

## GENERAL SHOW INFORMATION & INSTRUCTIONS

### A. IMPORTANT DATES AND TIMES

**Location:** Phoenix Convention Center, South Hall F-G

#### **Exhibitor Move-In:**

Tuesday, February 3: Noon – 5 p.m. (**equipment move-in only, appointment only**)

*Levy to send targeted move-in times to individual exhibitors based on position on the floor plan.*

Wednesday, February 4: 8 a.m. – 5 p.m. – All Exhibitors

Thursday, February 5: 8 a.m. – 5 p.m. – All Exhibitors

*All exhibits must be set up by 5 p.m. on Thursday, February 5, 2026.*

#### **Convention Schedule:**

Thursday, February 5: 9 a.m. – 4 p.m. Live DEMOLition Event® (Offsite)

Thursday, February 5: 6:30 – 8 p.m. Expo Opening Reception in Expo Hall

Friday, February 6: 10:30 a.m. – 4:30 p.m.

Friday, February 6: 6:30 – 9:30 p.m. Evening Party (Offsite)

Saturday, February 7: 10 a.m. – 1 p.m.

#### **Exhibitor Move-Out:**

Saturday, February 7: 1 – 8 p.m.

Sunday, February 8: 8 a.m. – Noon

The Expo will be open according to the schedule shown above. All exhibits must be opened and staffed during show hours. Exhibitors will be allowed into the Expo **two hours** before the opening on Friday and Saturday. Exhibitors will be required to exit the Expo as soon as the show closes each night.

Exhibitors may begin to pack equipment, supplies, and literature when the show closes on Saturday, February 7, at 1 p.m. and must be completely out of the hall by Sunday, February 8, at Noon. Any materials remaining in the facility will be rerouted via Levy's choice at the exhibitor's expense.

### EXPO ADMISSION HOURS

**Location:** Phoenix Convention Center, South Hall F-G

Exhibitors will be allowed on the Expo floor at the following times:

Tuesday, February 3 Noon – 5 p.m. (**equipment move-in only, by appointment only**)

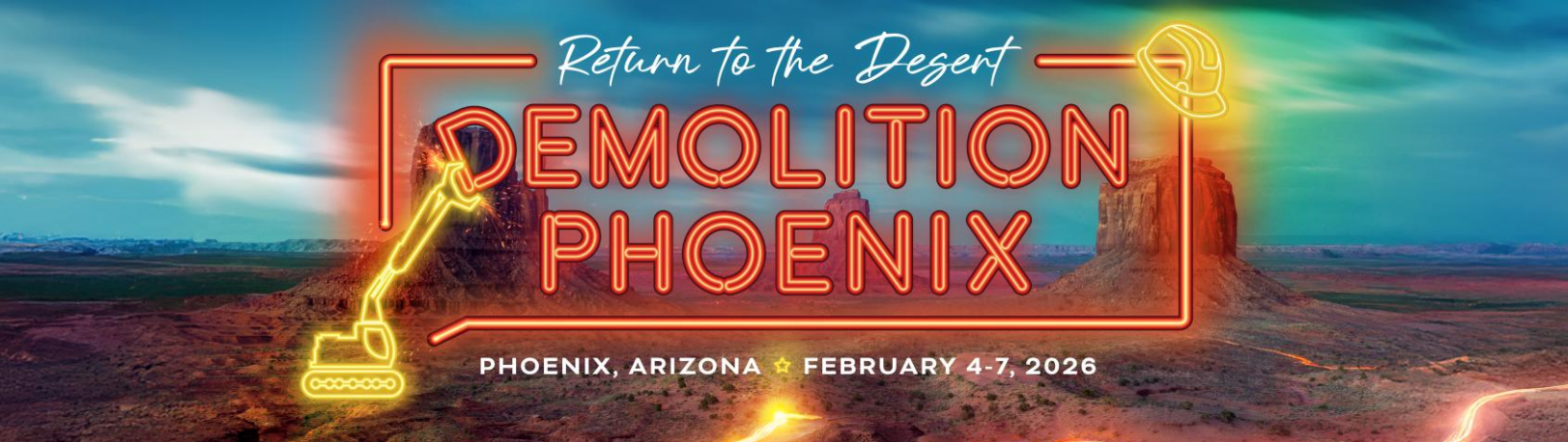
Wednesday, February 4 8 a.m. – 5 p.m.

Thursday, February 5 8 a.m. – 8 p.m.

Friday, February 6 8:30 a.m. – 4:30 p.m.

Saturday, February 7 8 a.m. – 8 p.m.

Sunday, February 8 8 a.m. – Noon



Exhibitors must have a name badge in order to gain access to the Expo. If an exhibitor needs additional time in their booth during exhibitor move-in/move-out, please contact NDA Show Management onsite to receive an Early/Late Pass. Stop by registration for assistance onsite.

