



JOIN US FOR NACA'S 50TH ANNUAL CONVENTION!



**EXHIBITOR &
SPONSOR
PROSPECTUS**

**February 9-13, 2025
Little Rock Marriott &
Convention Center**

JOIN US!

We would like to invite you to participate in the 50th NACA Annual Convention, February 9-13, 2025, at the Little Rock Marriott & Statehouse Convention Center.

The convention is a magnet for NACA members and independent adjusters from all corners of the country. They come for the top-notch program featuring amazing speakers, educational breakouts with continuing

education credits, and the chance to network with other licensed adjusters and adjusting firms.

This prospectus is your map to the promotional options available for your company and opportunities to recruit new adjusters to your teams. It's a win-win situation: You get to showcase your organization and you get to help others grow professionally.

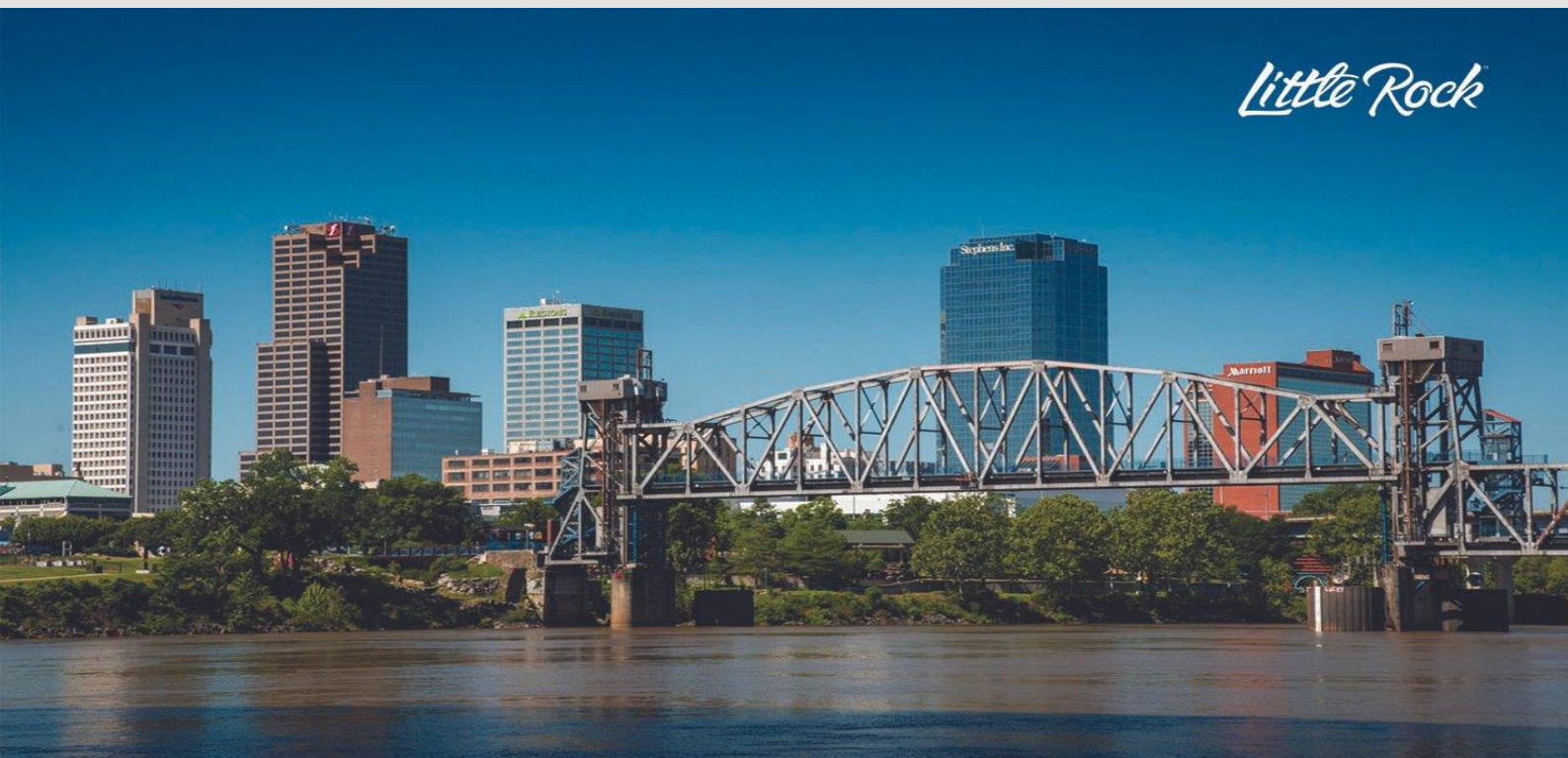
Remember, it's first-paid, first-served, so don't wait. The sooner you act, the better your company's exposure and benefits!

