



## 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
Sunday, May 7	5:00 – 7:00 PM	Set-up tabletops in Valley of the Sun Foyer.
Monday, May 8	All Day	Exhibits in Valley of the Sun Foyer.
Tuesday, May 9	All day	Exhibits in Valley of the Sun Foyer.
Wednesday, May 10	10:45 AM – 12:15 PM	Tear-down

#### Where to Set Up

##### Valley of the Sun Foyer

\*Booth locations will be finalized in late April.

#### Booth Logistics

All tabletop Exhibits will include a 6ft table, two chairs, and a waste basket.

**Additions:** Please see the [Booth order form](#) to upgrade your booth with electricity or AV equipment.

#### Sending Materials

##### *Shipping and Storage of Materials*

Recipient Name

Company/ group/ Event Name

C/O Sheraton Phoenix Downtown

340 North 3<sup>rd</sup> Street

Phoenix, AZ 85004

\*Please allow for all incoming items to be delivered within 3 days of guest arrival or group events.

#### Inbound Packages

Items UP to 5 lbs.	\$5
Items 6 up to 20 lbs.	\$10
Items 21 to 50 lbs.	\$15
Items 50+ lbs.	\$25
Display Cases	\$35
Pallets	\$75

#### Outbound Packages

Items	\$5
Display Cases	\$35

\*Please ship all wooden crates to the designated dryage company as the hotel will not accept oversized crates.

---

#### Parking

Valet parking is available to the Hotel guests at a cost of \$36 per day or overnight. Several [Self-Parking options](#) are available to guests for the duration of their stay.

---

#### Attendee List

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

---

#### More information

For additional information please see the [Sheraton Phoenix exhibitor guide](#) or [Exhibitor kit](#), and email any questions to [office@naep.org](mailto:office@naep.org)