



Conference Exhibitor Kit

Your Guide to Exhibiting at the NAEP Conference

We are very excited that you are joining us at this year’s conference! Please review the following information to maximize your efficiency at this event.

Below, we’ve included the set-up and tear-down schedule, location details, shipping requirements, and parking information.

Sponsor/Exhibitor Schedule

Day	Time	To-Do
Monday, May 11	12:00 – 5:00 PM	Exhibitor Set-up
Tuesday, May 12	All Day	Exhibits in Tikahtnu Ballroom
Wednesday, May 13	All Day	Exhibits in Tikahtnu Ballroom
Thursday, May 14	10:45 AM – 12:15 PM	Exhibitor Tear-down

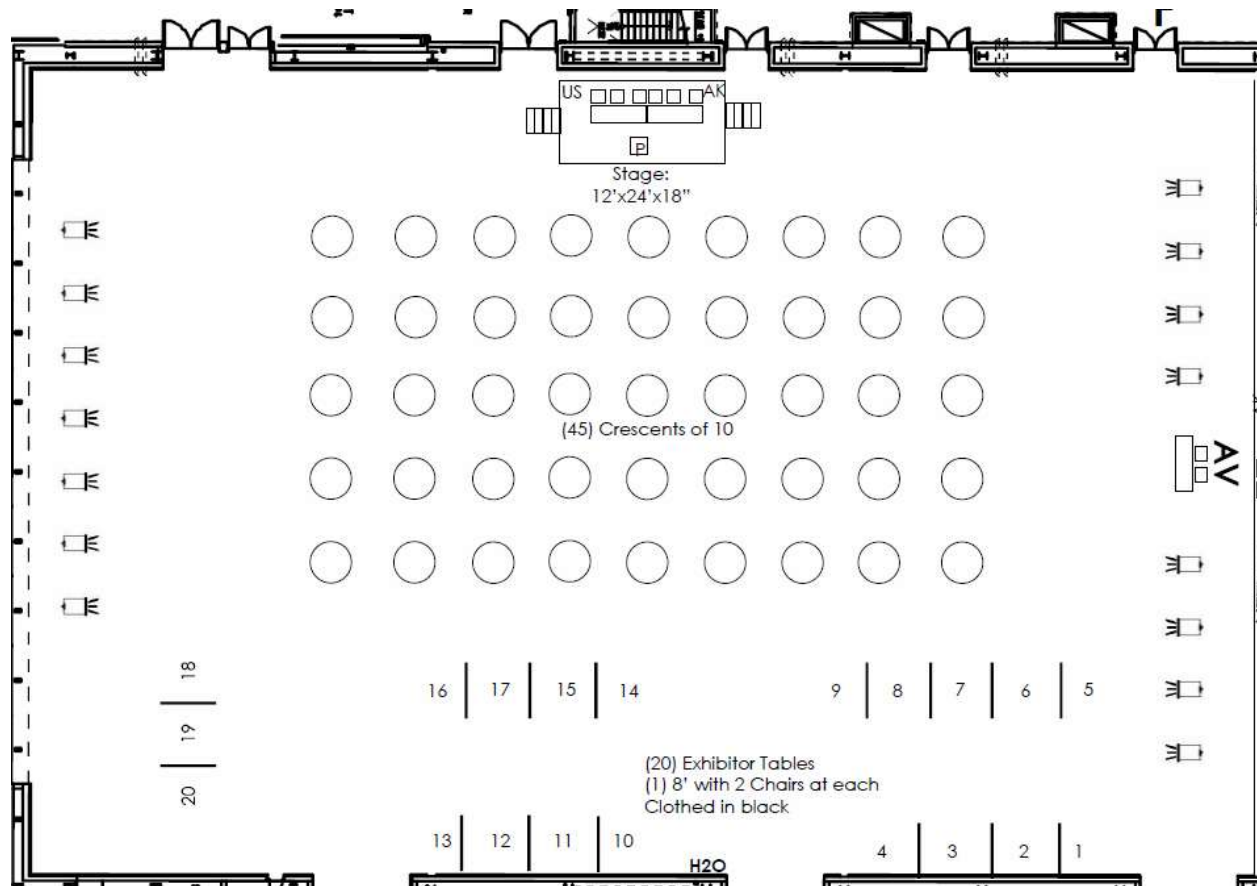
Where to Set Up

Tikahtnu Ballroom

*Booth locations will be finalized in late April.

Booth Logistics

All tabletop Exhibits will include a 6ft table, two chairs, and a waste basket. Exhibit tables will be located inside the ballroom and will be secured overnight, but please secure valuables every evening.



Sending Materials

Shipping and Storage of Materials

Advanced Warehousing & Shipping (Required)

All exhibitor materials **must** be shipped to the advance warehouse. The Dena'ina Civic and Convention Center does not accept exhibitor freight and will refuse any shipments sent directly to the venue.

Warehouse/Decorator: AK Event Services

Advance Warehouse Shipping Address:

Your Company Name/NAEP c/o AK Event Services

737 E 13th Ave

Anchorage, AK 99501

Shipping Window:

Shipments may be sent now. All materials must arrive **no later than May 4**.

Please plan accordingly, as shipments received after this date may be subject to additional fees or delays.

Important:

- Please be sure to include **“NAEP” in the shipping label (as shown above)** so materials are properly identified and delivered to our event
- **Shipments sent directly to the convention center will be refused**

Please note:

- Clearly label all materials with your company name
- Ensure shipments arrive within the receiving window
- Late shipments may incur additional handling fees

Parking

The Dena'ina Civic and Convention Center does not include any onsite parking of its own, but has thousands of nearby parking spaces available. Please visit <https://denaina.anchorageconventioncenters.com/venue-info/parking-directions/> to find a nearby parking space.

Attendee List

All conference sponsors, lunch sponsors, session sponsors, and exhibitors will receive a pre-event attendee list 10 days before the conference and a post-event attendee list 10 days after the conference.

Wi-Fi

Wi-Fi: NAEP

Password: NAEP26

Additional Questions

For additional questions, please email us at office@naep.org.