



2022 NSCP National Conference Exhibitor Kit

Event Dates: Monday, October 17th, 2022 – Wednesday, October 19th, 2022

Event Location: Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, Maryland 20745
Main Number: (301) 965 4000

Exhibit Organizer: Plamen Petkov
(p) 860-419-5006
(e) plamen@nscp.org

Registering Your Attending Representatives:

Exhibitors:

Your exhibitor package includes two (2) complimentary registrations per exhibit booth, four (4) for double booths. Please check the benefits of your sponsorship [here](#).

[Register Complimentary Exhibitor](#)

[Register Complimentary Sponsors](#)

Additional Passes:

Should you wish to register additional attendees in excess of those covered in your complimentary allotment, you're welcome to do so at the discounted rate of \$950 per attendee.

[Register Additional Exhibitors & Sponsors](#)



*****All initial registrations must be completed by October 1st, 2022*****

You may contact NSCP to substitute initial registrants at any time prior to **October 12, 2022**. **Changes after this date will not be accepted.** Please remember you may not exchange one registrant for another during the conference.

Exhibit Space Details:

Each exhibit booth includes a personalized panel that displays the exhibiting company logo/message as well as:

Single Booth:

- One (1) custom graphics panel (Panel B1 on page 4)
- One (1) tall chair
- One (1) literature stand
- One (1) trash basket
- One (1) black stem light (power is included to support only this light)

Graphic panel size for the single demo stand is: 42 1/2" W x 53 1/2" H

Leave a 1/4" bleed on top, bottom and side edges of graphic to account for the space where the panel fits into the modular system bars

Double Booth:

- Two (2) custom graphics panels (Panel B1 on page 4)
- Two (2) tall chairs
- One (1) literature stand
- One (1) trash basket
- Two (2) black stem lights (power is included to support only these two lights)

Graphic panel sizes for the double demo stand are: (2) individual panels that are each: 42 1/2" W x 53 1/2" H

