

IMPORTANT INFORMATION FOR EXHIBITORS

We have prepared this information sheet for a successful exhibitor experience with the 2023 NAEYC Annual Conference. Please note the key dates listed here and share the information with your booth staff.

LOCATION

Music City Center

201 Rep. John Lewis Way S, Nashville, TN 37203 (Do not use this address for shipping)

[Click here](#) for additional information on the Convention Center.

The expo will be in Halls B-D. [CLICK HERE](#) to view the floorplan.

Please watch your calendar to meet these important deadlines:

August 25	Program Ad Insertion Order Due
September 8	Bag Insert Reservation Due
September 13	Program Ad Submission Artwork due
September 15	Submit bag insert draft for approval by NAEYC
September 16	Company Short URL and Keywords
September 29	Bag Inserts due at fulfillment house
October 12	Shipments to Advance Warehouse Start
October 16	Submit your Island Booth Schematics
October 16	Deadline to submit Certificate of Insurance
October 24	Register booth personnel for staff badges
November 3	Hargrove Advance Order Deadline
November 9	Last Day for Shipments to Advance Warehouse
November 14	Direct Shipments begin to Show Site

EXPO SCHEDULE

Tuesday, November 14	8:00 a.m. – 5:00 p.m.	Exhibitor Set-Up
Wednesday, November 15	8:00 a.m. – 2:00 p.m.	Exhibitor Set Up
	3:30 p.m. – 5:00 p.m.	Opening Keynote
	5:00 p.m. – 7:00 p.m.	Expo Grand Opening
Thursday, November 16	10:00 a.m. – 6:00 p.m.	Expo Open
	11:30 a.m. – 1:00 p.m.	Lunch available for purchase in the Expo Hall
	4:30 p.m. – 6:00 p.m.	Research Poster Session (Dedicated Time)
Friday, November 17	10:00 a.m. – 6:00 p.m.	Expo Open
	11:30 a.m. – 2:00 p.m.	Lunch available for purchase in the Expo Hall
	4:30 p.m. – 6:00 p.m.	Research Poster Session (Dedicated Time)
	6:00 p.m. – 8:00 p.m.	Exhibitor Move-Out*
Saturday, November 18	8:00 a.m. - Noon	Exhibitor Move Out Continues

*The exhibitor guidelines state that tear down may not begin before 6 p.m.; any non-compliant activity will result in loss of priority points for attending the show.

Lunch will be available for purchase in the Expo on Thursday and Friday. An exhibitor respite station with complimentary water and coffee will be located near the exhibitor services area.

REGISTRATION

Our registration vendor, CMR, sent a personal email to you with instructions on how to register your booth personnel. You will pick up your badge at the Convention Center. Further instructions will be sent closer to the time of the meeting. If you have any questions about registration, please contact CMR at naeycsupport@cmrus.com.

EXHIBIT ASSIGNMENT AND FURNISHINGS

[Click here](#) to view the current floorplan and current list of exhibitors.



Booth Drape Colors:	Back Drape: White/Gold – Side: Gold
Aisle Carpet Color:	Tuxedo Gray and Black

Each 10 x 10 space includes:

- 8' High Black Draped Back Drop
- 3' High Black Draped Side Walls
- (1) Booth ID Sign (booths under 200 sq. ft.)
- (1) Listing in Final Program – Booth #, Name and Website
(Enhanced Listing available for an additional \$500)
- (4) Exhibitor Badges per 10x10 (maximum of 20)

The aisles will be carpeted by NAEYC. Your exhibit space must be carpeted. You can order via the exhibitor services kit or provide your own (it must be compliant and not a trip hazard).

For those companies with priority points, you will receive an invitation in late October to book your exhibit space for these upcoming NAEYC conferences:

Professional Learning Institute Annual Conference	New Orleans, LA Anaheim, CA	 June 2-5, 2024  November 6-9, 2024
--	--------------------------------	--

REACH YOUR AUDIENCE

Please do not miss the opportunity to let people know who you are! There are both FREE and for-fee ways to promote your booth.

Exhibitor Information Including Keywords

As an exhibitor, your company name, booth number, url, and keywords will be collected through a link in the Exhibitor Resource Area and will appear in the conference print and digital program. This information must be completed by September 16.

Advertisements and Bag Inserts

Opportunities exist for your ad to appear in the conference program, available in print and digital, and in the attendee bags. If you have any questions, please contact Codi at advertising@naeyc.org.

GENERAL SERVICE CONTRACTOR

Hargrove is the General Service Contractor. They will have a desk located in Exhibitor Service Center located in the Exhibitor Services Area. Contact information listed in the Exhibitor Services Kit.

FOOD AND BEVERAGE

If you require food and beverage for your booth, please locate the catering form in the Exhibitor Services Kit or in the Exhibitor Resource portal.

HOUSING INFORMATION

Housing information will be available around July 17.

SESSION INFORMATION

Session information will be available in early August

EXHIBITOR RULES

Just a reminder that all activities must occur within your booth space. It is not permissible to hand out things at the entrance or outside the confines of your booth space, and not in the public spaces of the conference. [Click Here](#) for the Rules and Regulations.

SECURITY

Precautions will be taken to ensure the safety of exhibit material. The Expo area will be secured, and peripheral guard service will be provided when the area is not scheduled to be open. NAEYC and any of its directors, officers, employees, agents, vendors, or subcontractors, any NAEYC conference venue are not responsible for the protection of exhibitors' materials and displays nor for any loss or damage to such materials and displays, and Exhibitor will hold harmless NAEYC and any of its directors, officers, employees, agents, vendors, or subcontractors, any NAEYC Conference venue for any such loss or damage.

CERTIFICATE OF INSURANCE

Each exhibiting company is required to insure itself against property loss or damage and against liability for personal injury. Following are the minimum limits:

Comprehensive General Liability	\$1,000,000 per occurrence
Workers' Compensation Insurance	\$2,000,000 aggregate statutory minimums

There is a sample liability form included in the Exhibitor Services Kit.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

Any companies using an Exhibitor Appointed Contractor to set up their booth must fill out the EAC Form. The EAC must provide a Certificate of Insurance with the limits listed above. The deadline to provide this form is November 1. A form must be filled out for each company hired by the exhibitor, Labor & Dismantle, AV, etc.

Please see the Exhibitor Service Kit for more information on ordering booth furnishings, electrical, internet, shipping, and other valuable information.

We look forward to working with you! Please call should you have any questions.

Debi Maines
Senior Manager, Logistics
856-302-0890
debra_maines@AFassanoCo.com