



## Conference Exhibitor Kit

### Your guide to exhibiting at the NAEP conference

We are very excited that you are joining us at this year’s Conference! Please review the following information to maximize your efficiency at this event.

Below, we’ve included the set-up and tear-down schedule, location details, shipping requirements, and parking information.

### Sponsor/Exhibitor Schedule

Day	Time	To-Do
Monday, May 16	1:30 – 5:30 PM	Move-In
Tuesday, May 17	7:00 AM – 5:30 PM	Exhibits Open
Wednesday, May 18	7:00 AM – 5:30 PM	Exhibits Open
Thursday, May 19	7:00 AM – 1:15 PM	Exhibits Open
Thursday, May 19	1:15 – 4:00 PM	Move-Out

### Where to Set Up

Las Olas and Atlantic Foyer\*

\* Booth locations will be finalized in late March

# Booth Logistics

All table tops Exhibits will include a 6ft table, Two chairs and waste basket.

**Booth Ad On:** If you would like to upgrade your booth with electivity or AV equipment, please see the [Booth order form](#).

## Sending Materials

### Shipping and Storage of Materials

Westin Fort Lauderdale Beach Resort  
 Attn: Guest Name  
 NAEP Conference  
 May 16-19, 2022  
 321 N. Fort Lauderdale Beach Blvd  
 Fort Lauderdale, FL 33304

**Boxes cannot arrive an earlier than May 13,2022**

### SHIPPING AND RECEIVING COSTS:

RECEIVING - HANDLING		Explanation "Our Packing" / "Oversize"*		
RECEIVING - HANDLING		Reg Size	Over Size*	
From 0lb to 5lb =	\$6.00	\$8.00	*	Boxes/ containers of measurements above H12x W15 x L25
From 6lb to 20lb =	\$12.00	\$16.00	*	Boxes/ containers of measurements above H25x W20 x L25
From 21lb to 50lb=	\$18.00	\$24.00	*	Boxes/ containers of measurements above H35x W20 x L35
Regular boxes/packages over 50lb =	\$30.00	\$40.00	*	Boxes/ containers of measurements above H35x W20 x L35
Crates/4'5 cases=	\$60.00	\$80.00	*	Crates /Containers of measurements above H4'xW4'xL4'
Pallets =	\$120.00	\$150.00	*	Pallets of measurements above H6'x L5' x W4'
<b>OUTGOING</b>				
Your packing		Our packing*		
From 0lb to 50lb =	\$6.00	\$10.00	*	Providing box, stuffing, packing tape, fragile stickers, and pickup set up.
Regular boxes over 50lb/packages over 50lb =	\$12.00	\$20.00	*	Providing box, stuffing, packing tape, fragile stickers, and pickup set up.
Crates/4'5 cases =		30.00		
Pallets =	\$60.00	\$75.00	*	Providing pallet, assembling material, packing tape, print out of BOL, shrink wrap, and handling.

## SHIPPING BACK

After the event, any boxes to be shipped out of the hotel, can be left at your booth if they are properly packaged and labeled with shipping address, return address and scheduled for pick up by either FedEx or UPS.

---

## Parking

Valet parking is available to the Hotel guests at a cost of \$15.00 per day and \$25.00 for overnight with in and out privileges. Self-parking is complimentary.

---

## Attendee List

All sponsors will get a pre- and post-attendee list excluding opt outs.

Please email any questions to [office@naep.org](mailto:office@naep.org)