2024 NACA CONVENTION BY

THE NUMBERS

- 625 registered attendees
- 51 Exhibitor booths
- Over 400 independent adjusters
- Over 1,000 appointments made in the exhibit hall

Little Rock



HOTEL & TRAVEL INFORMATION

HOTEL

Little Rock Marriott
3 Statehouse Plaza
Little Rock, AR 72201
(501) 906-4000

Rate: \$139 plus 14.62% tax

Complimentary Wi-Fi in sleeping rooms and meeting space

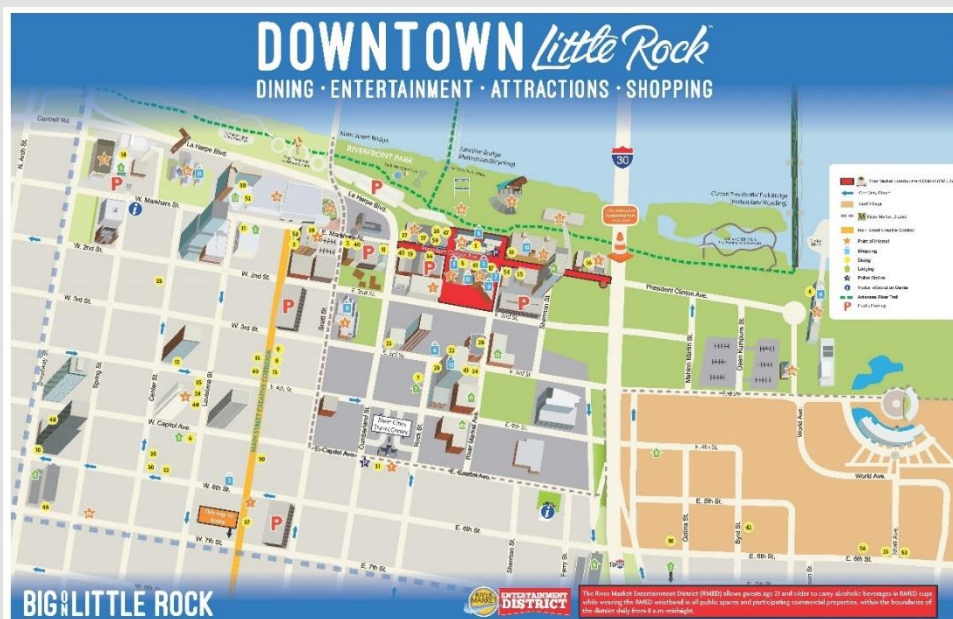
Check-in: 3:00 pm
Check-out: 12:00 pm



The hotel offers complimentary airport shuttle service to attendees with prior reservations.

Overnight parking at the Little Rock Marriott is \$30 per night. There are multiple parking garages next to the Marriott for \$10 for overnight parking.

Hotel Cut-Off Date: Jan 12, 2025



EXHIBITOR PACKAGE

The 50th NACA Annual Convention offers two and a half days of one-on-one time with exhibitors and numerous networking events taking place within the exhibit hall. Booths are assigned on a first-paid, first-served basis. Non-IA Firms can opt to exhibit on Monday and Tuesday only.



BOOTHS

Exhibit Rates:

Through July 31, 2024:

- \$2,300 members
- \$2,675 nonmembers

August 1 to November 30, 2024:

- \$2,600 members
- \$2,975 nonmembers

After November 30, 2024:

- \$3,195 members
- \$3,470 nonmembers

Get a \$200 discount when purchasing two or more booths.

