



**Monday, March 21 - Wednesday, March 23, 2022**  
(Pre-Conference Sessions on Sunday, March 20, 2022)

## **2022 Exhibitor Welcome Information and Details**

Thank you for exhibiting at the ***NAFEPA Spring Conference 2022!*** We are excited that you will be joining us.

You are part of a select group that we feel is a good fit for our attendees. We limited the number of exhibitors to only ten this year and already have others asking to be considered for next year.

Please find below information regarding your exhibiting at the conference.

### **General Information:**

Unlike many conferences, you are not only an exhibitor...but an attendee too.

All sessions will be in the *Regency Ballroom* where you will be located.

As an exhibitor, you are invited to participate in all conference meal functions. This includes breakfast each morning, lunch on Monday, any snacks that are provided and the networking reception on Monday evening at 5:00 pm.

## **Exhibitor Details at a Glance**

### **ADDITIONAL EXHIBITOR REGISTRATIONS**

Platinum and Gold sponsorship levels include two tables for each day and two conference registrations. Silver sponsorship level includes one table and one conference registration. The conference registration includes all meal and snack functions. Additional registrations may be purchased at the conference rate of \$745.

## **ATTENDEE LIST**

Sponsors of Platinum and Gold Levels will receive two attendee lists: One prior to the conference (no later than March 6, 2022) and one after the conference (no later than March 25, 2022). The lists will include name, title, organization, mailing address and email address.

## **CONFERENCE PROGRAM DESCRIPTION**

A brief description (maximum of 50 words) about each exhibitor will be included in the conference program. The descriptions for exhibitors sponsoring specific functions (bags, snacks, meals, receptions, internet, etc.) will be listed under Sponsors.

## **CONTRACTS**

Contracts and payment must have been received by February 15, 2022.

## **ELECTRICITY FOR VENDOR TABLES**

Electricity at the exhibitor tables must be purchased separately from the Omni Shoreham Hotel. Please use the Electrical and Engineering Services Request Form at the following link: Download *Hotel Electrical Request* form (<https://bit.ly/EventOEOF>). This form must be submitted to the Omni Shoreham Hotel *prior* to the beginning of the conference. Electrical work will be done on Monday morning as the electrical engineers are unavailable on Sunday night.

## **EXHIBITOR SPONSORED ACTIVITIES**

All companies wishing to sponsor private functions for conference attendees such as meetings, special events, sales presentations, social hours, dinners or receptions during the NAFEPA Conference must plan such activities during non-conference hours and directly with the hotel.

## **GOLDEN TICKETS**

During the conference, the “**Golden Ticket**” promotion is to encourage our attendees to visit every exhibitor’s table. The “**Golden Ticket**” drawing will be Wednesday morning, March 23, 2022. Exhibitors may donate prizes for the “**Golden Ticket**” winners. Donations will be publicized.

## **HOTEL RESERVATIONS**

Exhibitors may take advantage of the NAFEPA conference rate for the Omni Shoreham Hotel based upon availability. Reservations can be made by calling the Omni Reservation line, 1-800-THE-OMNI and asking for “NAFEPA 2022” conference at the Omni Shoreham Hotel. The operators will be able to locate the room block under that name. Reservations can also be made online at: <https://bit.ly/OmniHotel-NAFEPA>

## **INTERNET SPONSORSHIP**

Sponsorship(s) for the internet connection in the Regency Ballroom is available. The cost for internet sponsorship for the entire conference - Monday, March 21, 2022, through Wednesday, March 23, 2022, is \$5,000.00. One-day sponsorships cost \$2,000.00, with a cost of \$1,000.00 for the morning of Wednesday, March 23, 2022. Internet sponsorship will be recognized. Please contact Bobby Burns for availability of these additional sponsorship opportunities.

## **LIABILITY INSURANCE**

Vendors must provide evidence of their own liability insurance to be submitted prior to the conference.

## **MOVE-IN**

Exhibitors will be allowed to move in on Sunday, March 20, 2022, between 4:00 PM and 7:00 PM. Arrangements for delivery to the Regency Ballroom are the responsibility of the exhibitor.

## **PAYMENT**

Full payment was due February 15, 2022. A \$100.00 late fee will be added to payments received after that date. Confirmation will be sent by email within one week of receipt of contract and check. All sponsorship purchases are nonrefundable.

## **SCHEDULE**

The NAFEPA Conference 2022 schedule will be posted on the NAFEPA website. The Regency Ballroom will be available for Exhibitor move-in on Sunday, March 20, 2022, starting at 4:00 PM. Move-out will take place on Wednesday morning immediately following the closing session.

## **SHIPPING OF MATERIALS TO OMNI SHOREHAM HOTEL**

All packages and materials for exhibitor table(s) should be sent to the Omni Shoreham Hotel. Please use the following format for shipping to the conference:

### **Omni Shoreham Hotel**

**Recipient's Name / Organization**

**2500 Calvert Street NW**

**Washington, DC 20008**

**Event Name: NAFEPA Conference**

**Event Date: March 20-23, 2022**

## **TABLE ASSIGNMENTS**

Assignments of exhibit tables at the conference is at the sole discretion of the NAFEPA organization. Preference is given to the highest sponsor levels and date of contract submission.

## **TERMS & CONDITIONS**

View at <https://bit.ly/EventTandC>

## **WEBSITE LISTINGS**

Sponsorship listing and linking (if applicable) will be completed within one month of receipt of completed contract and full payment.

## **WI-FI**

Complimentary Wi-Fi is being provided. Go to "Omni Meeting" and use the access code: **NAFEPA2022**