



Hello AASA Exhibitors,

This year's National Conference on Education is right around the corner. AASA is expecting a record number of conference attendees with 2,800 registered to date. We are excited for a great event next week and cannot wait to see you in San Antonio!

Please see below for our final pre-show communication. Read the below information and forward on to any colleagues who will be handling exhibit logistics onsite in San Antonio.

Onsite Contacts

Your contacts for the conference will be **Hannah Redmond, Kelsey Kwasniak, and Kathy Sveen**. We will be onsite for the duration of the exhibits and you can reach us by stopping by the NCE Sales Office (Booth 1928), notifying anyone with a staff badge or leaving a message at AASA Registration or the Exhibitor Service Desk (behind the 1500 aisle).

Pre-Show Webinar Recording

We recently hosted our Pre-Show Exhibitor Webinar on February 8th. You can review the slide deck and recording [here](#) for additional assistance to prepare your team for NCE next week!

Registration Badges

Exhibitors will be allowed in the exhibit hall for move-in and will receive an exhibitor move-in wristband when entering the exhibit hall. Once Registration is open, all exhibitors will be required to wear a conference badge for the remainder of the event. You can pick up your exhibitor registration badges starting at 2:00 pm on Wednesday, February 15.

While onsite, please note the below lanyard colors to distinguish attendees:

- Black – Attendee
- Blue – Staff
- Green – Exhibitor
- Yellow – Exhibitor Full Access
- Purple – Partner
- Red – Guest

Registration Location: Hall 1 Foyer

Registration Hours:

Wednesday, February 15:	2:00pm – 5:00pm
Thursday, February 16:	7:00am – 3:30pm
Friday, February 17:	7:30am – 5:00pm
Saturday, February 18:	7:30am – 12:00pm

Exhibitor Move-in

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

***All Exhibit booths must have floor covering.** You are welcome to provide your own covering or purchase carpet from Freeman. If you do not have floor covering in your booth by 4:00 pm on Wednesday, February 15, we will force carpet at the exhibitor's expense.

Travel & Shuttle Service

Shuttles will be provided from the Canopy by Hilton, Westin Riverwalk and Homewood Suite by Hilton hotels. Shuttle service for these hotels will begin Thursday, February 16 and conclude on Saturday, February 18. All other hotels are within walking distance to the Henry B. Gonzalez Convention Center. More information can be found [here](#).

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*

Exhibitors will have access to the exhibit hall **beginning at 6:00am on Thursday and 9:00am Friday**. For security purposes, exhibit staff must exit the hall immediately following the close of the show. The exhibit hall will be closed on Saturday, February 18.

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

Exhibitor Lounge

Open Thursday and Friday, please stop by the Exhibitor Lounge located in Booth 1934 by the NCE Sales Booth to enjoy refreshments and treats.

Exhibitor Services Desk

Freeman representatives will be available throughout the show to answer any questions. The Exhibitor Services Desk is located on the far left of the exhibit hall, behind the 1500 aisle.

Lead Retrieval

Exhibitors who ordered their lead retrieval devices must go to the Lead Retrieval Desk, which is located next to the Freeman Services Desk behind the 1500 aisle. If you still need to order a Lead Retrieval unit you may do so at the Lead Retrieval Desk.

Security

Although AASA will be providing perimeter security guard service in the Exhibit Hall; it is the responsibility of each exhibitor to look after their own materials and to take whatever precautions deemed necessary to prevent loss or damage. Exhibitors are reminded that small, easily-pilfered items should be secured by the exhibitor during hours in which the exhibit hall is closed. Smaller, handheld items may be taken out of the hall through the entrance upon

presentation of the exhibitor's official AASA Registration badge. Compliance with these rules helps us provide maximum security.

Onsite Space Selection for 2024 AASA NCE in San Diego, CA

We are looking forward to the 2024 AASA National Conference on Education at the San Diego Convention Center. Onsite Space Selection will be taking place in the NCE Sales Office (booth 1928) on Thursday, February 16 with a dedicated appointment based on priority points. Look for the reminder at your booth during set up for your dedicated time. If you haven't signed up for 2024 yet, you still can! Fill out our online contract and visit the NCE Sales booth during office hours on Friday, February 17 from 10:45 am – 2:30pm. Friday booth selection will be first-come, first-serve.

2024 Online Contract: https://uExhibit.formstack.com/forms/aasa_nce_2024_exhibitor_contract_copy

AASA appreciates your support and we can't wait to see you in San Antonio!

Hannah Redmond

Exhibits & Advertising Coordinator

Kelsey Kwasniak

Exhibits Manager

Kathy Sveen

VP of Sales