Register your booth

Each 10'x10' booth space includes:

- Draped back wall (8' H) and siderails
- Choice between a 6-ft table with two chairs or one 40" star base table and two high stools and a wastebasket
- ID sign (44" W x 7" H)
- Name badge for two booth personnel (additional badges may be purchased at \$350 each)
- Participation in the Super Bowl Watch Party on Sunday night, breaks and Expo lunch
- Recognition on the convention mobile app and website
- Opportunity for exposure through participation in exhibitor drawings*

Electrical services are ordered separately and billed by the convention center. Please note the convention center charges labor costs in addition to the electricity ordered.

*Exhibitors donating prizes will be invited to identify themselves, their company, their service, and their door prize before drawing the winner(s) on Wednesday, February 12, 2025.

EXHIBIT SCHEDULE

Exhibit Hall Hours for IA Firms:

Sunday, February 9, 2025

8:00 am – 5:00 pm Exhibitor Setup (including set up in the hotel for exhibitors participating in the Super Bowl Watch party tailgating event)

Monday, February 10, 2025

9:30 am – 5:30 pm

Tuesday, February 11, 2025

8:00 am – 5:30 pm

Wednesday, February 12, 2025

8:00 am – 2:00 pm

Wednesday, February 13, 2025

1:30 – 3:00 pm Exhibitor Teardown

Exhibit Hall Hours for Suppliers:

Sunday, February 9, 2025

8:00 am – 5:00 pm Exhibitor Setup (including set up in the hotel for exhibitors participating in the Super Bowl Watch party tailgating event)

Monday, February 10, 2025

9:30 am – 5:30 pm

Tuesday, February 11, 2025

8:00 am – 5:30 pm



BEST BOOTH AWARDS!

NACA is pleased to announce that we will be holding “Best Booth” awards at the 2025 NACA Annual Convention. We want to support and recognize exhibiting companies who go above and beyond normal expectations to deliver outstanding exhibit experiences to attendees. We will be presenting awards in the following categories:

- Best of Show
- Best Single Booth
- Best Double Booth

The booths will be judged on design, creativity, use of space, and overall presentation.

Judging will take place Tuesday, February 11, during the afternoon break in the exhibit hall. Winners will receive recognition plaques to place on their booths and will be featured in the post-convention issue of the NACA Newsletter.

SPONSORSHIP OPPORTUNITIES

Elevate your brand identity at the Convention and show your support for NACA!

We can customize a unique sponsor package for you, or select one of the opportunities below

\$25,000 - The Premium Diamond

Includes:

- Two complimentary 10x10 booths with four booth personnel badges
- Priority location of booth
- Prominent spot on entrance unit
- Lunch & Learn or Welcome Breakfast
- Full-page ad in NACA's monthly newsletter for 2024 and link to company on NACA's social media
- Recognition on NACA website, onsite meeting signage, during the receptions, and at the general session
- Company page in the mobile app
- Recognition of sponsorship via mobile app push notification
- Logo on the Step & Repeat
- Two inserts in meeting bags
- Complimentary use of one meeting room for private interviews

\$17,500 - The Premium Platinum

Includes:

- Morning and Afternoon Breaks in the Exhibit Hall for Monday, Tuesday, or Wednesday
- One complimentary 10x10 booth with two booth personnel badges
- Priority location of booth
- Prominent spot on entrance unit
- Half-page ad in NACA's monthly newsletter for 2024 and link to company on NACA's social media
- Recognition on NACA website, onsite meeting signage, during the receptions, and at the general session
- Company page in the on mobile app
- Recognition of sponsorship via mobile app push notification
- Logo on Step & Repeat
- One insert in meeting bags
- Complimentary use of one meeting room for private interviews

\$15,000 - Wednesday Lunch in Expo Hall

Includes:

- One complimentary 10x10 booth with two booth personnel badges
- Priority location of booth
- Five-minute introduction before prize drawings
- Quarter-page ad in NACA's monthly newsletter for 2023 and link to company on NACA's social media
- Recognition on NACA website, onsite meeting signage, and during the two receptions and the general session
- Company page in the mobile app
- Recognition of sponsorship via mobile app push notification
- Logo on the Step & Repeat
- One insert in meeting bags

