

North American Saxophone Alliance Biennial Conference, March 8-11, 2018

FINAL REMINDERS/DETAILS FOR EXHIBITOR

SCHEDULE

The 2018 NASA Biennial Conference will take place on March 8-11, 2018. The official opening of the conference is the evening concert on Thursday, March 8, 2018. Exhibits will be open at 9:30AM on Friday, March 9 and will close on Sunday, March 11 at 1:00PM.

NASA 2018 Exhibitor Schedule:

- **Thursday, March 8:** LOAD-IN and SET-UP 2:00PM-5:00PM
- **Friday, March 9:** SET-UP 8:00AM-9:30AM
Exhibits OPEN 9:30AM-1:30PM and 2:30PM-5:30PM
- **Saturday, March 10:** Exhibits OPEN 9:30AM-1:30PM and 2:30PM-5:30PM
- **Sunday, March 11:** Exhibits OPEN 10:00AM-1:20PM
LOAD-OUT 1:30PM-3:30PM

NAME BADGES

- When you arrive to CCM your welcome packet and the appropriate number of exhibitor badges will be on your table.
- We are not printing individual names on the exhibitor badges, they will only list the name of your company.

CONDITIONS

- All fees must be paid in full prior to the installation of any exhibit.
- Each booth must be staffed at all times during open exhibit hours.
- The main exhibit hall will be secured at the close of exhibit hours each day. During active exhibit hours, the exhibitors are responsible for securing and watching over their own exhibit spaces.

DELIVERIES

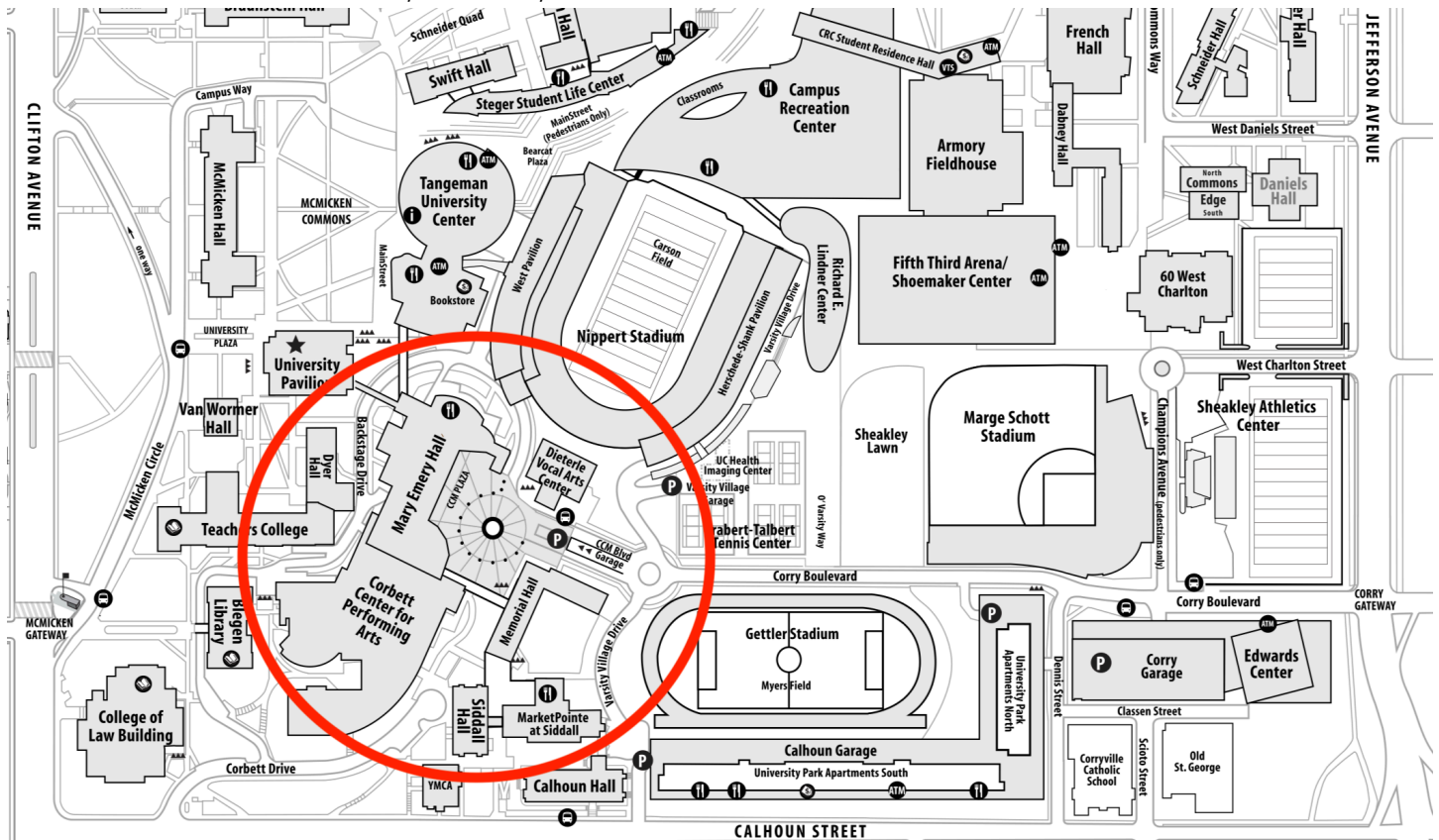
- Materials may be scheduled for delivery prior to the conference between February 22, 2018 and March 6, 2018. Please note that deliveries that arrive prior to February 22, 2018 or after March 6, 2018 will not be accepted.
- All materials received between February 22 and March 6, 2018 will be stored securely in a locked space on campus.
- SHIPPING information:
North American Saxophone Alliance
C/O James Bunte
280 CCM Blvd
Cincinnati OH 45221-0003

