

# ACDA 2024

## REGION CONFERENCE EXHIBIT OPPORTUNITIES



Omaha, NE February 7-10, 2024



**Many Voices  
One Song**

ACDA Western  
MARCH 6-9  
2024  
PASADENA, CA



SPOKANE, WASHINGTON

**OUR VOICES UNITED**

JANUARY 24-27, 2024



[WWW.ACDA.ORG](http://WWW.ACDA.ORG)

# EXHIBITING

## PACKAGES AND PRICING

### Eastern, Midwestern, Southern, and Western Regions

**10 x 10 booth: \$550**

add additional booths at 10% off

### Northwestern Region and Southwestern Region

**10 x 10 booth: \$350**

add additional booths at 10% off

Limited availability for island and multiple booths located together

## BOOTH PACKAGE

### All booth packages include:

- 3'-high side rails and 8'-high backdrop
- Listing in the Exhibitor section of the conference app
- Two conference badges

### Provided for the first booth only:

- 2 chairs
- One 6' table
- Waste basket
- Identification sign with booth number

Additional badges are available for \$50 per badge (limit 4)

Additional tables, chairs, and equipment may be rented from the decorating company at exhibitor expense

Exhibit orders close on the week before the posted conference dates or until all booths are sold.

## ADDITIONAL DETAILS

ACDA assigns all booth spaces with those purchasing sponsorships having first priority in placement. After sponsors, exhibit assignments are made on a first-come, first-served basis with consideration for separating competitors within the exhibit space. Booths will be assigned by **December 20, 2023**.

In circumstances where exhibiting is not in an enclosed space that can be secured, security will be provided when the exhibits are closed.

Conference badges provide access to ACDA conference events, including concert sessions, interest sessions, and reading sessions.

Shipping, drayage, furniture rental, electricity, internet and other services may be ordered through the decorating company. Contact information for the decorator for your exhibiting site(s) will be provided upon placing your order.

## EXHIBITING LOCATIONS AND DATES

### EASTERN REGION

#### PROVIDENCE, RI

February 28-March 2, 2024

### MIDWESTERN REGION

#### OMAHA, NE

February 7-10, 2024

### NORTHWESTERN REGION

#### SPOKANE, WA

January 24-27 2024

### SOUTHERN REGION

#### LOUISVILLE, KY

February 21-24, 2024

### SOUTHWESTERN REGION

#### DENVER, CO

February 27-March 2, 2024

### WESTERN REGION

#### PASADENA, CA

March 6-9, 2024

# GENERAL CONDITIONS

## BOOTHS

### ASSIGNMENT OF BOOTH SPACE

Booths are assigned at the sole discretion of ACDA with consideration given to sponsors, date of full payment, and industry balance.

### BOOTH CONSTRUCTION

Each exhibit will be confined to the spatial limits of its respective booth(s). Exhibits or displays that block the view of adjoining booths will not be permitted. Aisles and exits must be kept clear of displays and exhibits at all times. All booth materials must conform to applicable building, electrical, fire safety, and environmental code.

### AUDIO AND AUDIOVISUAL SOUND EFFECTS

Audiovisual, audio, and other sound and attention-getting devices and effects are permitted only at intensity levels that do not interfere with the activities of neighboring exhibitors. Intensity determination is at the sole discretion of ACDA. Instruments played or vocal performance for the purpose of demonstration should only be for brief periods of time and at a reasonable sound level. Audiovisual equipment must be equipped with earphones/headphones. Operation of equipment being demonstrated must not create

noise levels objectionable to neighboring exhibitors. Distribution of noise-makers of any kind is prohibited.

### SUBLETTING BOOTH SPACE

Exhibitors may not assign, sublet, or apportion any part of their space to another company. Exhibitors may not advertise or display goods or services other than those manufactured, distributed, or sold by their company in the regular course of business.

### UNCLAIMED BOOTH SPACE

Any booth space not claimed and occupied or for which no special arrangements have been made prior to the official start of the conference exhibit hours may be resold or reassigned. A refund will not be provided.

### UNOCCUPIED BOOTHS

Exhibitors may not move to a booth space outside of their official assignment for any reason without prior permission from the exhibits manager. Moving into unoccupied spaces, without the expressed approval of the exhibits manager, may result in annulment of the opportunity to continue to exhibit at the conference site and no refund will be given.