\$12,500 - Tuesday or Wednesday Breakfast

Includes:

- One complimentary 10x10 booth with two booth personnel badges
- Priority location of booth
- Quarter-page ad in NACA's newsletter for 2024 and link to company on NACA's social media.
- Recognition on NACA website, onsite meeting signage, and during the two receptions and the general session
- Company page on the mobile app
- Recognition of sponsorship via mobile app push notification
- Logo on the Step & Repeat
- One insert in meeting bags

\$7,500 - The Premium Gold

Includes:

- Priority location of booth
- Quarter-page ad in NACA's newsletter for 2024 and link to company on NACA's social media
- Recognition on NACA website, onsite meeting signage, and during the welcome reception and general session
- Company page in the mobile app
- One insert in meeting bags
- Logo on the Step & Repeat

SPONSORSHIP OPPORTUNITIES

Logo on Step & Repeat: \$500

Placed in a prominent spot in the meeting space, the Step & Repeat banner is a great photo op for attendees and another way to prominently display your company logo.

Refreshment Break, Morning or Afternoon - \$5,000

Private Interview Room in Convention Center (if available at the time of request) - \$1,500

Reserve one of the private meeting rooms at the Convention Center for additional space to conduct interviews with adjusters. The \$1,500 fee covers all three expo days, Monday-Wednesday. Please note that private meeting rooms are included with premium packages.

Customized Hotel Key Cards - \$6,000 **SOLD**

Drink Tickets - \$5,000 (one ticket per person)

Lanyards - \$2,500

Meeting Bags – \$5,000



Sponsor a Vet - \$395

This is a special scholarship program for NACA to create opportunities for our active service members and veterans. Attendees identify their veteran status on the registration form, and names are randomly selected from the list of veterans attending the convention. Vets will receive a certificate to be credited for their registration, or they can opt to apply the scholarship toward the next year's convention. Thank you for your support of all service members!

SPONSORSHIP OPPORTUNITIES

This Year Only!

A “Big Game Tailgate Party” will take the place of the Welcome Reception on February 9, 2025!

\$995.00 PER TABLE

Experience the thrill of watching the Big Game with hundreds of adjusters and maximize your exposure while making lasting memories as we offer this incredible opportunity to sponsor a “Tailgate Table” in the ballroom of the Little Rock Marriott!

NACA will provide large screens and plenty of seating throughout the ballroom, and tailgate tables will be placed around the room for optimal traffic flow. NACA will be serving a variety of “Game Time” food and will have bars set up throughout the room.

Each tailgate table will come with a six-foot table and ample space around the table to decorate with your own themes and/or host contests to level up the excitement of the evening (winning score predictions, halftime show opening song predictions, for instance). Prizes can include gift cards, company merchandise, specialty items geared toward adjusters, or something similar.

Food will be placed strategically around the ballroom to ensure guests will be visiting your table on a regular basis. Outside food and drinks are not allowed in the ballroom. You can coordinate with NACA if you wish to order any additional catering items at your table.

Current Food Menu:

Chips & Dips
Build your own Nachos
Variety of Chicken Wings
Bavarian Pretzel with Cheese Sauce
Popcorn Station
Hero Sandwiches

Brats on Pretzel Buns
Chuck Burger and Pulled Pork Sliders
Potato Salad
Cole Slaw
Dessert

Sponsorship also Includes:

- Quarter-page ad in NACA's quarterly newsletter during 2024 for all tailgate sponsors and link to company on NACA's social media
- Recognition on NACA website, onsite meeting signage, and during the two receptions and the general session
- Company page in the mobile app

SPONSORSHIP OPPORTUNITIES

Tuesday Night Offsite Event



Attendees will gather at The Hall in Little Rock for an evening of music by the Flat River Band!

Three brothers who grew up in a multi-generational musical family band, the Flat River Band also has a foothold in the adjuster industry as owners of Tracker Claims Services, based in Tennessee.