PARKING/UNLOADING and INSTALLATION

- ADDRESS: 280 CCM Blvd, Cincinnati, OH 45221
- LOAD-IN and SET-UP times are: Thursday, March 8, 2:00PM-5:00PM and Friday, March 9, 8:00AM-9:30AM.
- Student volunteers will be available to assist.
- Exhibitors can unload their vehicles by the entrance to the Dieterle Vocal Arts Center (the first building on the right side of the CCM circle) from 2-5pm on Thursday.
- Convenient parking is available in the CCM Garage at the base of Corry Boulevard off of Jefferson Avenue. Additional parking is available in garages throughout the UC campus. Any questions concerning on-campus parking should be directed to UC Parking Services at 513-556-2283.

LOCATION OF EXHIBITS

- **BUILDING:** Dieterle Vocal Arts Center
- **ADDRESS:** 280 CCM Blvd, Cincinnati, OH 45221



OTHER INFORMATION

- **PARKING:** <http://ccm.uc.edu/admissions/campusvisit/directions.html>
- **HOTEL:** <https://www.saxophonealliance.org/conference-travel.asp>
- **TRAVEL:** <https://www.saxophonealliance.org/conference-travel.asp>

DISMANTLING

- The exhibit rooms close at 1:00PM on Sunday, March 11.
- Tear-down may begin at 1:00PM and continue until 3:00PM.
- Student volunteers will be available to assist.

RETURN SHIPMENTS

- If you must leave merchandise behind for shipment, you must make arrangements for all materials to be picked up on/before 5:00PM on Monday, March 11, 2018. The security of your merchandise is not guaranteed beyond this date, so please make arrangements for pick-up during business hours on Monday, March 11, 2018.

CONTACT INFORMATION

- **CCM On-Campus Exhibitor Liaison:** Evan Gidley, gidleyej@mail.uc.edu | 260.602.2506
- **NASA Director of Marketing:** J. Michael Holmes, marketing@saxophonealliance.org | 419.306.3458
- **2018 NASA Biennial Conference Host:** James Bunte, james.bunte@uc.edu | 513.254.3899