

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

EXHIBITOR GUIDELINES*

*These details are subject to change; last updated October 16, 2017

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 TENTATIVE 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

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 20, 2018 and March 6, 2018. Please note that deliveries that arrive prior to February 20, 2018 or after March 6, 2018 will not be accepted.
- All materials received between February 20 and March 6, 2018 will be stored securely in a locked space on campus.
- **Detailed SHIPPING information will be provided at a later date.**

PARKING/UNLOADING and INSTALLATION

- 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
- **PARKING and UNLOADING information will be provided at a later date.**

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

- **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