

North American Saxophone Alliance Biennial Conference, March 6-9, 2020

EXHIBITOR GUIDELINES*

*These details are subject to change; last updated December 15, 2020

SCHEDULE

The 2020 NASA Biennial Conference will take place on March 6-9, 2020. The official opening of the conference is the evening concert on Friday, March 6, 2020. Exhibits will be open at 9:30AM on Saturday, March 6 and will close on Monday, March 9 at 1:30PM.

NASA 2020 TENTATIVE Exhibitor Schedule:

- **Friday, March 6:** LOAD-IN and SET-UP 2:00PM-5:00PM
- **Saturday, March 7:** SET-UP 8:00AM-9:30AM
Exhibits OPEN 9:30AM-1:30PM and 2:30PM-5:30PM
- **Sunday, March 8:** Exhibits OPEN 9:30AM-1:30PM and 2:30PM-5:30PM
- **Monday, March 9:** Exhibits OPEN 10:00AM-1:30PM
LOAD-OUT 1:30PM-4:00PM

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 halls 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.
- Exhibitors will be limited to a maximum of 3 tables (*with the exception of premium sponsors*).
- Completion and submission of exhibitor documents acknowledges that the Exhibitor, its officers, agents, employees, members, successors, and assigns, hereby release and hold harmless NASA, Arizona State University, and their directors, officers, members, agents and employees from all claims, damages, liabilities, losses, and expenses (including attorney's fees), of any kind and nature whatsoever, arising from or related to Exhibitor's use of the facilities and presentation of Exhibitor's goods and services at the 2020 NASA Biennial Conference.

LOCATION OF EXHIBITS

- BUILDING: School of Music - Arizona State University
- ADDRESS: 50 E Gammage Pkwy, Tempe, AZ 85281

DELIVERIES

- Materials may be scheduled for delivery prior to the conference between February 20 and March 5, 2020. Please note that deliveries that arrive prior to February 20 or after March 5, 2020 will not be accepted.
- All materials received between February 20 and March 5, 2020 will be stored securely in a locked space on campus.
- SHIPPING information:
School of Music - Arizona State University
ATTN: NASA CONFERENCE
50 E Gammage Pkwy, Tempe, AZ 85281

UNLOADING and INSTALLATION

- ADDRESS: 50 E Gammage Pkwy, Tempe, AZ 85281 (*loading dock is located off Mill Ave.*)
- LOAD-IN and SET-UP times are: Friday, March 6, 2:00PM-5:00PM and Saturday, March 7, 8:00AM-9:30AM.
- Student volunteers will be available to assist.
- Exhibitors can unload their vehicles at the loading dock to the Music Building, which is located off Mill Ave. from 2-5pm on Friday.

DISMANTLING

- The exhibit rooms close at 1:30PM on Monday, March 9, 2020.
- Tear-down may begin at 1:30PM and continue until 4:00PM.
- Student volunteers will be available to assist.

PARKING

- NASA 2020 parking will be available in Lot 20. There is a fee for parking.
- More information on parking will be available on the NASA 2020 app (*available on iPhone and Android devices*)

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 Tuesday, March 10, 2020. The security of your merchandise is not guaranteed beyond this date, so please make arrangements for pick-up during business hours on Tuesday, March 10, 2020.

CONTACT INFORMATION

- **ASU On-Campus Exhibitor Liaison:** Kristen Zelenak, kzelenak@asu.edu | 586.489.5724
- **NASA Director of Marketing:** J. Michael Weiss-Holmes, mh.michaelholmes@gmail.com | 419.306.3458
- **2020 NASA Biennial Conference Host:** Christopher Creviston, christopher.creviston@asu.edu | 347.489.3473