Express
BUILD EXPO NASHVILLE
123 Threet Industrial Rd.
Smyrna, TN 37167

Advanced Freight Fees

Per Shipment	Per 100 lb.	Est. Weight	Subtotal
1- 200 lbs. (200 lbs. minimum)	\$ 175.45	_____	\$ 350.90
Each additional 100 lbs.	\$ 175.45	_____	\$ _____
After Deadline Price	\$ 228.09	_____	\$ _____
(ALL WEIGHTS ARE ROUNDED UP TO THE NEAREST HUNDRED)			
Shipments Must Be Received by June 24, 2026			
Shipping not paid in advance will be charged an additional 30%		TOTAL	\$ _____



ENTER TOTAL ON RECAP FORM ON PAGE 13

SHIPPING LABELS

Place one on each piece shipped to ensure proper delivery.

Advanced Warehouse

RUSH

TO: _____
(Name of Exhibiting Company)

For: Build Expo Nashville
EFW c/o Estes Express
123 Threet Industrial Rd.
Smyrna, TN 37167

Booth #: _____
 Number _____ of _____ PCS
 Carrier: _____

Direct to Show

RUSH

TO: _____
(Name of Exhibiting Company)

MUSIC CITY CENTER -HALL D
c/o Build Expo
201 Rep. John Lewis Way S. Hall D
Nashville, TN 37203

Booth #: _____
 Number _____ of _____ PCS
 Carrier: _____

Advanced Warehouse

RUSH

TO: _____
(Name of Exhibiting Company)

For: Build Expo Nashville
EFW c/o Estes Express
123 Threet Industrial Rd.
Smyrna, TN 37167

Booth #: _____
 Number _____ of _____ PCS
 Carrier: _____

Direct to Show

RUSH

TO: _____
(Name of Exhibiting Company)

MUSIC CITY CENTER -HALL D
c/o Build Expo
201 Rep. John Lewis Way S. Hall D
Nashville, TN 37203

Booth #: _____
 Number _____ of _____ PCS
 Carrier: _____

DIRECT TO SHOW & POV MATERIAL HANDLING

DEADLINE DATE
June 18, 2026

Company Name _____ Booth # _____

Direct to Show Will Only Be Accepted on June 29-30, 8:00 AM - 4:00 PM

Please be aware there are certain rules & requirements that must be followed for move-in. The decorator has 100% jurisdiction over the docks.

Policies: In order to qualify for "SELF MOVE-IN", your load cannot exceed one trip, and must be NO MORE THAN "what one individual can carry in one sole trip without the use of a dolly or hand cart." (One man, one trip). Additional items which cannot be carried in the same load in this manner are subject to the decorator's material handling fees and services. The decorator will be using a scaled forklift to weigh everything which comes through the loading dock.

Services: Your materials will be moved from your vehicle to your booth. All crates, pallets and boxes will be removed before show and stored on the premises. At 3PM on Thursday, all crates, pallets and boxes will be returned to your booth. Once you have completely repacked your booth, your materials will be moved from your booth back to dock.

Procedures: Each exhibitor will have a scheduled move-in time. Check-in with the Service Director at the Exhibitor Services Desk upon arrival, located near the loading dock door.

MATERIAL HANDLING (FORKLIFT)

Service: Your material will be moved from your vehicle to your booth, all crates and boxes will be removed before show. At closing of show, all crates and boxes will be returned to your booth and your material moved from your booth back to dock. Make sure your equipment is on pallets so it can be moved safely.

	Per 100 lb.	Est. Weight	Subtotal
1- 200 lbs. (200 lbs. minimum)	\$158.00	_____	\$ 316.00
Each additional 100 lbs.	\$158.00	_____	\$ _____
After Deadline Price	\$205.40	_____	\$ _____
(All Weights are Rounded Up to the Nearest Hundred)		Total	\$ _____



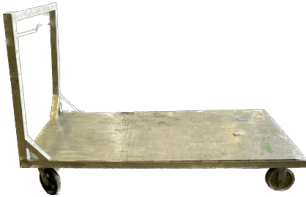
This service is if you bring your booth and product in a (POV) privately owned vehicle delivery or if you ship to the convention center.

CART SERVICE

Cart Service: Description of service - one (1) 3' x 4' flat cart and one (1) round trip from loading dock to Exhibitor's booth and at close of show from Exhibitor's booth back to loading dock. All items weighing 200 lbs or less moving in or out MUST use this service.