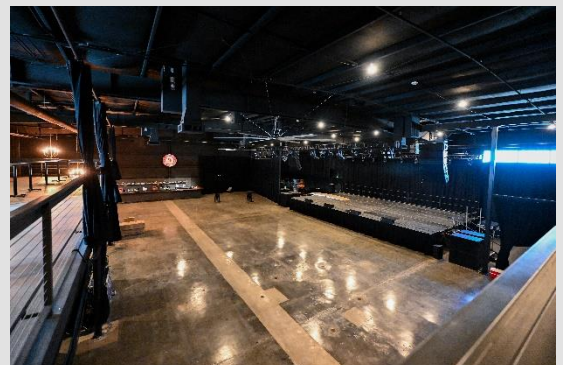
Join in the excitement by sponsoring one or more of the following:

- Event Sponsor - \$6,000 (sponsorship will include introducing the band)
- Appetizers - \$4,000
- Drinks Tickets (two drink tickets per person) - \$2,500

Or talk to us to customize your sponsorship!

Sponsorship Includes:

- Quarter-page ad in NACA's quarterly newsletter during 2024 for all tailgate sponsors and link to company on NACA's social media
- Recognition on NACA website, onsite meeting signage, and during the two receptions and the general session
- Company page in the mobile app



RULES AND REGULATIONS

NACA has contracted with Alliance Expo to manage the exhibit process. The following rules and regulations are a part of the NACA Convention Exhibitor Application and Contract.

ASSIGNMENT OF SPACE

Assignment of space will be on a first-claimed, first-paid basis. Every effort will be made to accommodate requests for booth assignments.

ELIGIBILITY

NACA reserves the right to determine the eligibility of any company or product for inclusion in the Expo. The acceptance of a booth for the Expo does not carry the NACA endorsement of the equipment, supply or service displayed there. Exhibits and the conduct of Exhibitors are subject to the approval of NACA. NACA reserves the right to require the modification of any Exhibit which, in its opinion, is not in character with the Expo. NACA reserves at all times the right to approve the nature of the Exhibits and conditions under which the Exhibits are displayed.

PAYMENTS

All booth charges must be paid in full within 30 days of booth application. Contracts received within 30 days of the 2025 NACA Annual Convention must be accompanied by full payment, which is nonrefundable. Should exhibitor fail to remit timely payment, NACA shall have the right to withhold or cancel a booth reservation without notice and retain any non-refundable amounts paid.

CANCELLATIONS

This contract may be cancelled by Exhibitor by giving written notice to NACA subject to the following fees:

- On or before December 31, 2024 – 100% of the full contracted space rental fee will be refunded less a \$100 processing fee.
- January 1, 2025, or later – no refunds.

The fees apply in the event of Exhibitor cancellation or failure to participate for any reason whatsoever. Cancellation fees will not be applied to any other past, current, or future charges incurred by Exhibitor and are non-transferable. In no event will Exhibitor receive a credit from any revenue later generated by reuse of the reserved space by NACA

UPSIZING

At any time after signing the original contract, Exhibitor may enter into a new contract for larger space, subject to availability.

DOWNSIZING

The originally reserved amount of space reserved may be reduced by Exhibitor by giving written notice to NACA by no later than October 15, 2024, less a \$100 processing fee.

COMPLIANCE WITH LAWS, RULES, and SAFETY PRECAUTIONS

Exhibitor is responsible for knowledge of and compliance with all federal, state, and local laws, regulations, orders, and requirements applicable to Exhibitor's participation in the NACA Convention, as well as all rules and regulations of the Statehouse Convention Center and all related expenses and taxes. Exhibitor shall take all necessary measures to safeguard persons and property in the Statehouse Convention Center from any hazards associated with Exhibitor's exhibit equipment. Exhibitor shall comply with applicable industry safety standards. Exhibitor agrees that if notified by NACA that the condition of Exhibitor's space is unsatisfactory for any reason, Exhibitor will immediately remedy the condition.

INSTALLATION AND DISMANTLING

Exhibitor will not be allowed to set up, nor will freight be delivered to booth, if full booth payments have not been made.

EXHIBIT SCHEDULE

Employees staffing the booth must have convention badges. NACA shall have the sole control over attendance policies at all times. Exhibitor personnel must be properly registered in order to staff a display and must wear (non-transferable) registration badges during move-in and Exhibit hours.

AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitor is solely responsible for ensuring that its booth is in full compliance with the ADA, and for all costs related thereto.

SECURITY

NACA may provide dedicated security for the NACA Expo Hall overnight only after set-up and until move-out. However, NACA is not responsible for the loss of any materials by or for any cause, and urges the Exhibitor to exercise normal precautions to discourage pilferage. Only registered Expo Attendees and Exhibitors will be authorized to enter during Exhibit periods.

SELF-DELIVERY OF BOOTH MATERIAL

Exhibitors will be responsible for delivery of their own equipment and/or display materials to the Statehouse Convention Center and for removal of equipment and/or display materials. Alliance Expo shall control all traffic into and out of the Exhibit area to minimize delays and tie-ups. The Exhibitor assumes full responsibility for the delivery of its materials to the space, which is assigned for the purpose of exhibiting its product, service or materials. NACA assumes no responsibility for the performance of services by common carrier, express services, the U.S. mail, telephone and telegraph companies or any other service for which the Exhibitor may wish to make a contract.

MOVE-IN

Exhibit materials cannot be received at the Statehouse Convention Center prior to the move-in date. Exhibitors may commence installation exhibits in contracted space beginning at 8:00 a.m. on Sunday, February 9, 2025. Exhibitors must finish set-up no later than 9:00 am on Monday, February 10, 2025. Should an Exhibitor fail to set up by this time, the Exhibitor will be deemed a "no show" and its space shall be subject to reassignment or cancellation without notice (unless NACA has earlier approved Exhibitor's late arrival). Should an Exhibitor arrive after this deadline, NACA reserves the right to assign or withhold space, and any new space assigned shall be subject to the terms and conditions of the contract as if it were Exhibitor's original contracted space. Exhibitor will not be allowed to set up during show hours.

MOVE-OUT

Exhibitor must not dismantle exhibit nor begin packing before the final closing of the Expo at 3:00 p.m. on Wednesday, 12, 2025. Permission from NACA is required for delivery or removal of any portion of an exhibit during Expo set-up and/or before teardown hours.

FOOD AND ALCOHOL

The Statehouse Convention Center is the exclusive provider of food, beverage, and catering services within the Convention Center. Any Exhibitor ordering alcoholic beverages at any event held in conjunction with the NACA Convention must (i) carry a minimum of two million dollars (\$2,000,000.00) in liquor liability insurance during the event and (ii) comply with all the rules and requirements of the Statehouse Convention Center.

FORCE MAJEURE

NACA may suspend or terminate this contract without penalty in the event the Statehouse Convention Center becomes unavailable, is destroyed or damaged, or if it becomes inadvisable, impracticable, illegal, or impossible to hold the NACA Convention as scheduled due to any event beyond the control of NACA, including but not limited to the following: strike; lockout; injunction; emergency; act of God; act of war; curtailment of local, national, or international transportation facilities with a significant impact on domestic and/or international travel; and economic factors which make it impractical for NACA to hold the Exhibit as scheduled or otherwise perform its obligation hereunder (including the unavailability or inadequacy of any hotel(s) headquarters or necessary expansion space). In such an event, Exhibitor hereby waives any and all damages and claims for damages and agrees that the sole liability of NACA shall be to refund to Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by NACA, such as, but not limited to, advertising, Statehouse Convention Center fees, etc., to the extent any monies remain after payment of such expenses.

INSURANCE

Exhibitor shall carry adequate insurance to protect itself against bodily injury (including death) and property damage claims arising from Exhibitor's participating at the NACA Convention, including but not limited to (i) worker's compensation as required by law and (ii) commercial general liability insurance in such amounts as are adequate, but in no event less than one million U.S. dollars (\$1,000,000.00) combined single limit for both bodily injury and property damage. Said insurance shall name NACA as additional insured, shall contain an endorsement that such policy shall remain in full force and effect notwithstanding that the insured has waived its right of action against any party prior to the occurrence of a loss, and shall require the insurer to waive all rights of subrogation against NACA. Further, said insurance shall include a provision for notification to NACA at least thirty (30) days prior to cancellation. Exhibitor shall furnish NACA with a certificate of insurance verifying such coverage prior to December 30, 2024. Exhibitor shall not do any act or thing in the Statehouse Convention Center that might violate any insurance policy held by NACA.

