



AASA NCE 2024 Exhibitor Checklist

<p>Housing Make hotel reservations online at: https://reg.cmrus.com/aasa2024/</p>	ASAP
<p>Final Booth Payment Due At this time, all exhibitors must be paid in full with their contract.</p>	ASAP
<p>Stand Out from the Competition Place an ad in the Conference Program. Contact Kathy Sveen at 312.673.5635 or ksveen@smithbucklin.com for details.</p>	November 13, 2023
<p>Send Direct Mail to Attendees Pre-show marketing is essential for your exhibition success. Let attendees know you will be at the AASA conference by renting the pre-registration mailing and email list from www.mgilists.com. Complete the Mailing List Order Form or contact Candy Brecht at cbrecht@mgilists.com.</p>	December 2023- March 2024
<p>Order Lead Retrieval System Capture valuable sales leads by renting a scanner that stores contact information of the attendees that visit your booth. See the information and forms included in the Lead Retrieval section.</p>	January 4, 2024
<p>Ship Your Exhibit/Booth Materials To ensure that your exhibit and materials will be in your booth during show move-in <u>shipments should be sent in advance to the Freeman warehouse</u>. Materials arriving after February 7, 2024 will be received at the warehouse with an additional after deadline charge. Please use the warehouse mailing address provided in the Shipping & Transportation section. Then use Freeman's Material Handling service to place your materials in your booth beginning Wednesday, February 14, 2024.</p>	January 16, 2024- February 7, 2024
<p>Apply for Late Move-In or Early Move-Out Your booth must be fully installed from 7:15am Thursday, February 15, 2024, through 2:30pm Friday, February 16, 2024. Your booth must also be staffed during all show hours on Thursday and Friday. If you plan to set-up late you must obtain pre-approval from show management. Freeman will not return empty containers/boxes for move-out until after the show closes! Submit requests to Hannah Redmond at hredmond@smithbucklin.com</p>	January 12, 2024
<p>Order Booth Carpet and Furniture All exhibitors MUST carpet their entire booth area. Any booth not carpeted and fully installed by 3:00pm on Wednesday, February 14 will be done so at the exhibiting company's expense. If you require tables, chairs, etc., these items should be rented through Freeman. Order forms can be found under the Booth Carpeting and Furnishings Rental section. Look for details on a special booth package for furnishing your 10 x 10 exhibit.</p>	January 17, 2024 (For discounted rate)
<p>Notify AASA of Third Parties and Exhibitor Appointed Contractors If you plan to use contractors other than Freeman you must notify AASA by filling out the EAC Form found in the Exhibitor Services Manual and provide proof of insurance. Please email Hannah Redmond at hredmond@smithbucklin.com with the completed form.</p>	January 19, 2024
<p>Order Internet, Phone Lines & Internet Connections Rent flat screen displays, computers, monitors, a phone line, and internet connection for your booth through San Diego Convention Center. See the Audio Visual section for information and order forms.</p>	February 6, 2024
<p>Register Booth Personnel Save time onsite by registering your booth personnel in advance. Visit Exhibitor Registration onsite at the convention center if you miss the deadline. Please visit https://aasa.cmrushelp.com/s/contactsupport with any questions.</p>	February 2, 2024
<p>Show Site Shipping Last minute shipments should not arrive to the convention center prior to 7:00am on Wednesday, February 14, 2024. Any shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. See the Shipping & Transportation section for details and use the show site mailing address.</p>	February 14, 2024