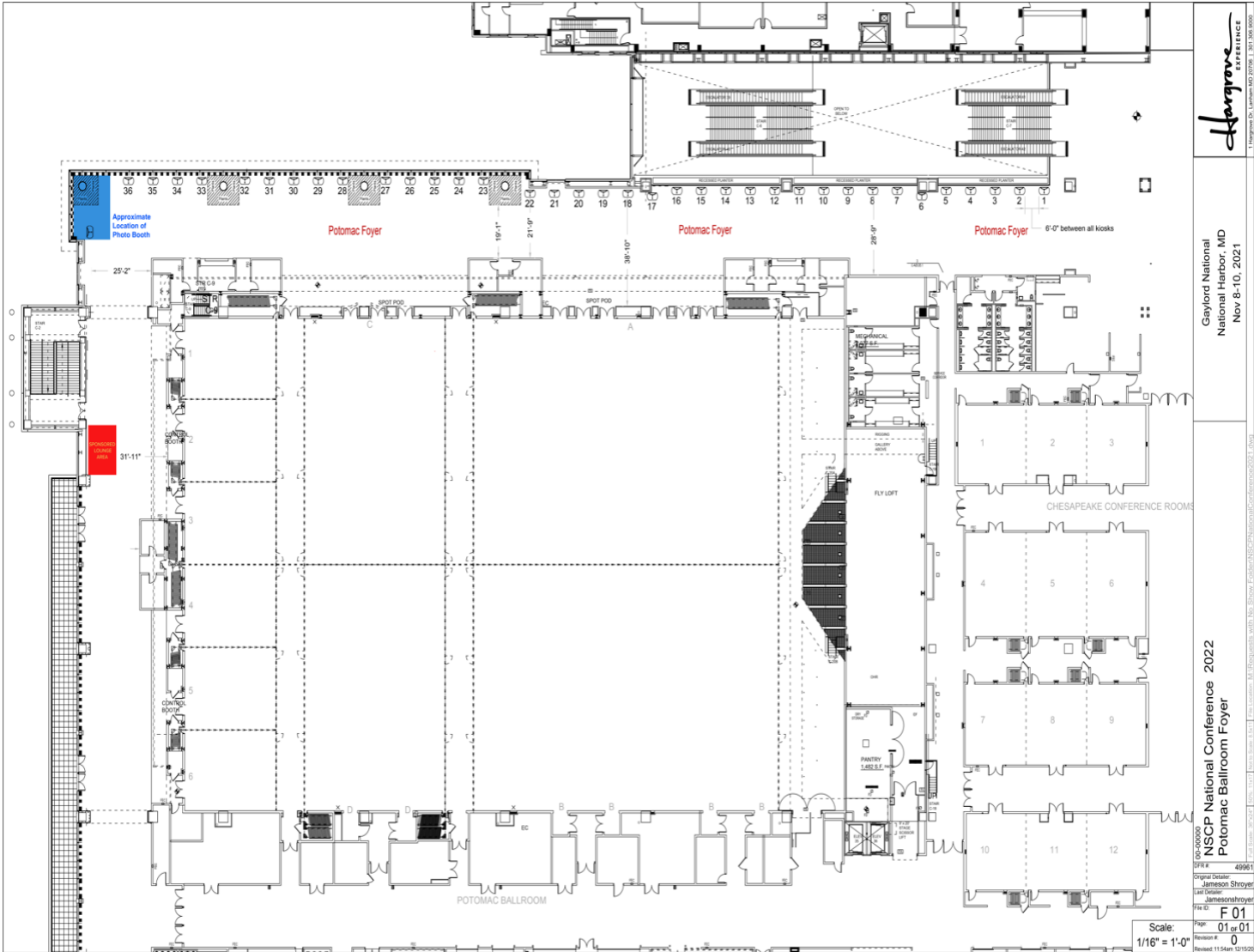
Leave a 1/4" bleed on top, bottom and side edges of graphic to account for the space where the panel fits into the modular system bars.

Additional Information Needed



Your Exhibitor package comes with Session Matching. Your logo will be displayed on six of the conference site sessions as well as the conference app. Please fill in all app and session matching asap as session matching is subject to availability.

Exhibit Floor Plan (all booths are 6 feet apart)



Hargrove
EXPERIENCE

Gaylord National
National Harbor, MD
Nov 8-10, 2021

NSCP National Conference 2022
Potomac Ballroom Foyer

49961
Original Designer: Jameson Shroyer
Last Designer: Jameson Shroyer
File ID: F 01
Page: 01 of 01
Revision #: 0
Revised: 11/5/21 12:15:20

Single Booth Design and Dimensions (Panel B1 is included in the package)