DAMAGE TO STATEHOUSE CONVENTION CENTER

Exhibitor shall be solely responsible for any and all damage to the Statehouse Convention Center caused by Exhibitor, its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors.

INDEMNIFICATION

Exhibitor agrees to defend, indemnify, and hold harmless NACA, the Statehouse Convention Center, and their respective officers, directors, employees, and agents from and against any and all claims, demands, actions, causes of action, penalties, judgments and liabilities (including court costs and reasonable attorney's fees) based upon or arising out of any act, omission, negligence, misconduct or breach of any material condition of this contract by

Exhibitor, its contactors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors.

NO LIABILITY

NACA and its agents will use reasonable care to protect Exhibitor against loss. The responsibility of NACA to Exhibitor does not extend beyond such endeavors; provided, however, that NACA may choose to provide a refund in any amount up to the fees actually paid by Exhibitor, in its sole discretion. In no event shall NACA be liable for any indirect, consequential, punitive, or incidental damages, even if advised of the possibility of such damages. Exhibitor is solely responsible for the security of its property and the property of others under its control.

WAIVER

Exhibitor acknowledges that NACA and the Statehouse Convention Center do not carry insurance coverage for Exhibitor's property. Exhibitor agrees to bear all risk of any bodily injury (including death) or property damage or loss which Exhibitor or its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors might sustain as a result of Exhibitor's participation in the NACA Convention. Exhibitor hereby waives any and all rights of recovery, refund or compensation for bodily injury (including death) or property damage against NACA, its sponsors, the Statehouse Convention Center, and their officers, directors, employees and agents based upon or arising out of Exhibitor's participation in the NACA Convention, except such losses as may be the result of the sole gross negligence or willful misconduct of such parties.

LAWS

Exhibitor agrees that the sole jurisdiction and venue for any litigation arising from or relating to the contract shall be an appropriate federal or state court located in the state of Arkansas. Exhibitor hereby waives trial by jury in an action, proceeding, or counter-claim brought by or against NACA with respect to this contract. In the event that NACA needs to bring a suit to enforce any of its rights outlined, they shall be entitled to recover all costs from the suit (including attorney's fees) from Exhibitor.

GENERAL

The parties are independent contractors with respect to each other, and nothing herein shall create any association, partnership, joint venture or agency relationship between the parties. Neither party has any right nor authority to assume or to create any obligation or responsibility on behalf of the other party except as otherwise provided herein. The parties agree that all rights and obligations provided in the Agreement which do not expressly terminate pursuant to this Agreement shall survive beyond the term of this Agreement and shall remain in full force and effect in perpetuity. This Agreement represents the entire agreement of the parties and supersedes any other understanding of the parties concerning the subject matter herein. This contract may be modified only with the written consent of NACA. The waiver of a breach of any of the terms hereof or of any default hereunder, shall not be deemed a waiver of any subsequent breach or default, whether of the same or similar nature, and shall not in any way affect the other terms hereof. No waiver or modification shall be valid or binding unless in writing and signed by the waiving party. All provisions of this Agreement shall be severable and no provision shall be affected by the invalidity of any other provision to the extent that such invalidity does not also render such other provision invalid. All notices required under this contract shall be considered given when deposited in the U.S. Mail, certified, return receipt requested, addressed to the respective parties as listed on the first page of the contract.

SOUND LEVELS

Sound levels of presentations in Exhibit booths must be kept at or below 85 decibels and not interfere with surrounding exhibits.

BOOTH PERSONNEL

Exhibitor must have staff present at booth during all open Expo hours. Exhibitor's personnel shall conduct themselves in a professional manner at all times during open Expo hours. Exhibitor shall remove all its property from the Statehouse Convention Center by 4:00 p.m. central time, on Wednesday, February 12, 2025. If such property is not removed within the period of time for move-out, NACA may remove such property at Exhibitor's expense. The advance written approval of NACA shall be required for any additional move-in and/or move-out time. Exhibitor agrees that if NACA should receive, handle, or have in its care or custody Exhibitor's property, of any kind, shipped or otherwise delivered to the Statehouse Convention Center prior to, during, or following the Expo, NACA shall act solely for the accommodation of Exhibitor and NACA shall not be liable for any loss, damage, or injury to such property.