**B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR**

Levy is the Official General Service Contractor for Demolition Phoenix. Other official show suppliers are listed in the Exhibitor Services Directory. Levy will maintain an Exhibitor Service Desk located during the event, including move-in and move-out.

**D. SHIPPING & INSURANCE**

Shipping instructions and shipping labels are included in the Levy materials. NDA encourages exhibitors to purchase insurance coverage for their booth in the event that your display is damaged or lost in transit.

While making shipping arrangements, be sure to plan for a company representative to be on-site to oversee the outbound shipment of your display and products. It is also a good idea to place a rider on your insurance policy to cover your display and products from the time they leave your possession until their return. Remember that your company is responsible for your exhibit and product. It is expected that exhibitors have or purchase adequate insurance to protect against all perils. Your insurance agent should be consulted to be sure of adequate coverage.

**E. TRUCK DELIVERIES**

All truck drivers delivering freight to the show should check in with the shipping and receiving dock at the convention center. Freight will be unloaded on a first-come, first-served basis in accordance with Levy's move-in schedule, the availability of appropriate manpower and equipment for the job, and access to the exhibitor's booth location.

**F. EMPTY CRATES**

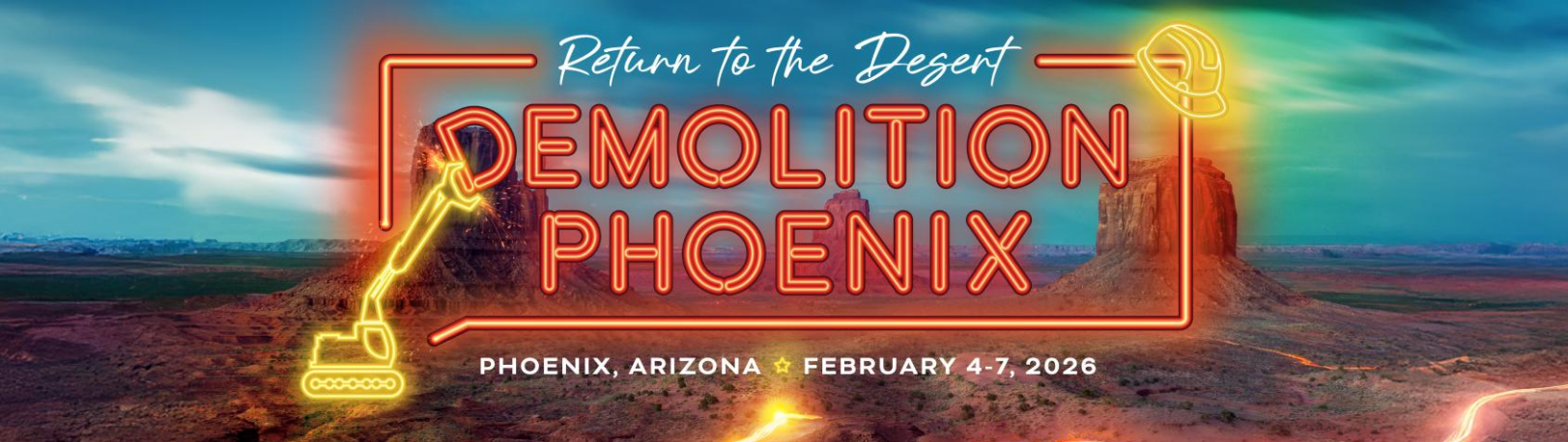
It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely, and "empty" stickers should be attached as soon as they are emptied. Stickers can be picked up at the Levy Exhibitor Service Desk. Open crates will not be accepted for storage.

A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

**G. SECURITY**

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. The National Demolition Association (NDA), Smithbucklin, Levy, Phoenix Convention Center and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. NDA strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this convention, as well as during installation, exhibit days, and dismantling. NDA insurance policies do not extend to cover liabilities of exhibitors.





#### H. HOUSING INFORMATION

NDA has reserved a block of rooms at the Hyatt Regency Phoenix. To take advantage of these rates and book your room today!

**Important: You must complete and pay for your event registration first to receive the hotel booking link. This link will be included in your registration confirmation email.**

##### **Hyatt Regency Phoenix**

122 N 2nd St  
Phoenix, AZ 85004  
\$289.00/night

**This rate is available through Friday, January 9,** or until the block sells out. After this date, rooms can be booked on a space-available basis at the prevailing rate.