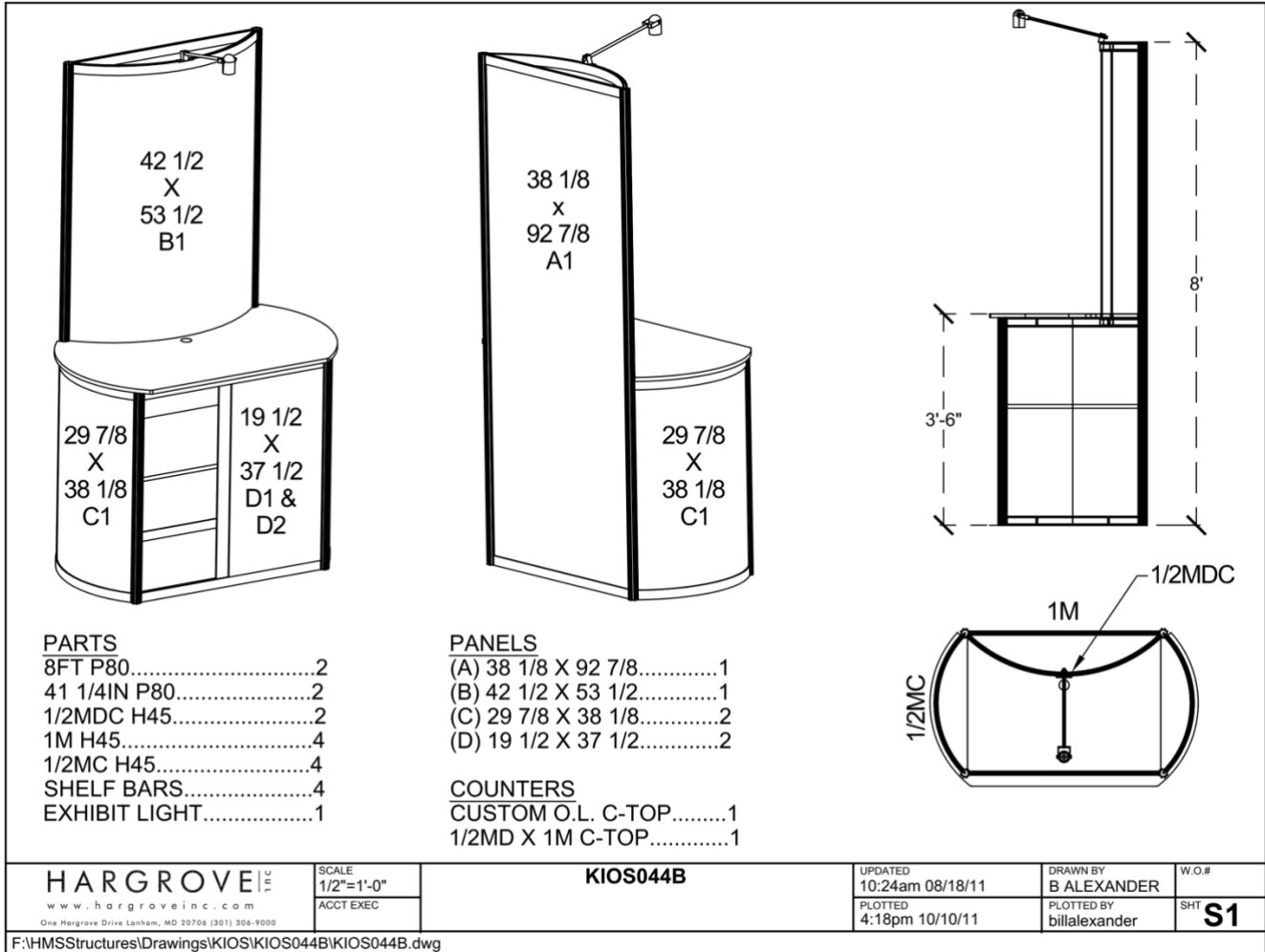


Exhibit Booth Artwork:

Exhibitors will design and submit the artwork for this panel based on the following criteria:

Custom Panel Design Elements | Artwork should be submitted in:

Vector format with file extension:

- .AI
- .EPS
- .PDF
- Saved at 100%
- All fonts to be converted to outlines
- All linked images to be embedded

Raster format with file extension:

- .PSD
- .TIF
- .JPG
- Saved at 100%
- Saved at 300 DPI

Exhibit Booth Artwork Submission Process & Deadline:

Graphics must be submitted to Hargrove Inc. and Plamen Petkov at NSCP no later than **September 15th, 2022**, via FTP, email or mail.

Should the exhibiting company fail to submit their graphics file to Hargrove by the expressed date, the logo NSCP maintains on file will be provided to be printed for the booth panel.

HARGROVE

To Upload Art Files:

Please log into: <http://filemanager.hargroveinc.com>

Username: Your Email Address

Folder ID: 5043428

Upload files to the **Exhibitor Booth Artwork** folder

***IMPORTANT:** Please note, for exhibitors using this method, we kindly ask that you label your files such that they include your company name in the title.



