NACA

Associate Information

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Event Dates	Feb. 23-26, 2024
Showcase Application Deadline	Oct. 25, 2023
Showcase Payments due	Dec. 6, 2023
Marketplace & Showcase Refund Deadlines	Jan. 24, 2024
Showcase Alternate Fee Deadlines	Feb. 16, 2024

For the latest info on NACA events, visit **naca.org** and follow **@thenaca**.

You've Decided to Attend. Now What?

1.	You must be or become a	member of NACA to attend a conference.	Click Here
 2.	Review the conference sch		Click Here
3.	Reserve your exhibit booth	You must have a booth to present an educational session, attend a conference and/or submit attractions to showcase. Space is limited, so reserve your booth space early. Booths will be reserved upon payment of the booth fee. Payment of booth fee does not guarantee a booth will be assigned to you. However, booth space will be assured for agencies that are offered and accept showcase/alternate slots. Booth space will be assigned on a first-come, first-served basis. The Campus Activities Marketplace Booth fee of does not include any passes for the individuals who will be attending the event. Those must be purchased separately.	Click Here
4.	Apply to showcase (optional)	Applications will close Oct. 25th at 11:59 PM ET. You must be a NACA associate member and purchase an exhibit booth.	Click Here
5.	Register everyone staffing your booth.	You must pay a delegate registration fee for each person working your booth at the event. No delegate registrations are included in your primary booth fee. A minimum of one full delegate registration must be purchased for each firm exhibiting in the Campus Activities Marketplace. You may register online; registrations received on or before the early bird deadline will be charged the early registration fee. Registrations received after the early bird registration deadline will be charged the regular rate.	Click Here
5.	Reserve hotel rooms and book travel	NACA has special conferences rates at nearby hotels. Use the links provided here to secure the discounted conference rate prior to the reservation deadline. If you are flying into the conference, you can use the Delta code for discounts on airfare.	Click Here
7.	Attend associate orientation	Whether you are a seasoned associate member or new to NACA, orientation is a great way to refresh your knowledge of conference dos and dont's? Be sure to attend the pre-conference virtual associate orientation!	Click Here
B.	Update act roster on your NACA® 24/7 profile	Before you attend the conference, make sure your act rosters are up to date on your NACA® 24/7 profile. The Business Connections Team and school participants will pull from your list for their interested acts.	Click Here
).	Submit an educational session proposal (optional)	Associate members submitting educational program proposals must have an active NACA membership and also must purchase booth space for submissions to be considered. Associate members cannot showcase or be an alternate in any showcase category and present educational sessions marketed to school member professional staff and/or students during the same NACA event. Educational sessions are a great way to show off your expertise and skills, as well as help schools understand how to conduct business with agencies and vendors.	Click Here
0.	Review Sponsorship Opportunities (optional)	Sponsorships can offer opportunities to highlight your products and services to conference delegates.	Click Here



Showcase Descriptions & Requirements

Showcase Category	Emcee	Variety	Speaker	נס	Spotlight Low/High
Type of Attractions Featured on Showcase	Emcees introduce each showcase and entertain the audience between acts.	These showcases are intended for traditional entertainment acts that need a longer time showcase time such as magicians, hypnotists, illusionists, mind readers, etc. as well as interactive and engaging programs such as game shows, karaoke, lip sync battles, dance lessons, etc.	Speakers are chosen to cover a diverse number of topics. Based on a recent survey, school members are most interested in topics on Diversity, Equity, and Incusion, Mental Health, Wellness, Leadership, and LGBTQIA+.	This showcase is designed for a DJ to open up the showcase and bring energy to the crowd.	Musical acts, comics, and other established up-and-coming artists. Spotlight Low pricing must be \$2,000 or less.
Sound, Lights, Stage	Provided by NACA	Provided by NACA	Provided by NACA	Provided by NACA	Provided by NACA
Available Slots (per event)	4	6	5	1	11
Alternate Slots (per event)	4	3	3	1	6
Performance Time	25 minutes	15 mins	15 mins	15 mins	10 minutes
Competing	No	No	No	No	No
Application Fee	\$175	\$175	\$175	\$175	\$175
Showcase Fee	\$2,150	\$1,290	\$1,290	\$1,290	\$860
Alternate Fee	\$1,075	\$645	\$645	\$645	\$430
Consider Moving to Another Category	Spotlight, Variety	Spotlight	N/A	Emcee	Emcee, Variety

