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 - Forms must be completed and returned to the NSAA office with the appropriate fees by February 14, 2020, for space assignments and to ensure your company listing in the printed exhibitor directory. The NSAA President and/or Trade Show Management reserves the right to assign space without regard to established priorities when, in their judgement, such assignment is in the overall best interest of the 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) x 10’ (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 Monday, May 4 from 12:00 p.m. to 5:00 p.m. and Tuesday, May 5 from 8:00 a.m. to 11:00 a.m. Exhibit move-out is Wednesday, May 6 from 1:00 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 15, 2020. 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."