



North American Saxophone Alliance Biennial Conference March 14 - March 17, 2024

EXHIBITOR GUIDELINES*

**These details are subject to change; last updated October 24, 2023*

SCHEDULE

The 2023 NASA Biennial Conference will take place on Thursday, March 14 - Sunday, March 17, 2024. Exhibits will be open at 2:00 PM on Thursday, March 14th and will close on Saturday, March 16, 2024 at 5:30 PM.

NASA 2024 Exhibitor Schedule:

- **Thursday, March 14th:** LOAD-IN and SET-UP 9:00AM-12:00PM
Exhibits OPEN 2:00 PM-5:30PM
- **Friday, March 15th:** Exhibits OPEN 9:00AM-1:30PM and 2:30PM-5:30PM
- **Saturday, March 16th:** Exhibits OPEN 9:00AM-1:30PM and 2:30PM-5:30PM
LOAD-OUT 5:30PM-7:00PM
- **Sunday, March 17th:** LOAD-OUT 10:00AM-1:00PM

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 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.

LOCATION OF EXHIBITS

- BUILDING: OSU Student Union Ballroom
- ADDRESS: 202 South Hester, Stillwater, OK 74078

DELIVERIES

- Materials may be scheduled for delivery prior to the conference between Sunday, March 10th and Thursday, March 14th.
- Please note that deliveries that arrive prior to Sunday, March 10th or after Thursday, March 14th will not be accepted.
- All materials received between Sunday, March 10th and Thursday, March 14th will be stored securely in a locked space on campus.

- SHIPPING information:
NASA Conference
c/o Ryan Hatcher
OSU Student Union
202 South Hester Street
Stillwater, OK 74078.

PARKING/UNLOADING and INSTALLATION

- ADDRESS: 202 South Hester, Stillwater, OK 74078
- LOAD-IN and SET-UP times are: Thursday, March 14th 9:00AM-12:00PM
- Student volunteers will be available to assist.
- Exhibitors can unload their vehicles by the “East Loading Dock” which is located on the northwest corner of the building on Hester Street. (There are two loading docks on Hester Street, but the most convenient one is the northernmost one as it is on the same floor as the ballroom, the second floor. The other loading dock, which is on the south end and the first floor, is a longer driveway and is exclusively for food vendors.)
- Convenient parking is available at the Student Union parking garage, which is conveniently attached to the OSU Student Union. Additional parking is available in garages throughout the OSU campus. Any questions concerning on-campus parking should be directed to OSU Parking Services.
Phone: (405) 744-6525/ Email: parking@okstate.edu

DISMANTLING

- The exhibit rooms close at 5:30PM on Saturday, March 16, 2024
- Tear-down may begin at 5:30PM on Saturday, March 16, 2024
- Student volunteers will be available to assist.

RETURN SHIPMENTS

- If you must leave merchandise behind for shipment, please let the NASA Director of Marketing, Nathan Mertens, know as soon as possible. The conference hosts, Johnny Salinas & Tommy Poole, will hold the materials and take them to the appropriate drop off location(s) on Monday, March 18th, 2024. The security of your merchandise is not guaranteed beyond this date.

CANCELLATION

If an exhibitor is unable to attend the conference, full refunds are available before February 25, 2024. Partial refunds will be considered on a case-by-case basis on or after February 25. No refunds will be issued after March 5, 2024. All cancellations need to be communicated to NASA’s Director of Marketing.

CONTACT INFORMATION

- NASA Director of Marketing: Advertising & Development
 - Nathan Mertens, marketing@saxophonealliance.org | (402) 499-7919
- OSU Operations Coordinator
 - Ryan Hatcher, ryan.hatcher@okstate.edu | (405) 744-4447
- 2024 NASA Biennial Conference Host:
 - Johnny Salinas, john.salinas@okstate.edu
 - Tommy Poole, tommy.poole@okstate.edu