Conference Logistics & Lodging

Hotel	Room Rate	Address	Reservation Deadline	Booking Link
The Westin Convention Center, Pittsburgh (HQ)	\$189 Single/Double; \$199 Triple; \$209 Quad	1000 Penn Avenue Pittsburgh, PA 15222	Wednesday, January 31, 2024	Click Here
Courtyard Pittsburgh	\$179 Single/Double/	945 Penn Avenue	Saturday, January	Click Here
Downtown	Triple/Quad	Pittsburgh, PA 15222	27, 2024	
Hampton Inn & Suites	\$159 Single/Double/	1247 Smallman Street	Wednesday,	Click Here
Pittsburgh-Downtown	Triple/Quad	Pittsburgh, PA 15222	January 31, 2024	
Embassy Suites by Hilton	\$169 Single/Double/	535 Smithfield Street	Wednesday,	Click Here
Pittsburgh Downtown	Triple/Quad	Pittsburgh, PA 15222	January 31, 2024	
Drury Plaza Hotel Pittsburgh Downtown	\$164 Single/Double; \$174 Triple; \$184 Quad	745 Grant Street Pittsburgh, PA 15219	Wednesday, January 31, 2024	Click Here
DoubleTree Hotel & Suites	\$139 Single/Double/	1 Bigelow Square	Wednesday,	Click Here
Pittsburgh Downtown	Triple/Quad	Pittsburgh, PA 15219	January 31, 2024	
Kimpton Hotel Monaco	\$175 Single/Double/	620 William Penn Place	Wednesday,	Click Here
Pittsburgh	Triple/Quad	Pittsburgh, PA 15219	January 31, 2024	
Omni William Penn Hotel,	\$165 Single/Double;	530 William Penn Place	Wednesday,	Click Here
Pittsburgh	\$175 Triple/Quad	Pittsburgh, PA 15219	January 31, 2024	

Tentative NACA[®] Live Schedule

FRIDAY, FEB. 23

DAY START TIME END TIME EVENT
Friday12:00 PM
Friday12:00 PM
Friday1:00 PM
Friday7:00 PM9:00 PMWelcome Reception
Friday7:00 PM
Friday
Friday9:30 PM11:00 PMNACA Foundation Trivia Tournament

SATURDAY, FEB. 24

DAY	. START TIME	. END TIME	. EVENT
Saturday	. 7:30 AM	5:00 PM	Registration Open
Saturday	. 9:00 AM	9:55 AM	Convention Kickoff
Saturday	. 9:00 AM	9:00 PM	Advisor Lounge
Saturday	. 9:00 AM	9:00 PM	Associate Lounge Open
Saturday	. 9:00 AM	9:00 PM	Recharge Space Open
Saturday	. 9:00 AM	9:00 PM	Lactation Room Open
Saturday	. 9:00 AM	9:00 PM	Prayer Space Open
Saturday	. 9:00 AM	9:00 PM	Platinum Sponsor Promenade Open
Saturday	. 8:00 AM	10:00 AM	Campus Activities Marketplace Exhibitor Set Up
Saturday	. 9:15 AM	9:30 AM	Associate Member Welcome & Networking Session
Saturday	. 10:00 AM	1:00 PM	Campus Activities Marketplace Grand Opening
Saturday	. 12:00 PM	2:00 PM	Lunch on Your Own
Saturday	. 2:00 PM	3:50 PM	Showcase 1: Spotlight (1 Emcee @ 25 mins, 6 acts @ 10 mins, 1 Variety @ 15 mins)
Saturday	. 4:00 PM	4:50 PM	Ed Programs & Featured Workshops Students (50 min sessions)
Saturday	. 5:00 PM	5:50 PM	Ed Programs & Featured Workshops Students (50 min sessions)
Saturday	. 6:00 PM	7:00 PM	Friends of Bill W. Meeting
Saturday	. 6:00 PM	8:00 PM	Dinner on Your Own
Saturday	. 8:00 PM	10:00 PM	Saturday Sponsored Showcase: Sponsored by TBD

