



## North American Saxophone Alliance Biennial Conference

March 30 - April 2, 2023

### EXHIBITOR GUIDELINES\*

*\*These details are subject to change; last updated November 23, 2022*

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#### SCHEDULE

The 2023 NASA Biennial Conference will take place on March 30-April 2, 2023. Exhibits will be open at 9:30AM on Friday, March 31st and will close on Sunday, April 2nd at 1:00PM.

#### NASA 2023 TENTATIVE Exhibitor Schedule:

- **Thursday, March 30th:** LOAD-IN and SET-UP 2:00PM-5:00PM
- **Friday, March 31st:** SET-UP 8:00AM-9:30AM  
Exhibits OPEN 9:30AM-1:30PM and 2:30PM-5:30PM
- **Saturday, April 1st:** Exhibits OPEN 9:30AM-1:30PM and 2:30PM-5:30PM
- **Sunday, April 2nd:** Exhibits OPEN 10:00AM-1:00PM  
LOAD-OUT 1:00PM-3:30PM

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#### 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.

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#### LOCATION OF EXHIBITS

- BUILDING: Thad Cochran Center
- ADDRESS: 100 Research Blvd #105, Starkville, MS 39759

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#### DELIVERIES

- Materials may be scheduled for delivery prior to the conference between Thursday, March 16, 2023 to Wednesday, March 29, 2023.
- Please note that deliveries that arrive prior to March 16, 2023 or after March 29, 2023 will not be accepted.
- All materials received between March 16, 2023 and March 29, 2023 will be stored securely in a locked space on campus.

- SHIPPING information:

Casey Taylor and Saxophone Conference  
c/o University of Southern Mississippi  
118 College Drive #5067  
Hattiesburg, MS 39406

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## **PARKING/UNLOADING and INSTALLATION**

- ADDRESS: 118 College Dr, Hattiesburg, Mississippi, 39401.
- LOAD-IN and SET-UP times are: Thursday, March 29, 2:00PM-5:00PM and Friday, March 30, 8:00AM-9:30AM.
- Student volunteers will be available to assist.
- Exhibitors can unload their vehicles by the Thad Cochran Center. Convenient parking is available at the Thad Cochran Center Visitor's Parking Lot. Additional parking is available in garages throughout the USM campus. Any questions concerning on-campus parking should be directed to USM Parking Services.  
Phone: [601.266.4943](tel:601.266.4943) / Email: [parking@usm.edu](mailto:parking@usm.edu)

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## **DISMANTLING**

- The exhibit rooms close at 1:00PM on Sunday, March 13.
- Tear-down may begin at 1:00PM and continue until 3:30PM.
- Student volunteers will be available to assist.

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## **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, April 3, 2023. The security of your merchandise is not guaranteed beyond this date, so please make arrangements for pick-up during business hours on Monday, April 3, 2023.

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## **CONTACT INFORMATION**

- NASA Director of Marketing: Advertising & Development
  - Nathan Mertens, [marketing@saxophonealliance.org](mailto:marketing@saxophonealliance.org) | (402) 499-7919
- 2023 NASA Biennial Conference Host:
  - Dannel Espinoza, [Dannel.Espinoza@usm.edu](mailto:Dannel.Espinoza@usm.edu)