"EARLY TEARDOWN" POLICY

Early teardown or dismantling of booths by exhibitors is strictly prohibited. Early teardown or dismantling disrupts the integrity of the show and endangers attendees still in the exhibit hall. By signing the booth space agreement, Exhibitors agree to remain on the exhibit hall floor with their booths fully in place until the official close of the trade show, as stated above. Any Exhibitors dismantling their booths prior to the scheduled time will be penalized by a \$250 fine. Show Management will monitor and enforce this policy. Please plan your travel accordingly.

RESTRICTIONS

Exhibitor's activities shall be restricted to Exhibitor's booth space only. NACA reserves the right to restrict, reject, prohibit, or eject any exhibit, in whole or in part, which becomes objectionable due to noise, safety hazards, or other reasons. NACA reserves the right to deny access to or eject any person whose behavior becomes objectionable. In any such event, no refunds will be issued.

ADVERTISING, CIRCULARS AND SOLICITATION

NACA reserves the right to prohibit distribution of souvenirs, advertising matter, or any other materials. Distribution from anywhere other than within Exhibit's booth is forbidden.

SUBLEASING SPACE

Unless approved in advance and in writing by NACA, Exhibitor shall not assign or sublet this contract, in whole or in part, nor exhibit any products or services other than those manufactured or handled in Exhibitor's normal course of business, nor permit any third party to solicit business in Exhibitor's space. Multiple-company sharing of exhibit space shall require advance written permission from NACA.

IN CONJUNCTION WITH (ICW) POLICY

NACA Conventions bring together many adjuster professionals. These events present a prime opportunity for exhibitors and/or sponsors of the NACA Convention to hold meetings and events in connection with any of NACA's events at the Annual Convention.

NACA encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings during the NACA Annual Convention. All ancillary meetings held in conjunction with the NACA Annual Convention must adhere to these guidelines, regardless of the meeting location.

- All affiliate meetings held in conjunction with the NACA Convention must be first approved by NACA.
- Affiliate meetings must NOT overlap with designated NACA programming.
- All participants of your affiliate meeting MUST be registered to attend the NACA Convention and must wear their name badge to gain access to the venue and all meeting areas at the venue.
- Rented meeting space and hospitality suites should only be used for business meetings and entertainment purposes only. Product demonstrations must be conducted on the exhibit floor.
- Activities scheduled during education sessions and convention programming will be limited to internal company staff of 20 people or fewer.
- NACA is not responsible for private property being left unattended in the reserved affiliate rooms. Please be mindful of all personal property and valuables throughout the event.
- Affiliate groups requesting space are responsible for the actions of their employees and/or attendees and will be expected to follow all rules and guidelines outlined.
- Affiliate meetings may not place any additional signage or collateral materials in other areas of the venue unless approved by NACA.
- Payments and purchases shall be made directly with the venue being rented.
- All NACA audio-visual equipment must remain in the designated meeting room for any hosted event, or if asked to be removed, re-set fees are the responsibility of the affiliate group.
- To ensure guests are drinking responsibly, the use of a hotel/convention center licensed bartender is REQUIRED when hosting a hospitality suite, or other event where alcohol is served at the Little Rock Marriott or Statehouse Convention Center.
- NACA strictly forbids outboarding and "suitcasing."*
- Once your request is approved, contact information for all service providers will be forwarded with acceptance of your affiliate space request. Convention hotels have been instructed to only release meeting and/or hospitality suites upon approval from NACA. NACA reserves the right to accept or reject any request in its sole judgment. The requestor will be responsible for the following:
 - Registering for the NACA Convention and reserving sleeping rooms with the hotel, within NACA's block of rooms.
 - Making all set-up and food and beverage arrangements directly with the hotel or facility.
 - Paying all related charges in conjunction with the event or meeting held.

*The term "suitcasing" is defined as any activity designed to solicit or sell products/services to attendees of the convention without the proper authorization of NACA, or in ways that violate the rules of the event or expo.