SUNDAY, FEB. 25

DAY START TIME END TIME EVENT
Sunday
Sunday 12:00 PM
Sunday

MONDAY, FEB. 26

DAY START TIME END TIME EVENT
Monday
, Monday
Monday
Monday 10:00 PM 11:00 PMNACA Live After Party

Exhibiting at NACA[®] Live

STANDARD EXHIBIT INFO			
Decorator	Stetson		
Electrical Order Link	Click Here		
Fees	\$1,315 per booth; \$6 per sq. ft. attraction space; \$0 Booth demo		
Set-Up/Equipment Included	10' x 10' Booth (8' back drape, 3' side drape walls), 6' skirted table, 2 chairs, Wastebasket, 1 ID sign		
Marketplace Map	Click Here		

EXHIBIT ACTIVITIES

Before you purchase your booth, please review the list below to determine if you will need additional permissions for your planned activity. If you would like to do something that is not listed below, please ask as this list is not exhaustive and is subject to change pending facility regulations.

ALLOWED WITH NO PER	MISSIONS	REQUIRES ADDITIONAL INSURANCE & PERMISSIONS	NOT ALLOWED
Magic tricks/sleight of hand		Inflatables/Inflatable amusement devices	Animals for display or interactive purposes
Photo booths/backdrops Arcade/Video/Board/Carnival Games		Rock Climbing Wall (Permanent and mobile)/ Rock wall structures	Any activity that requires nudity
		Roller Rink	Live entertainment performances such as singing, dancing, comedy, spoken word, hypnosis etc outside of the selected showcases
Make & Take Activities such plates, etc.	as stuff a bear, making license	Pancake Art, Food Decoration	Helium Balloons
Playing recorded music or v	ideos	Temporary Tattoos	Smoke/Pyrotechnics/Flash Paper
Caricatures		Human Claw	Confetti or Glitter
Raffles or prize giveaways		Bringing in a car, truck or trailer inside the exhibit hall	Drugs or Alcohol
		Any activity in which a delegate has to physically interact	Cash giveaways
What D	oes Your	Outside food or beverages distribution	Retail sales
Booth Include?		Stickers	Distributing flyers/promo items outside of the exhibit hall
• 10' x 10' Booth (8' back drape	• Sign with	Smash/rage rooms	Streaming video or music content on the conference wifi
and 3'side drape)	your name	Enclosures of any kind	Films or presentations of explicit sex
	 6' Table with skirt 	Axe throwing	Access to the loading dock door outside of load-in & load-out times
	• 2 Chairs • Trash Can	Anything involving paint (spin art, tshirt art, etc.)	Access to the exhibit hall outside of the scheduled Campus Activities Marketplace times
		Mechanical bucking devices – including multiple ride attachments	Gun/Firearms/Weapons
		Trampolines	Tackle football
		Ziplines	
		Zippy pets]
		Trackless trains]
		Carnival rides	1
		Knockerball/bubble soccer	ļ
		Bungee devices	J