Advance Price \$282.00 x _____ round trip = \$ _____

After Deadline \$367.00 x _____ round trip = \$ _____



VEHICLE SPOTTING

Applies to all vehicles and/or gas powered equipment displayed at the event. All vehicles used as part of your exhibit must pay a spotting fee per each vehicle. All vehicles must meet these requirements:

- Fuel in tank must be 1/8 of a tank or less, capped and taped.
- Battery cables and alarms disconnected.
- Keys turned in to Show Management per Fire Marshall Regulations.

Per Vehicle \$61.00 x _____ vehicles = \$ _____

After Deadline \$79.30 x _____ vehicles = \$ _____



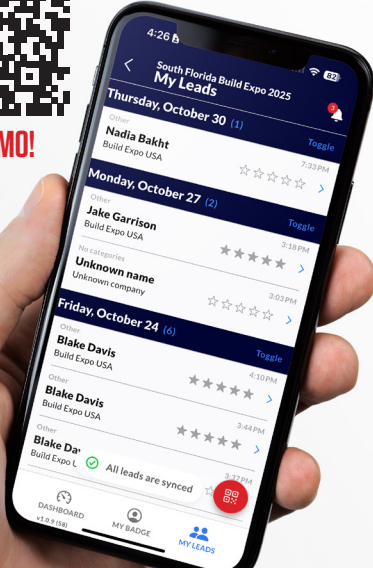
ENTER TOTAL ON RECAP FORM ON PAGE 13

PRE-REGISTERED BUYERS LIST & LEAD RETRIEVAL

DEADLINE DATE
June 18, 2026



SEE DEMO!



BUILD EXPO USA APP PREMIUM LEADS SCANNING

Record and save valuable contact information of buyers who visit your booth with **Build Expo USA App Leads Scanning** — a necessary lead retrieval tool to help you reach your future buyers. Scan the QR Code on each buyer's badge while the badge is worn. Add Notes, Qualifying Questions and Ratings! Download a custom CSV or Excel spreadsheet with all the information about your future buyers.



EXHIBITOR COST IS ONLY \$300!
Order Early and Save!

After Deadline: \$390.00
Add your team on the Badge Request Form, p 15

BUYERS LIST

No Emails On Buyers List

Buyers List
Delivered in Excel
Format After
the Show!

Get quality information on buyers that have been invited and/or registered to attend the Build Expo. This list provides all buyer information (where available):

- Company Name
- Contact Name
- Address, City, State and Zip Code
- Company Phone Number

EXHIBITOR COST IS ONLY \$330!
Leads of this caliber typically cost \$1.00 + each!

BUYERS LIST + LEADS SCANNING

EXHIBITOR COST IS ONLY \$575!!

ORDER FORM

ITEM	PRICE	AFTER DEADLINE PRICE	TOTAL
App Leads Scanning	\$300.00	\$390.00	\$ _____
Pre-Registered Buyers List* (Post-Show)	\$330.00	\$429.00	\$ _____
SAVE! Pre-Registered Buyers List* & App Leads Scanning	\$575.00	\$747.50	\$ _____

* Emails are not included on Buyers List

Company: _____ Booth #: _____

The Pre-Registered Buyers List for this show can ONLY be purchased directly through Build Expo. Any emails from any other source offering to sell you this list are false and are scams.



ENTER TOTAL ON RECAP FORM ON PAGE 13

NASHVILLE ORDER RECAP SHEET

Company Name: _____

Today's Date: _____

Booth #: _____ Contact Name: _____ Phone: _____

Requested Move In Time: _____

Day before the show from 8am to 4pm EST

Terms & Policy: Full payment must be included with your order. Orders will not be processed without payment. Build Expo must receive all orders by deadline date to avoid price increases. All orders and payments received after deadline date will be considered late orders and charged at after deadline prices. Late and show site orders are subject to availability and may be subject to additional charges. All prices subject to applicable taxes. All unpaid balances at the closure of show will be charged to the credit card on file. Any error or omission will be corrected and charged accordingly.

**NO COMPANY OR PERSONAL CHECKS WILL BE ACCEPTED FOR SHOW SITE ORDERS.
ONLY CREDIT CARDS OR CASH WILL BE ACCEPTED AT SHOW SITE.**

MAKE SURE YOUR COMPANY REPRESENTATIVE AT THE SHOW KNOWS THE TERMS OF PAYMENT.

email naylea@buildexpousa.com

CREDIT CARD AUTHORIZATION

I authorize Decorating Services to charge the following Credit Card for show expenses. (*) indicates required information. The charges will display on your bill as Decorative Services.