Event Manager at Hargrove:
Mark Mann
mark.mann@hargroveinc.com

Free-standing Material:

Free standing material such as monitors may only be placed in the designated booth space. Please contact Plamen Petkov with any other requests.

Electrical, Internet, and Audio/ Visual Rentals:

Wireless internet & electrical to support booth stem lights will be provided at no additional charge. Exhibitor may arrange for additional requirements (electrical, phone hookup, Internet connection, outlets, audio/ visual rentals, etc.) directly with the hotel and will be billed directly for such extras.

Audio/ Visual through Encore: <https://eventnow.encoreglobal.com>.

Electrical and additional internet: <https://gaylordnational.boomerecommerce.com/>

Sharing:

The sharing of tables is not permitted. Exhibitors are not permitted to sublicense, transfer, or assign any portion or part of their allocated space to another party, except as specifically approved by NSCP. Exhibitors shall not exhibit, nor permit others to exhibit in their space, any merchandise not a part of their company's regular products and shall not exhibit any advertising material not directly pertaining to the products exhibited or where display of such materials would violate or infringe on the intellectual property rights of a third party.

Material Shipment and Load-in:

Below is the recommended labeling format for all incoming packages to the Gaylord National Resort & Convention Center

Address Labels for Items Shipped to Hotel:

Name of Hotel Guest receiving packages
Company Name
C/O Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, Maryland 20745



Guest's Date of Arrival
Hold for NSCP National Conf.
Event Dates: 10/16/2022 – 10/19/2022

All guest packages will be charged per item upon arrival by the purchasing department with the exception of envelopes, which will be complimentary. Non-registered guests will need to be charged depending on the delivering department. Any package arriving earlier than three (3) days prior to the guest's arrival will be charged an additional fee for storage of \$3.00 per box and \$15.00 per pallet or crate. The Hotel has only limited storage space.

If exhibitors bring their exhibiting materials rather than shipping to the hotel in advance, unloading through the front entrance of the hotel with the assistance of a bellman may result in a portorage fee.

Gaylord National –Shipping, Receiving & Storage Processing Fees



Event Packages – Shipping Instructions

Event Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by FedEx Office require a release signature before being released from FedEx Office's custody to the intended recipient. Release signatures are captured during delivery of package(s) to the recipient. Inbound receiving/delivery fees will be applied either on a per package basis or by pallet weight, as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient whom will be onsite to receive and sign for the package(s). Please do not address your package(s) to Hotel Staff or a Show Manager as this could cause confusion in package sorting or your package(s) to be delayed. Package deliveries may be scheduled by contacting the FedEx Office Business Center at (301) 567-0457. Package deliveries should only be scheduled after the recipient has checked into the hotel.

Please schedule your shipment(s) to arrive 1 - 2 days prior to the event start date.

Event Shipment(s) – Label Standard:

Affix a label with the following information (in addition to the airbill).

| |
|--|
| Name of Guest/Recipient (Guest Cell Phone Number) C/O Gaylord National Resort and Convention Center 201 Waterfront Street National Harbor, MD 20745 (Convention/Conference/Event Name) Date of Event Box ___ of ___ |
|--|

Outbound Guest Packages - Shipping Instructions

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis, unless indicated otherwise.

| Weight Class | Inbound Receiving/Delivery Fee | Outbound Pickup/Handling Fee |
|--------------------|--------------------------------|------------------------------|
| 0.0 – 1.0 lbs. | \$5.00 | \$5.00 |
| 1.1 – 10.0 lbs. | \$15.00 | \$15.00 |
| 10.1 – 20.0 lbs. | \$20.00 | \$20.00 |
| 20.1 – 30.0 lbs. | \$30.00 | \$30.00 |
| 30.1 – 40.0 lbs. | \$40.00 | \$40.00 |
| 40.1 – 50.0 lbs. | \$50.00 | \$50.00 |
| 50.1 – 60.0 lbs. | \$50.00 | \$50.00 |
| 60.0 lbs. and Over | \$70.00 | \$70.00 |
| Crate & Pallet* | .75 per pound | .75 per pound |

* For inbound/outbound pallets or crates, the receiving/delivery charges are based upon weight and charged at the rate of .75 per pound. A Labor Fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. Labor Fees are charged in 15 minute increments.