Fees & Refunds

Fee	Rate	Deadlines	Description	Refund Policy	
Associate Member Full Delegate Registration Fee – Early Rate	\$510	Jan. 24, 2024	For the person/people working the booth the entire length of the conference. Associates MUST purchase at least one full registration prior to the start of the conference. The Early Delegate Registration deadline for each event is FOUR weeks prior to the start of the conference.	Delegate registration fees cancelled at least 14 days prior to the first day of the conference will receive a 50% refund.	
Associate Member Full Delegate Registration Fee – Regular Rate	\$580	N/A	See above.		
Associate Member Day Pass – Early	\$145	Jan. 24, 2024	Designated for artists or persons who are staffing novelty attractions or booth demonstrations represented by associate members exhibiting in the Marketplace. No meals will be included. Passes may be purchased for multiple days. We strongly encourage associates to purchase day passes by the early registration deadline to reduce wait time at registration and save money.		
Member Day Pass – Regular	\$170	N/A	A one-day admission to the conference, purchased on a per-day basis, that does not include meals.		
Campus Activities Marketplace Fee	\$1,315	N/A–First come, first served	All associates must purchase a booth to attend any of the conferences. You cannot attend without one, even if there is a wait list for booth space. Booths must be purchased in order to submit showcases. Refer to Page 20 of this Guide for all Campus Activities Marketplace policies. A booth purchase does NOT include a registration.	Booths cancelled at least 30 days prior to the first day of the conference will receive a 50% refund. Booths that are assigned a wait list number are eligible for a 100% refund while on the wait list, if they request a refund up to two days prior to the first day of the conference. Exhibitors who remain on the wait list after this deadline and do not accept a booth when offered will forfeit their booth fee.	
Marketplace Attraction Fee	\$6.00 per square foot	N/A–First come, first served	An area in the Campus Activities Marketplace set aside for large- scale booth demonstrations, usually inflatable events. Not all conferences offer this. Please contact the NACA Office for availability. Attraction space may be purchased independently from a Campus Activities Marketplace booth.		
Membership Fee	varies based on membership type	N/A	In order to attend an event, an agency must be a current national associate member of NACA. Applications can be found at nace.org/join.		
Showcase Application Fee	\$175	Oct. 25, 2023	The fee to submit for consideration to showcase at an event.	This fee is non-refundable.	
Showcase Performance Fee	Varies by showcase category	Dec. 6, 2023	This fee is based on the total showcase time and whether performances are competing or not. If an act is selected to showcase and accepts, there is a showcase performance fee. Acts cannot showcase unless this showcase fee is paid. The fee varies, depending on the showcase time and event.	Showcases cancelled at least 30 days prior to the first day of the conference will receive a 25% refund unless there has been a violation of policy. Showcase alternates cancelled at least 7 days prior to the first day of the conference will receive a 100% refund. Showcase alternates who keep their spot and are not offered a showcase before or during the conference will automatically receive a 100% refund within 2 weeks after the last day of the conference.	

*Event fee payments are not transferable from one event to another or from one institution/company to another. Delegate names can be substituted for no additional fee. All refund requests must be made in writing by sending an email to memberrelations@naca.org. The NACA Office can confirm availability. Any request for refunds that include special circumstances making it impossible to adhere to the guidelines outlined in the individual refund policies should be forwarded in writing to the NACA Office within 30 days of the event for which the refund is being requested. Any request received after this timeline will not be approved.



Sponsorship Opportunities

Put your brand in front of hundreds of NACA delegates, including campus talent buyers, at NACA Live.

