



2018 NATIONAL CONVENTION & TRADESHOW

JW Marriott Marco Island Beach Resort
Marco Island, Florida, May 3-6, 2018

SUPPLIER GENERAL INFORMATION AND DEADLINES

EXHIBIT SPACE CONTRACTS

Please complete the Exhibit Space Contract and the Exhibitor Personnel Registration Form and return to NSAA with payment. **Exhibit space cannot be confirmed without payment.** Please note the Rules and Regulations listed with the Exhibit Space Contract.

Space Assignments - All companies returning space contracts by **February 28, 2018** along with the appropriate forms and fees will be assigned space in accordance with the established priority points system. Contracts received after the deadline date will be assigned in the order that they are received on a first-come, first served, space-available basis. NSAA's priority points system prioritizes all exhibit contracts received by the deadline by the number of points a NSAA Supplier member company has accumulated for the national show.

EXHIBITOR SERVICES INFORMATION

Each exhibiting company will receive an Exhibitor Services Manual upon confirmation of booth space that is provided by NSAA and the official show contractor. This will give you all of the information needed to exhibit, along with the appropriate forms for shipping and ordering anything you might need such as electrical, A/V, etc. Each 8' (depth) x10' (width) booth (one per company) includes 8-ft. back drape and 3-ft. side rails, a booth sign, and general overhead lighting. The exhibit hall is carpeted. Exhibit move-in and set-up is on Thursday, May 3 from 12:00 p.m. to 5:00 p.m. and Friday, May 4 from 8:00 a.m. to 11:00 a.m. Exhibit move-out is Saturday, May 5 from 1:30 p.m. to 5:00 p.m.

REGISTRATION INSTRUCTIONS

Please complete the Exhibitor Personnel Registration form and submit along with the Exhibit Space Contract. Individual names can be registered at a later date if all representatives are not known at this time. A check made payable to NSAA or credit card information for all exhibit and registration fees **MUST** accompany the Exhibit Space Contract and the Exhibitor Personnel Registration form. **Registrations will not be processed without payment.**

REGISTRATION POLICY

Only individuals who are registered and have an official NSAA convention badge may attend the Tradeshow and convention events. Registration includes entrance to the Tradeshow, all open sessions, workshops, tradeshow lunch, continental breakfasts and cocktail parties. All supplier members must register for the show under their own company's membership, even if they are affiliated with another member.

Supplier members **may not** register those individuals who are not directly employed by their company, i.e. consultants, ski area representatives, etc. NSAA would appreciate supplier members respecting this policy. Those who violate this policy will be penalized.

CANCELLATION POLICY

All cancellation notices must be received in writing by NSAA on or before April 19, 2018. **Refunds will be handled on a case-by-case basis and must be requested in writing at time of cancellation. No refunds of exhibit or registration fees will be given to "no shows."**