Please notify your accounting department to avoid any confusion.

Visa MasterCard Amex Discover

Email Address: _____

Credit Card #:* _____

Exp. Date:* _____

* _____

Print Card Holder's Name (exactly as it appears on the card)

* _____

Address _____ City _____ St. _____ Zip _____

Signature: X _____

Signature is required for service orders to process.

ORDER RECAP

Booth Packages	Pg. 5 TAXABLE	\$ _____
Deluxe Booth Package (padding)	Pg. 5 TAXABLE	\$ _____
Individual Booth Furnishings	Pg. 6 TAXABLE	\$ _____
Advance Warehouse	Pg. 8	\$ _____
Direct to Show Material Handling	Pg. 10	\$ _____
Cart Service	Pg. 10	\$ _____
Vehicle Spotting	Pg. 10	\$ _____
Display Labor	Pg. 11	\$ _____
Pre-Registered Buyers List &/OR App Leads Scanning	Pg. 12 TAXABLE	\$ _____
Subtotal		\$ _____
Sales Tax 9.75%		\$ _____
Total		\$ _____

NO REFUNDS AFTER SERVICES ARE REQUESTED & PROCESSED

RULES & REGULATIONS

1. All exhibit space and equipment ordered must be paid in full on dates designated on face of contract. If exhibitor fails to make either of said payments by the proper time, or fails to fulfill the contract in any way, all rights of the exhibitor shall be forfeited. All deposits or payments made on said contract shall be retained by the Show Management as damages for breach of contract and the Show Management may recall and resell said space.
2. Exhibitors will report to the designated show office upon arrival at the building for exhibitor's working passes.
3. No nails or screws may be driven into the floor. No damage of any nature may be done to the booth structures nor to any part of the exhibit hall. Exhibitor will be held responsible.
4. All aisles must be kept clear of exhibits; and, no interviews, demonstrations, distribution of literature, canvassing, solicitation of business or conferences in the interest of business, except by exhibiting firms allowed and must be confined to the booth area.
5. All structural work, such as extra shelving, standard display racks, etc., must meet the approval of the Show Director and or the Director of the Convention Center.
6. Subletting of space is prohibited. Two or more firms may not exhibit in a single space unless a special arrangement with the Show Director is made in advance of the opening date.
7. The decision of the Show Director must be accepted as final in any disagreement between exhibitors. Exhibitors must meet any and all regulations from the Convention Center.
8. The Show Management reserves the right to change the show dates and locations with no advance notice to the exhibitor that will, in the opinion of the Show Management be of benefit to the exhibitor of the show itself.
9. The Show Management reserves the right to make location/space changes with no advance notice to the exhibitor that will, in the opinion of the Show Management be of benefit to the exhibitor of the show itself.
10. Exhibitors must use qualified union personnel to install and remove displays and display material. No exception to this rule will be allowed.
11. In order to qualify for self move-in, your load cannot exceed "what one man can carry in one load without the use of a dolly or hand cart." The decorator service has 100% jurisdiction over the docks.
12. Electricity, gas water and steam shall be available upon proper application to the providing companies. All arrangements for services must be made direct to said providing company.
13. The building, including the demised premises, shall be at all times under the Convention Center. All decisions affecting same shall be final as made by the Director of the Convention Center.
14. Oil, gas or gasoline engines may not be operated in the building. Gas tanks must be drained and batteries disconnected. All propane containers must be empty or removed.
15. No food, drink, candy, vending machines, souvenirs, sundries or other items may not be allowed in exhibiting areas except those for which proper space has been paid to the Show Management and approved by the Concession Service of the Convention Center.
16. Freight and express shipments of exhibit material must be handled by such drayage and shipping firms as authorized by the Show Management. Information regarding the shipping of materials and freight are available from the Show Director. All shipping must be prepaid.
17. Any property brought upon the premises by an exhibitor shall be at the sole risk of the exhibitor and shall be removed from the premises at the expiration of the terms of this agreement. The Show Director and/or management of the Convention Center shall have the right to remove from the building all remaining affects left after the date and/or specified time for move-out at the cost of the exhibitor and to store same at exhibitor's cost and risk.
18. The exhibitor shall conform to all statutes, ordinances, regulations and directions issued by any authorized authority of federal, state and city government including but not limited to said rules as issued by the Director of the Convention Center, Show Director or any other authorized entity while exhibitor is occupying space in said Convention Center.
19. Exhibit hours will be as defined by the Show Director with said notice being provided to exhibitors as to hours of move-in, show operation and move-out. Such hours shall be strictly adhered to by all participating exhibitors.
20. The Show Management will take all reasonable precautions against loss by fire, water, storm, theft, strikes and other damages, but does not guarantee or insure the exhibitor against any loss by reason thereof. If insurance is desired it must be placed by the exhibitor.
21. The Lessee / Exhibitor hereby agrees to indemnify and save Build Expo and the Convention Center, its officers, agents and employees from and against any and all loss of or damage to, property, or injuries to, or death of, any person(s) including property of Build Expo and the Convention Center, and shall defend, indemnify and save harmless its officers, agents and employees, from any and all claims, damages, suits, costs in any way resulting from or arising out of, directly or indirectly, Lessee / Exhibitors operations in connection with its use or occupancy or any portion of the leased facilities or show, including acts of commission or omission of employees, representatives or agents of the Lessee/Exhibitor. The Lessee/Exhibitor further agrees to carry for full term of the contract and at Lessee's/Exhibitor's own expense liability insurance against all claims or suits as set forth above.
22. Show Management reserves the right to stop or remove from the show any exhibitor or its representative performing any act or practice which, in the opinion of the Management / Director of the Convention Center, is objectionable or detracts from the dignity of the show.
23. All matters not covered in these conditions are subject to the decision of the Show Director and/or Convention Center. No exceptions to this rule is allowed.

