



Dear NCE Exhibitor,

Thank you for your support of the 2023 AASA National Conference on Education. This event will be held February 16-18 at the Henry B. Gonzalez Convention Center in San Antonio, TX. In preparation for the show, please review the following notes and reminders.

Exhibitor Move-in

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

AASA National Conference on Education Marketplace Hours

Thursday, February 16: 7:30am – 3:30pm

Dedicated Hours: 7:30am – 9:00am
1:45pm – 3:00pm

Friday, February 17: 11:00am – 2:30pm

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

Exhibitor Move-out

Friday, February 17: 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 17, 2023 by 5:00pm.*

Exhibitor Services Manual

The Exhibitor Services Manual is now live! **You can access the manual by clicking [here](#).**

If you are experiencing an error when trying to access the above service kit link, please refresh your web browser and you should be able to access Freeman's site to place any orders.

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. Note: the exhibit hall is not carpeted and **exhibitors are required to have flooring for their booth**. The aisles will have tuxedo colored 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@freemanco.com.

The Freeman **early bird pricing deadline is January 18, 2023**. Make sure to place any orders through Freeman by this date in order to get the best pricing available. Remember to include your company name and booth number when completing the forms in the manual.

Registration

Make sure to register your booth staff! Log-in credentials have been sent to the primary contact by our registration partner, CMR. Each 10' x 10' booth space is allotted (5) complimentary Exhibit Hall Badges and (1) Full Conference Registration Badge. Any Exhibit Hall 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.

Booth Space Payment

Please let us know if you have not yet received your booth confirmation and invoice. Booth invoices are now due in full.

Exhibit Hall Floor Plan

You may view the current floor plan online [here](#).

Housing is Open

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.

Company Description Survey

Please submit your company description via [this link](#) to ensure your company information is listed in our 2023 NCE printed program. Submissions must be received by **Friday, December 2, 2022** to ensure they are able to meet print deadlines. If we do not receive a submission by the date noted above, we will utilize your current company information to print in the program.

Exhibitor Marketing Tool Kit

You can access the exhibitor marketing tool kit by clicking [here](#). This tool kit includes the official exhibitor logo, web banner ads, and much more!

Exhibitor Cancellation Policy

As stated in the 2023 Exhibitor Rules and Regulations, cancellations must be made in writing (email is accepted). Any company cancelling after June 1, 2022, or later forfeits the entire booth rental fee.

Exhibitor Resources

Additional exhibitor resources can be found under the 'Already Exhibiting' section of the AASA 2023 NCE website located [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 San Antonio, TX!

Thank you,

Hannah Redmond

Exhibits & Advertising Coordinator

Kelsey Kwasniak

Exhibits Manager

Kathy Sveen

VP of Sales