*Please note that all official Demolition Phoenix hotel information will come from NDA Show Management. Please disregard any communications coming from suspicious third-party companies. NDA cannot verify the authenticity of such companies or their representations and will not be able to provide a resolution to issues related to such reservations. If you have any questions about the booking of your hotel reservation, contact [exhibit@demolitionassociation.com](mailto:exhibit@demolitionassociation.com).*

#### I. REGISTRATION INFORMATION

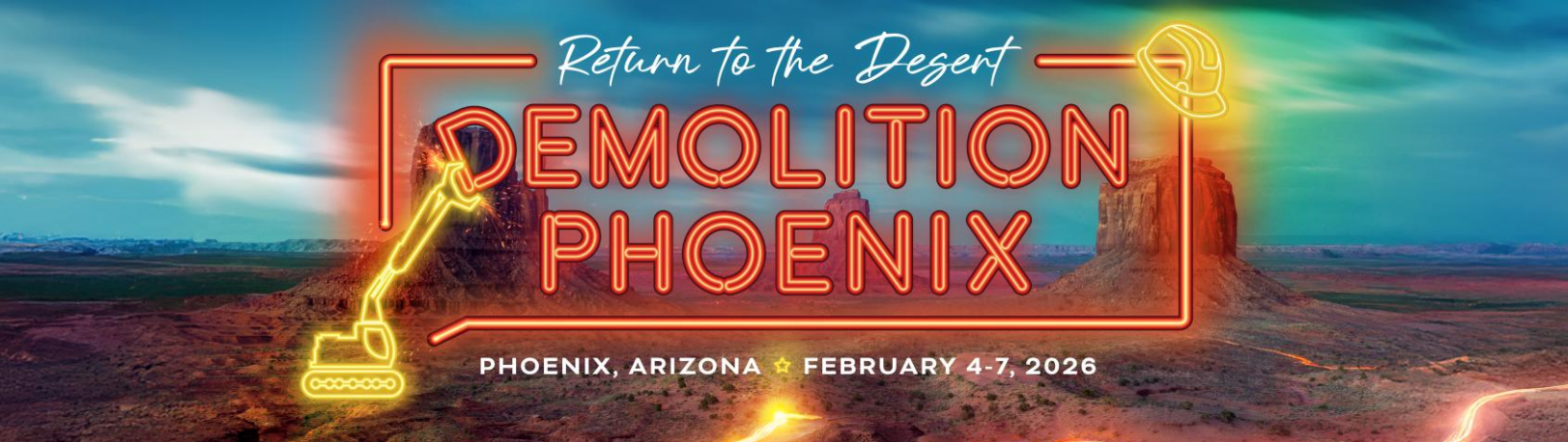
NDA is pleased to offer online registration for all Demolition Phoenix exhibitors.

Exhibitors receive **one** complimentary exhibitor full convention badge and **one** complimentary exhibitor additional staff badge **per booth**. **Two** additional Exhibitor Additional Staff badges will be given to booths of 400+ sq. ft or more.

**Please note:** Exhibitor additional staff passes include access to Live DEMOLition Event® and Expo hours at the Convention Center. These passes do not include social events; each event can be purchased for an additional fee. exhibitor additional staff passes **do** include admittance to the Live DEMOLition Event®

Each company can purchase exhibitor full convention and exhibitor additional staff passes for additional employees.

On or before December 10, 2025, all additional exhibitor full convention badges can be purchased at the early bird rate of \$900, and exhibitor additional staff for \$375. After February 3, 2026, additional exhibitor full convention badges can be purchased at the standard rate of \$1,000/badge. After February 7, 2026, badges can be purchased at the late/onsite rate of \$1,100/badge. If you do not have your registration instructions or password, email the NDA Registration team at [registration@demolitionassociation.com](mailto:registration@demolitionassociation.com).



#### **J. RULES AND REGULATIONS**

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety, and health, which may be applicable in the Expo during the event. Exhibitors must comply with NDA's Contract Conditions/Rules & Regulations and the IAEE Display Rules and Regulations as included in this kit.

#### **K. NDA EXHIBIT BOOTH PACKAGE**

Each exhibitor will be provided with the following benefits per [10' x 10'] space:

- A standard identification sign (7" x 44") indicating company name and booth number
- Eight-foot (8') black high back wall drape and three-foot (3') black high side rail drape
- One (1) exhibitor full convention registration per booth
- One (1) exhibitor additional staff per booth
- Perimeter security guard service during all show hours (24-hours)
- Daily cleaning of the Expo aisles and common area (if your booth requires daily cleaning, please reference the booth cleaning form in this kit)\*\*
- Exhibitor listing and booth number in the mobile app
- Pre-Event/Post-Event attendee list of all registered attendees (to include contact, company name, title, mailing address, phone, and email for those that opted-in)

**\*\*Exhibitors must carpet or provide floor covering for booth space. Please refer to the order form in this kit.**

#### **L. AMERICANS WITH DISABILITIES ACT CONFORMANCE**

All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act (ADA). The Exhibitor shall hold NDA and its directors, officers, employees, agents or subcontractors harmless from any consequences of exhibiting the company's failure in this regard. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section - NYAV  
Washington, D.C. 20530  
Phone: 800.514.0301  
Website: [www.ada.gov](http://www.ada.gov)