NASHVILLE BADGE REQUEST FORM

All exhibitors and their support staff need identification at the expo.

Complete to obtain exhibitor badges for each person in your company attending. All badges will be picked up at the service desk at the back loading dock. Badges are printed exactly as you type them. You will receive them when you move into the show. Check to grant access to leads scanning (with company purchase, see p 12)

Exhibiting Co. Name: _____ Booth #: _____

First Name: _____ Last Name: _____

Position: _____ Phone Number: _____

Email (Unique): _____ Grant Access To Lead Scanning

First Name: _____ Last Name: _____

Position: _____ Phone Number: _____

Email (Unique): _____ Grant Access To Lead Scanning

First Name: _____ Last Name: _____

Position: _____ Phone Number: _____

Email (Unique): _____ Grant Access To Lead Scanning

First Name: _____ Last Name: _____

Position: _____ Phone Number: _____

Email (Unique): _____ Grant Access To Lead Scanning

First Name: _____ Last Name: _____

Position: _____ Phone Number: _____

Email (Unique): _____ Grant Access To Lead Scanning

First Name: _____ Last Name: _____

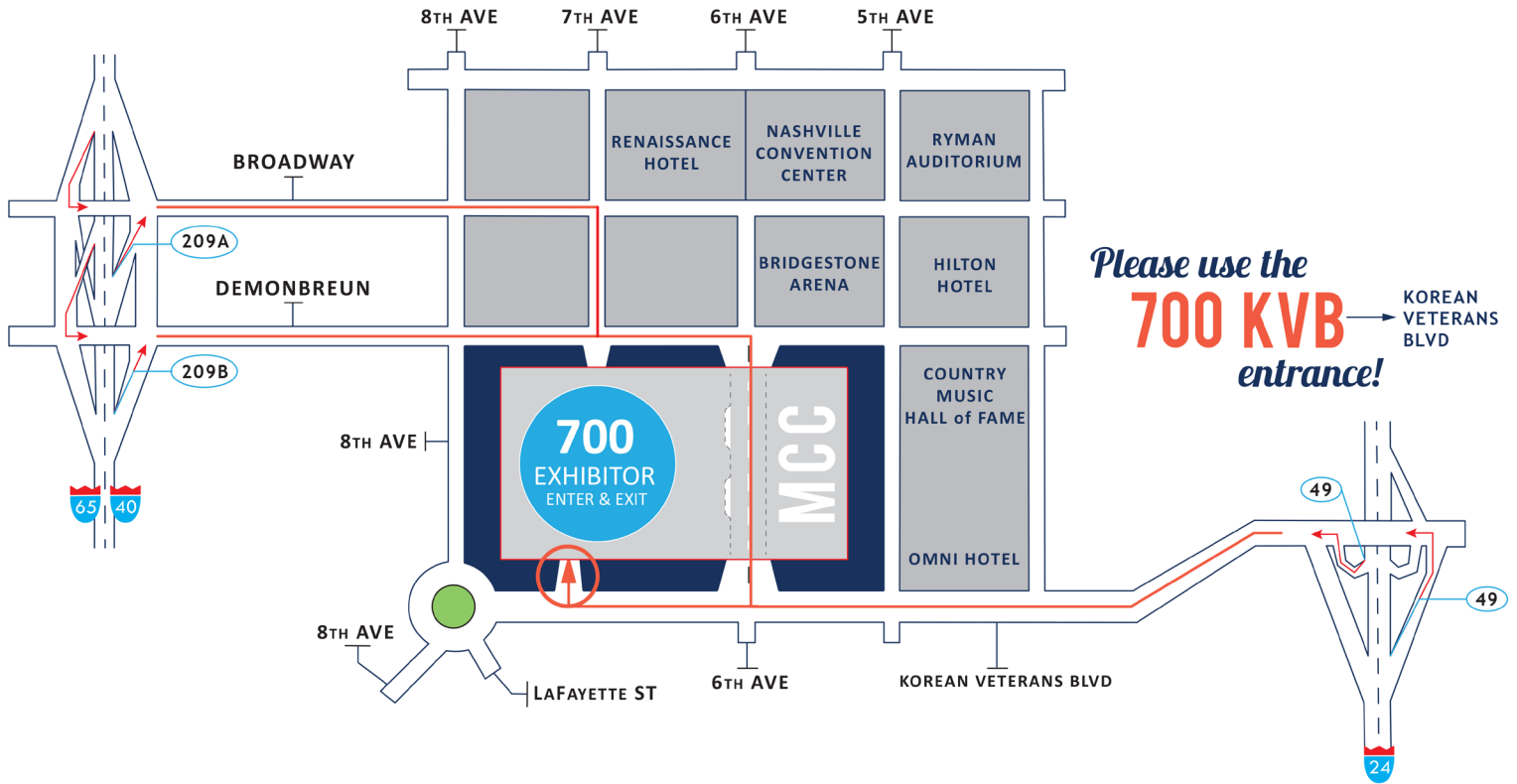
Position: _____ Phone Number: _____

Email (Unique): _____ Grant Access To Lead Scanning

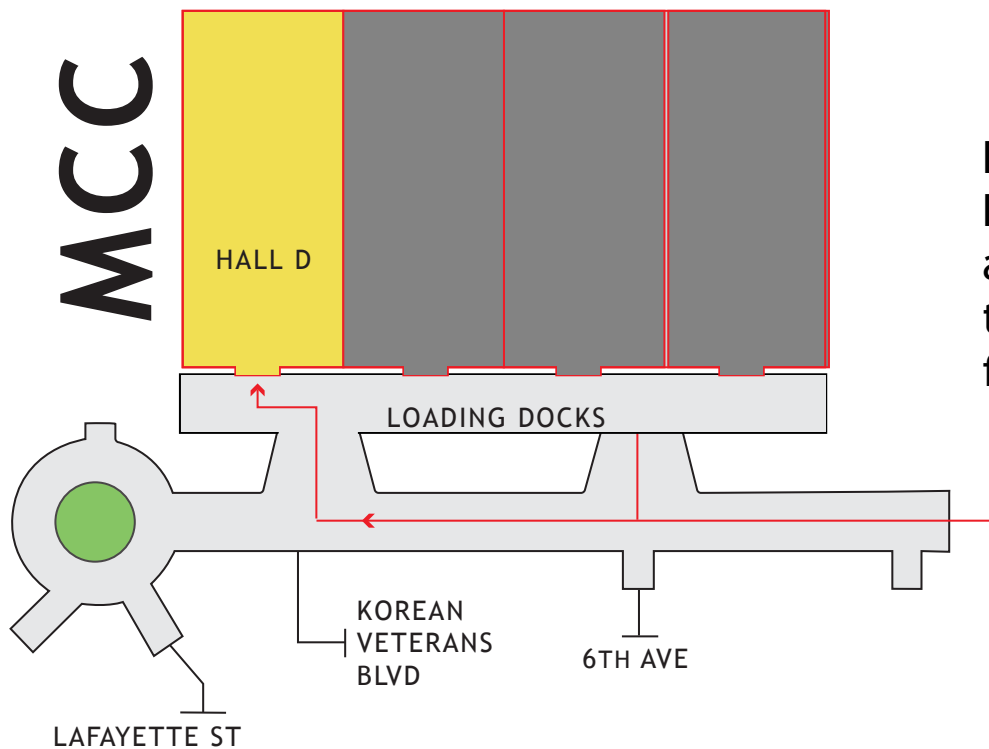
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and turn right to
the Loading Dock
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