## EXHIBITOR PROTOCOLS

### EXHIBIT HOURS

Exhibitors are expected to operate and provide staffing at their booths during the scheduled conference exhibit hours. A penalty fee of \$500 may be assessed for early departure or dismantling. This penalty fee must be paid before submitting a reservation for a future ACDA exhibit space.

### EXHIBITOR REPRESENTATIVES

Exhibitors may only distribute materials from their booths. Promotion of goods and services and conducting business within the exhibits area is limited to exhibitors. Two complimentary badges will be provided for each booth purchased. Additional badges may be purchased for \$50 per badge. Exhibitors must wear their badge at all times while in the exhibit area.

### AMBUSH MARKETING

Anyone conducting ambush marketing or distributing materials in any area besides the exhibit hall will be required to cease the activity immediately and may be asked to leave the show without refund. Exhibitors may not make changes to conference materials for the purpose of covering or replacing another advertisers' information.

### VIOLATIONS

Violations of any of these regulations on the part of the exhibitor, its employees or agents, shall annul the right to occupy current or future space and all monies paid will be forfeited. ACDA maintains sole discretion in all cases.

### COVID-19 GUIDANCE

Please refer to the ACDA conference website. Exhibitors are expected to abide by the same guidance as all conference attendees.

## **EASTERN REGION**

### **PROVIDENCE, RI**

February 28-March 2, 2024

- Wednesday, February 28: Exhibitor Load-In 1:00pm-4:00pm
- Thursday, February 29: Exhibitor Hours 8:30am-6:30pm
- Friday, March 1: Exhibitor Hours 8:30am-3:00pm
- Friday, March 1: Exhibitor Load-Out 3:00pm-5:00pm

## **MIDWESTERN REGION**

### **OMAHA, NE**

February 7-10, 2024

- Wednesday, February 7: Exhibitor Load-In 1:00pm-4:00pm
- Thursday, February 8: Exhibitor Hours 8:30am-4:30pm
- Friday, February 9: Exhibitor Hours 8:30am-4:30pm
- Friday, February 9: Exhibitor Load-Out 4:30pm-6:00pm

## **NORTHWESTERN REGION**

### **SPOKANE, WA**

January 24-27 2024

- Wednesday, January 24: Exhibitor Load-In 1:00pm-3:00pm
- Wednesday, January 24: Exhibitor Hours 3pm-6pm, including conference Happy Hour
- Thursday, January 25: Exhibitor Hours 8:00am-3:00pm
- Friday, January 26: Exhibitor Hours 8:00am-3:00pm
- Friday, January 26: Exhibitor Load-Out 3:00pm-6:00pm

## **SOUTHERN REGION**

### **LOUISVILLE, KY**

February 21-24, 2024

- Thursday, February 22: Exhibitor Load-In: 7:00am-11:30am
- Thursday, February 22: Exhibitor Hours 12:00pm-6:30pm
- Friday, February 23: Exhibitor Hours 8:30am-5:30pm
- Friday, February 23: Exhibitor Load-Out 5:30pm-7:30pm

An All-Conference Reception will be held from 9:00pm-11:00pm on Friday evening. While exhibits will not be open, exhibitors are welcome to join us!

## **SOUTHWESTERN REGION**

### **DENVER, CO**

February 27-March 2, 2024

- Thursday, February 29: Exhibitor Load-In 8:00am-11:00am
- Thursday, February 29: Exhibitor Hours 11:30am-6:00pm
- Friday, March 1: Exhibitor Hours 9:00am-1:00pm
- Friday, March 1: Exhibitor Load-Out 1:00pm-4:00pm

## **WESTERN REGION**

### **PASADENA, CA**

March 6-9, 2024

- Wednesday, March 6: Exhibitor Load-In 1:30pm-4:30pm
- Thursday, March 7: Exhibitor Hours 10am-6:30pm, including conference Happy Hour
- Friday, March 8: Exhibitor Hours 11:30am-5:00pm
- Friday, March 8: Exhibitor Load-Out 5:00pm-7:00pm

Times listed are tentative and may change without notice.



# **ACDA 2024**

To secure your exhibit space and see conference sponsorship opportunities, go to <https://acda.org/about-us/advertising-exhibiting>.

For questions, contact Sindy Hail at [shail@acda.org](mailto:shail@acda.org) or 405.724.7899

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