



EXHIBITOR INFORMATION

Thank you for supporting NACA with the purchase of an exhibit booth at the 2023 NACA Annual Convention! To assist you with the details, we have created the following resources to help guide you through the process and provide you with key deadlines.

At any time, if you require assistance or have any questions, please contact [Joelle Ward](#) at (703) 999-8298.

This document will be updated as information is confirmed/available.

VENUE

Rio All-Suites Hotel & Casino
3700 W Flamingo Road
Las Vegas, NV 89103
(866) 746-7671

NACA has reserved the following special rates:

Friday & Saturday - \$79 single/double plus taxes
Sunday-Thursday - \$69 single/double plus taxes

The resort fee is \$15/night (normally \$39.95 per night)*

*Please note that if you book through an online travel site, you will be charged the full resort fee.

NACA encourages all attendees to book "within the block" to help us negotiate valuable room rates and services for our attendees in the future.

Housing Warning - "Pirates" and "Poachers"

Room poaching is a practice carried out by third-party companies that act as travel agencies, wholesalers, or destination management companies to solicit registrants for room reservations. Poachers often represent themselves as being affiliated with the NACA Convention. The poacher might inform registrants that the hotel room block is "sold out", and that if you do not book with them immediately, you may not get a room. Additional deceptive tactics may include distributing forms or promotional materials that appear to be issued by NACA.

Furthermore, room poachers often don't deliver on promises to customers. When customers arrive, reservations are non-existent or the hotels are not conveniently located. Sometimes the rooms have been cancelled and hefty cancellation fees have been placed on the customer's credit card.

If calling to make reservations: (866) 746-7671 (Mention "NACA" when making reservations)

Your registration must be made within NACA's block to qualify for the \$15 resort fee

Check In: 4:00 pm

Check Out: 11:00 am

EXHIBIT SCHEDULE (TENTATIVE)

Sunday, January 15

12:00 – 5:00 PM – Exhibitor Move-In

5:30 – 7:30 PM – Welcome Reception

Monday, January 16

9:30 AM – 5:30 PM – Exhibit Hall Open

Tuesday, January 17

8:00 AM – 5:30 PM – Exhibit Hall Open

Wednesday, January 18

8:00 AM – 3:00 PM – Exhibit Hall Open

3:00 – 5:00 PM - Exhibitor Move-Out

TRANSPORTATION

The Rio Las Vegas is just 4 miles from the Las Vegas Airport. Taxis and rideshares can be found outside of the baggage claim areas of each terminal and average \$20-30 per trip, not including gratuity.

NETWORKING OPPORTUNITIES

You will have plenty of opportunities to network at the NACA Convention. **All breaks will be served in the exhibit hall.** More information coming soon about networking opportunities.

DECORATIONS & FURNISHINGS

Alliance, NACA's designated service contractor, will handle the physical arrangements for all exhibits. Alliance will directly email each exhibitor the link to AllianceOnline, their Exhibitor Service Kit, which has the information necessary for shipping/delivery, set up of your booth, furniture rentals and other onsite services.

When considering the setup of your exhibit, please note that you will be able to select one 40" starbase table with two high stools or one six-foot table with two chairs, one ID sign, and one waste basket. The Exhibit Hall is carpeted.

Any questions you have regarding decorations and furnishings should be made to Alliance directly at 888-528-2011. Alliance will also have on-site staff to help with any issues.

Current Alliance Service Desk hours of operation: Monday-Wednesday 8 am to 5:00 pm.

ELECTRICITY AND AUDIO-VISUAL EQUIPMENT

Electricity and audio-visual equipment are not included with your booth. You must order these through Encore, the Rio's electrical and AV contractor. The forms can be found in the "Resources" section of the portal and will be available at AllianceOnline.

Basic wireless Internet (WiFi) connections come standard in the Expo Hall. Hard wire connections will be at your discretion and can be contracted directly with the hotel. For your convenience, the internet form is included in the Alliance Exhibitor Kit. The WiFi password will be shared via the NACA mobile app.

MOBILE APP

NACA is excited to partner with Cvent to produce the NACA Convention's mobile app. As an exhibitor, you will be featured within the app to allow attendees to locate your space in the Exhibit Hall, schedule interviews, and stay connected throughout the event.

It is important that you download the app when you receive the invitation Cvent. In addition, your company contact will have access to your exhibitor page on the app to upload information about your company.

NACA will be sending notifications throughout the Convention to encourage participation in the Exhibit Hall.

EXHIBITOR PRIZES

NACA is pleased to be offering the Exhibitor Passport Program during the Convention. This successful initiative is designed to add excitement to the Exhibit Hall, increase traffic, and provide the opportunity for attendees to win prizes. One grand prize winner will be announced during the convention.

To increase the buzz in the Exhibit Hall, we invite your organization to bring a prize as a giveaway. All exhibitors are strongly encouraged to participate. It can be as token or grand as you would like, but the more prizes we have to offer, the more incentive for attendees to visit all exhibitors!

Prizes will be announced at lunch on Wednesday, January 18, 2023, in the Exhibit Hall.

ATTENDEE LIST

NACA will provide an attendee registration list on Monday, December 16, 2022. An updated list will be emailed to you a few days before the Convention begins.

Please note this list is for one-time use only each time you receive it.

SHIPPING TO AND FROM THE RIO LAS VEGAS

As stated in the Exhibitor Service Kit, Alliance will collect and deliver exhibitor freight. You are strongly encouraged to ship any booth materials to the warehouse address provided at AllianceOnline. However, if there is a need to send additional booth materials directly to the Rio, please note the following details:

Any package being shipped to the Rio must be addressed as follows:

Rio Hotel Package Center
Recipient Name (GUEST)
Guest Arrival Date
3700 West Flamingo Road
Las Vegas, NV 89103
___ of ___ (e.g. 1 of 10)

Please schedule your shipment(s) to arrive no more than three days prior to the event start date to avoid additional storage fees. Handling fees are applied to any package sent to the Rio.

Any package being shipped out of the Hotel must be prepaid, addressed, labeled and ready for mailing.

GOLF TOURNAMENT

NACA will be holding a golf tournament on Sunday, January 15, 2023. More information will be provided soon.