



Exhibitor FAQ

Who is my contact for NACE19?

Ashley Kuback, Business Development and Outreach Manager, is your contact for NACE19 sponsorship, advertising, and exhibiting. She can be reached at akuback@naceweb.org, 610.625.1020.

What are the official Expo Hall dates and hours? Where will it be held?

The Expo Hall will be held at the [Walt Disney World Swan and Dolphin Resort](#) during these hours:

Monday, June 3, after 2 p.m. **Tuesday, June 4, all day** **Wednesday, June 5, half day**

Is there a deadline for exhibit applications/contracts?

Applications are accepted until the exhibit space is sold out. Reserve your spot as early as possible.

How do I reserve my booth at the 2019 NACE Conference & Expo?

What forms of payment are acceptable?

Booth assignments are on a first-come, first-served basis. We must have your completed [NACE19 Booth Registration Form](#) and full payment by check or credit card (Visa, Mastercard, Discover, American Express) to reserve your booth.

When is exhibitor registration and move in and move out?

Exhibitor Registration/Move In Monday, June 3

Exhibitor Move Out Wednesday, June 5 from 2 – 6 p.m.

View the full exhibitor schedule at www.naceweb.org/NACE19 > [Exhibit](#).

How do I order electrical, Internet, tables, chairs, and other services for my booth?

When will I receive the GES Exhibitor Services Kit?

GES is the official decorator for the 2019 NACE Conference & Expo.

In March 2019, you will be e-mailed a link to the NACE19 Exhibitor Services Kit. This kit will include shipping information and forms to order furniture, electric, Internet, etc.

If you have questions about GES and its services before you receive your kit, please contact GES Customer Service at 800.801.7648.

How many representatives are allowed per booth?

For each 10' x 10' booth, you may have up to four (4) representatives in your booth at any one time.

Your registration includes one (1) complimentary, full-conference registration and two (2) complimentary, booth personnel registrations. If you would like to staff a fourth person, you can purchase an [additional booth personnel registration](#) for \$275.



What's the difference?

Full-conference registration provides access to all conference workshops, food functions, special events, and networking activities. **Booth personnel registration** provides access to the Expo Hall only. Booth personnel are welcome at the opening reception, beverage breaks, breakfasts, and lunches served in the Expo Hall.

Exhibitors can upgrade booth staff to full-conference registration for \$625 member; \$1,050 nonmember before March 1, 2019 (early-bird rate) or \$695 member; \$1,125 nonmember starting on March 2, 2019 (standard rate).

How and when do I register my staff?

Please refer to the exhibit hall confirmation e-mail for the link to register your booth personnel. All booth personnel should be registered by May 2019.

Does my organization need to be a NACE member to qualify for the member rate?

Yes. Membership is open to organizations that serve the field, as well as to career services and university relations and recruiting professionals.

Not a member? Join now for members-only pricing, discounts, and resources at NACE19. Visit www.naceweb.org/membership to learn more or contact NACE Member Services at membership@naceweb.org, 610.625.1032.

Does NACE allow us to host events?

You must get approval from NACE to hold an event by submitting the [Host an Event Form](#) by May 3, 2019. Your event may not conflict with any NACE conference-related activities, even those scheduled during the evening. You will be notified by e-mail if your event is approved.

How can I find out who is attending?

Exhibitors registered with a full-conference registration will have access to the conference attendee list at www.naceweb.org/MyNACE > Events > 2019 NACE Conference & Expo. The list is updated in real-time and includes attendee names and organizations; however, it does not include e-mail addresses or phone numbers.

How can I promote my booth or communicate with attendees?

NACE promotes exhibitors and the Expo Hall through a variety of conference-related communications. The most significant of these are the conference program, Expo Hall preview, and NACE19 Mobile App. To be included, be sure to complete the [NACE19 Exhibitor Information Form](#) by March 1, 2019.

For additional opportunities to promote your booth, including the NACE19 mailing list rental, visit www.naceweb.org/NACE19 > Advertise.

Questions?

Contact Ashley Kuback at akuback@naceweb.org, 610.625.1020.