



Dear NCE Exhibitor,

Thank you for your support of the 2022 AASA National Conference on Education. This event will be held February 17-19 at the Music City Center in Nashville, TN. We are excited to have you with us in person again! In preparation for the show, please review the following notes and reminders.

### [Exhibitor Resources](#)

All current exhibitor resources and booth forms can be found on the [AASA NCE Exhibitor Resources Page](#).

For quick links on specific forms, please reference the below:

- **Electrical** – Order form [here](#)
- **Internet** – Order form [here](#)
- **Catering** – Order form [here](#)
- **Lead Retrieval** – Order form [here](#)
- **List Rental** – Order form [here](#)
- **Carpeting/Flooring (*floor is required*)** – Order via [Freeman](#)
- **Furniture/Audio Visual** – Order via [Freeman](#)
- **Exhibitor Appointed Contractors** – must be completed [here](#) and sent to [Kelsey Kwasniak](#) with contractor COI (certificate of insurance)

### [Health & Safety](#)

AASA has partnered with CLEAR and will be requiring proof of vaccination OR a negative test within 72 hours of the event.

#### **Providing Proof of Vaccination or Negative Test**

Detailed information on requirements and instructions on how to build your CLEAR Health Pass are now available on the [NCE website](#).

Please create your health pass prior to coming to the NCE registration desk. You will be required to show your CLEAR Health Pass on your phone in order to receive your badge.

All registrants, spouses/partners, guests, presenters, exhibitors, vendors, etc. must create their own CLEAR Health pass to be admitted into any official conference event.

**IMPORTANT NOTE:** Any (EAC) exhibitor appointed contractor must also use CLEAR to show proof of vaccination or negative test in order to enter the exhibit hall. If your company has hired any outside

**vendors in addition to your onsite staff, they must follow these protocols. Access to the exhibit hall will be prohibited unless a health screening wristband is being worn.**

**Exhibitor Move-in**

Wednesday, February 16: 8:00am – 5:00pm

**AASA National Conference on Education Marketplace Hours**

**Thursday, February 17: 7:45am – 4:00pm**

Dedicated Hours: 7:45am – 9:00am  
1:45pm – 3:00pm

**Friday, February 18: 11:00am – 2:30pm**

Dedicated Hours: 12:15pm – 12:45pm  
1:45pm – 2:15pm

**Exhibitor Move-out**

Friday, February 18: 2:30pm – 6:00pm\*

*\*All freight must be removed from the exhibit floor by 6:00pm. Any remaining freight will be removed at the exhibitor's expense. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, February 18 by 5:00pm.*

**Exhibitor Services Manual**

The Exhibitor Services Manual is available [here](#).

This important document contains deadlines and details relative to your participation in February. You may order carpet, electrical and more through the Exhibitor Services Manual.

The exhibit hall is not carpeted and **exhibitors are required to have flooring for their booth**. The aisles will have tuxedo carpeting.

If you have not been on the Freeman website before, you will need to create an account with a User ID and Password. If you have already completed this step and you are not able to log in, please call Freeman at 888.508.5054 or email [exhibitorsupport@freeman.com](mailto:exhibitorsupport@freeman.com) with your company name, booth number and reference to the AASA 2022 National Conference on Education.

Remember to include your company name and booth number when completing the forms in the manual.

**Registration**

Don't forget to register your booth staff! Log-in credentials have been sent to the primary contact by CMR. Each 10' x 10' booth space is allotted (5) complimentary Exhibit Hall Only badges. Any Exhibit Hall Only badges needed beyond your company's allotment may be purchased for \$80 each. Each exhibitor

will also receive (1) complimentary Full Conference badge to distribute to a staff member, allowing them to attend education sessions and network with attendees outside of the exhibit hall!

If you are in need of assistance with the registration process, you can [contact the AASA Exhibitor Registration Team](#) via email or toll free at: 866.226.4939 or +1.415.268.2097.

### **Housing**

Click [here](#) to view the list of hotels with AASA housing blocks and to make your hotel reservation.

**Beware of Scams:** As an exhibitor at the AASA National Conference on Education, you may be contacted by phone or email by outside housing pirates to secure hotel reservations for NCE. These companies are not affiliated or working in partnership with AASA (even though they may claim as such), and reservations made through these companies for our conference cannot be guaranteed. AASA has contracted with CMR, Convention Management Resources, and they are the only company that can guarantee your reservation.

### **Attendee List Notice**

It has come to our attention that exhibitors may have received an email and/or phone call in regards to purchasing an AASA Attendee List. These email and phone call solicitations do not represent AASA.

MGI is AASA's official List Rental Partner for the 2022 National Conference on Education. Please continue to disregard fraudulent calls and emails from other organizations. Their form can be downloaded [here](#).

As always, please do not hesitate to contact us if you need anything prior to the show. Thank you for your support of AASA!

We look forward to seeing you in Nashville, TN!

Thank you,

**Kelsey Kwasniak**

Exhibits & Advertising Coordinator

**Jackie Janus**

Exhibits Manager

**Kathy Sveen**

VP of Sales