Package Storage and Oversize Item Fees

Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed an additional Oversize Fee if stored for more than five calendar days.

| Days | Storage Fee/Day | Oversize Fee/Day |
|-----------------|-----------------|------------------|
| 1 – 5 Days | No Charge | No Charge |
| 6 – 7 Days | \$25.00 | \$25.00 |
| 8 Days and Over | \$50.00 | \$25.00 |

Terms & Conditions: Receiving/delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

Exhibitor Arrival:



For exhibitors who have shipped materials, upon arrival, and after payment is secured onsite by either room charge or credit card, the hotel's Shipping & Receiving department will deliver the boxes to the assigned exhibit space. Exhibitors are also required to check in at the NSCP Registration Desk on Sunday between 2:00 PM and 7:00 PM or Monday before 7:30 AM or between 9:00 AM - 9:45 AM to pick-up name badges and conference materials. Important to note, you will miss the attendees during breakfast if you are not set up prior to 8:00 AM. Complete information on Shipping and Receiving, including shipment procedures and handling fees is attached.

Set-up/Break-down Times:

Exhibitors may begin setting up on Sunday, October 16th from 4:00 PM to 7:00 PM or Monday, October 17th from 7:00 AM to 9:30 AM. You may break-down on Wednesday, October 19th from 11:00 AM to 1:00 PM.

Certificate of Liability Insurance:

Not Required for 2022 NSCP National Conference.

Other Requirements:

Badges must be always worn during the conference. Only two exhibitor personnel per firm will be issued conference badges (four with double booths) unless additional registration fees are paid. Badges are required to gain entrance into the conference sessions and functions that are offered at no additional cost to attendees.

An exhibition table not occupied by 12:00 PM on Monday, October 17th, 2022 (the first day of the event) will be forfeited, unless previous written arrangements were made with NSCP. NSCP may resell, reassign, or use any forfeited space as deemed appropriate.

Neither NSCP nor the hotel is responsible for the security of the exhibitor's materials and booth display.

Exhibitors are responsible for safely securing any equipment or valuables both during exhibit hours and nonexhibit hours.

Conflicting Conference Events:

In the interest of the entire conference, exhibitors and sponsors may not extend invitations, call meetings, or otherwise encourage absence of attendees, other exhibitors, or invited guests from the educational sessions or networking receptions planned by NSCP.



Additional Exhibitor Benefits:

As a benefit to exhibitors, NSCP will provide a hyperlink on the conference web site directing attendees and others viewing the conference web site to the exhibiting company's web site. NSCP will also provide directive to your exhibit space and logo on a select number of sessions in the electronic version of the conference website

Attendee List:

NSCP grants exhibitors a limited non-exclusive license to use the conference attendee list containing the mailing information of those attendees that allow their address data to be available. This list is sent via email in spreadsheet format. Phone, fax, and email addresses are not provided. Use of this address data is limited to two mailings. Exhibitors may not republish, upload, transmit, modify, rent, lease, loan, sell, assign, distribute, license, sublicense, or provide to any third parties any data provided by NSCP.

Hotel Reservations:

After registration has been completed on the conference website, hotel room reservations may be made at the Gaylord **prior to September 23rd, 2022**, by using the following link: <https://www.national.nscpcconferences.org/hotel>

Note: Hotel room types (king v. 2 doubles) must be noted in the room preferences notes section of the reservation and are available on a first come, first serve basis.



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