



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, April 28	12:00 – 6:00 PM	Exhibitor Set-up.
Tuesday, April 29	All Day	Exhibits in Crystal Ballroom.
Wednesday, April 30	All Day	Exhibits in Crystal Ballroom
Thursday, May 1	10:00 AM – 12:00 PM	Exhibitor Tear-down

Where to Set Up

Crystal Ballroom

*Booth locations will be finalized in late April.

Booth Logistics

All tabletop Exhibits will include a 6ft table, two chairs, and a waste basket. Please note that table tops will not be secured overnight so please secure valuables every evening.

Additions: Please see the Exhibitor Form below and send to Natalie.schenk@marriott.com to upgrade your booth with electricity or AV equipment.

Sending Materials

Shipping and Storage of Materials

Due to limited storage facilities, the hotel requests that packages be received by hotel no sooner than (3) three business days prior to the event. All vendors, suppliers or attendees shipping materials to the hotel will incur storage and handling fees. Fees are \$5 per box and \$85 per pallet and will be paid directly to hotel by shipping entity. Packages arriving more than (3) three business days prior to the event will incur an additional storage fee of \$15.00 per day for boxes and \$150.00 per day for pallets.

ATTN: Natalie Schenk
2025 NAEP Conference
Name of Organization
Date of Function
Number of Items in Shipment
170 Lockwood Blvd
Charleston, SC 29403

Hotel can ship remaining materials at the end of meeting as long as boxes are complete packages, properly labeled and ready to be shipped, with pickup called in to shipping company of choice. Once your UPS or FedEx boxes are packaged, labeled, and scheduled for pickup please leave them for pickup by Hotel staff. If you need to print your shipping label(s) please see the Front Desk for assistance. If it is a large shipment (pallet/crate), then you would be responsible for loading/wrapping and moving your pallet/crate to the loading dock.

Parking

The Charleston Marriott is pleased to offer Self and Valet Parking. The below rates offer unlimited in and out privileges and are exclusive of tax. Should anyone need assistance, the valet stand or front desk will be happy to help.

Overnight Valet Parking: \$22 per day
Overnight Self-Parking: \$22 per day
Event Valet: \$10
Event Self-Parking: Complimentary

Attendee List

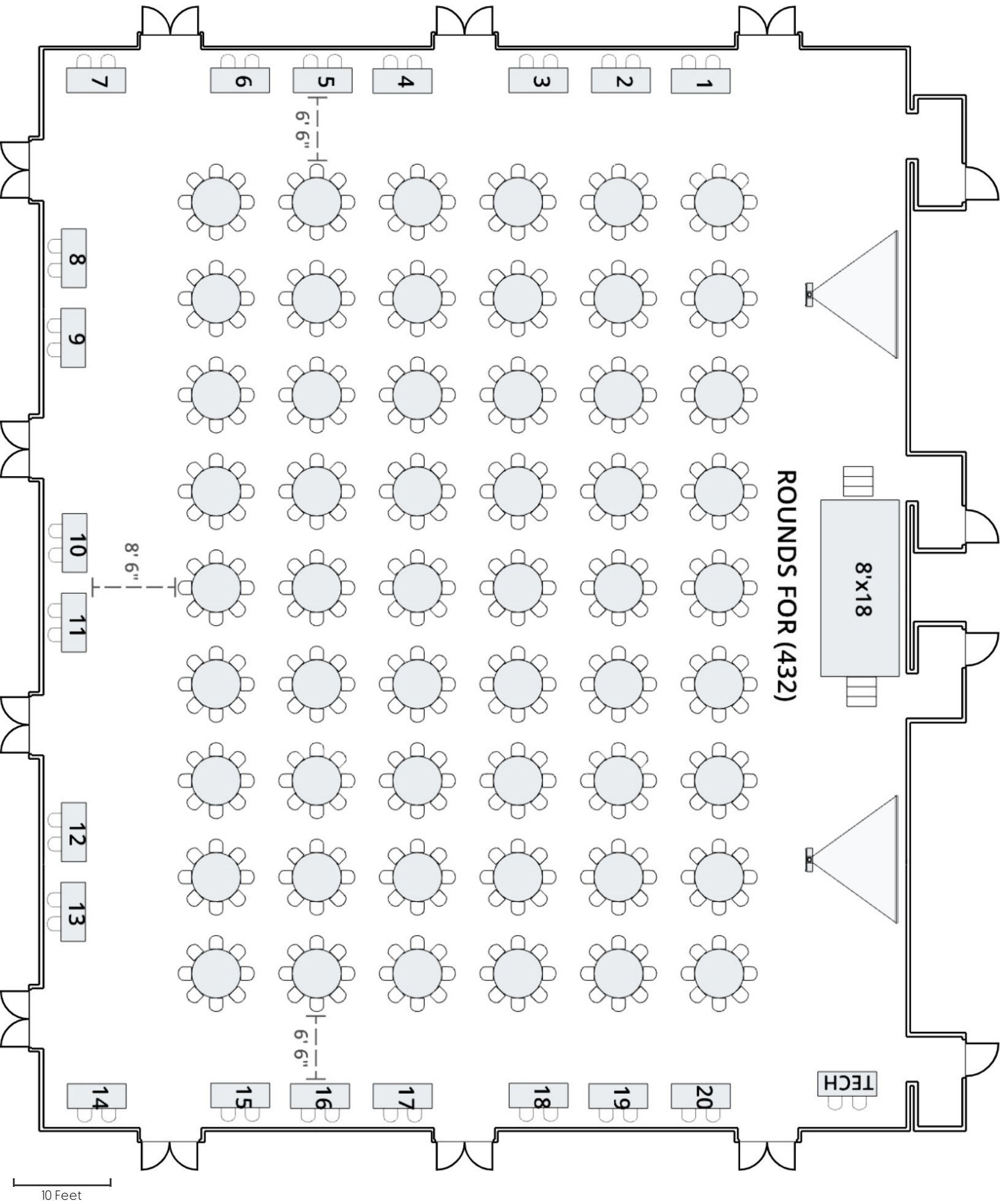
All conference sponsors, lunch sponsors, session sponsors, and exhibitors will receive a pre-event attendee list 10 days before the conference and a post-event attendee list 10 days after the conference.

Wi-Fi

Wi-Fi: MarriottBonvoy_Conference
Password: CHSBQT25

Additional Questions

For additional questions, please email us at office@naep.org.



ROUNDS FOR (432)

8'x18

TECH

8'6"

6'6"

6'6"

10 Feet

LOADING DOCK

