

January 15–18, 2009 • Anaheim, CA

Now that we've received your application, you're only three steps from getting your exhibit space.

**We Received Your 2009  
NAMM Show Application On:**

## 1. Process

**NAMM will:**

- Confirm your NAMM Membership
- Record your booth deposit
- Verify your Directory information
- Mail your acknowledgment

PLEASE NOTE: Processing of application does not guarantee space assignment.

## 2. Assign

The assignment process will begin after **August 22** and will be completed by **October 24**. According to NAMM rules listed on the space application, assignments will follow this order of priority:

1. Exhibitors requesting their same 2008 space
2. 2008 Exhibitors requesting a change in size or location
3. New applicants

PLEASE NOTE: Applications received after August 22 will be assigned after October 24 on a first-come, first-served basis. In the interim period, NAMM will review your application and contact you if more information is needed.

## 3. Confirm

On **October 24**, NAMM will mail materials confirming your booth number(s) and balance due/invoice.

**The Exhibitor Manual will be available online in September at [www.namm.org](http://www.namm.org)**

The Exhibitor Manual contains important deadlines, exhibit rules and regulations, shipping instructions and publicity information, as well as order forms for labor, carpet, furniture, food/beverage, phone service, electrical, plant/floral and more.

# The 2009 NAMM Show Exhibitor Calendar

## August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August 15:** Housing Options and Pricing Available Online at [www.namm.org](http://www.namm.org)

**August 22:** Initial Assignment Deadline

## September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**September 15:** Member Housing Opens 8 a.m. (PST)

## October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**October 24:** Initial Assignment/Exhibitor Contract Mailing

**October 27:** Exhibitor Show Badge Registration Opens

## November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**November 7:** Performance Request Deadline

**November 10:** Non-Member Housing Opens

**November 14:** What to See/Artist Appearances Deadline

Final Booth Payment

Booth Cancellation

Publication Bin Request Deadline

Additional Directory Listing Deadline

\$35 Cancellation Fee if Hotel Reservations Cancelled  
After This Date

## December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**December 5:** Free Badge Registration Deadline

**December 12:** Booth Construction/Variance Request  
EAC Forms/Insurance Certificates  
Service Contractor/Suppliers Order  
Deadline for Hotel Reservations

## January 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2:** Press Conference Room Reservation Deadline

**January 15-18:** NAMM Show 2009

Let us help you. Call us at 760.438.8001 or e-mail [tradeshaw@namm.org](mailto:tradeshaw@namm.org)