PLATINUM (SPONSORED NIGHT SHOWCASE) \$15,500 • 3 Available

- Two (2) Exhibit Booths (with priority placement)
- Two (2) Delegate Registrations
- One (1) 60-second commercial, played prior to a showcase
- Full Page Color ad in the NACA® Live Program
- Banner Ad* on NACA mobile app (3 days)
- Two (2) weeks advertising on NACA 24/7 landing page
- Early Access To Conference Delegate List
- Sponsor Logo displayed on: Conference Website Portal & Floor Decals/Signage
- Other Sponsor Recognition: Event slides, event program, verbal acknowledgements during stage announcements, social media shout out, NACA[®] Spotlight and at the start of the Business Connections meetings
- One (1) NACA Events App Push Notification Prior to the Start of your Showcase
- Exclusive VIP Lounge during your Sponsored Night Out that can be used to host campus partners and artists. Premium lounge furniture, and complementary refreshments will be provided for the space, with the ability to add more by the sponsor if needed. The seating will be for up to 6 people.
- Designated Platinum Promenade area for use outside of the marketplace times and near the Showcase Room for the Platinum Sponsor to use for business development and engagement purposes. Premium lounge furniture will be provided for the space, with the ability to add more by the sponsor if needed.

GOLD

- \$10,500 1 Available
- Two (2) Exhibit Booths (with priority placement)
- Two (2) Delegate Registrations
- One (1) 60-second commercial, played prior to a showcase
- Full Page Color ad in the NACA® Live Program
- Banner Ad^{*} on NACA mobile app (3 days)
- Two (2) weeks advertising on NACA 24/7 landing page
- Early Access To Conference Delegate List
- Sponsor Logo displayed on: Conference Website Portal & Signage and branding of the sponsored area
- Other Sponsor Recognition: Event slides, event program, verbal acknowledgements during stage announcements, social media shout out, NACA[®] Spotlight and at the start of the Business Connections meetings
- One (1) NACA Events App Push Notification with Time is TBD
- Designated Gold Promenade area for use outside of the marketplace times and near the Registration Desk for the Gold Sponsor to use for business development and engagement purposes. The sponsor will be provided with a

10x20 space with two tables and 8 chairs.

• The Showcase Sponsor (only) will have an Exclusive VIP Lounge during the showcase periods that can be used to host campus partners and artists. Premium lounge furniture, and complementary refreshments will be provided for the space, with the ability to add more by the sponsor if needed. The seating will be for up to 6 people.

SILVER

- \$5,350 5 Available
- One (1) Exhibit Booth
- Two (2) Delegate Registrations
- One (1) 45-second commercial, played prior to a showcase
- Early Access To Conference Delegate List
- Half Page Color ad in the NACA® Live Program
- Banner Ad* on NACA mobile app (2 days)
- Sponsor Logo displayed on: Conference Website Portal
- Other Sponsor Recognition: Event slides & verbal acknowledgements during stage announcements

BRONZE

- \$3,850 5 Available
- One (1) Exhibit Booth
- Two (2) Delegate Registrations
- One 30-second commercial, played prior to a showcase
- Early Access To Conference Delegate List
 Quarter-Page Color ad in the NACA[®] Live Program
- Banner Ad* on NACA mobile app (1 days)
- Other Sponsor Recognition: Event slides & verbal acknowledgements during stage announcements

REGISTRATION SWAG/ PROMOTIONAL ITEM GIVEAWAY

- \$3,150 3 Available
- One (1) Exhibit Booth
- One (1) Delegate Registration
- Thank You In The Program Guide
- One Table Near Registration Desk for Distribution of Item(s) to Campus Delegates

Technology Demonstrations

- \$3,150 2 Available
- One (1) Exhibit Booth
- One (1) Delegate Registration
- Recognition on the Sponsorship Listing Page
- Thank You In The Program Guide
 One (1) Quarter-page B&W or Color Ad
- Two (2) 50 minute-demonstrations on Saturday during Education Block 3 & 4

Featured Workshop for Students

\$3,150 • 4 Available

• One (1) Exhibit Booth

- One (1) Delegate Registration
- Thank You In The Program Guide
- One (1) Quarter-page B&W or Color Ad
- Two (2) 50-Minute Featured Workshop Sessions (Back-to-Back) on Friday during Education Block 1 & 2

Volunteer T-Shirt Sponsorship

- \$3,150 + 50 T-Shirts 1 Available
- One (1) Exhibit Booth
- One (1) Delegate Registration
- Thank You In The Program Guide
- Opportunity to Provide T-Shirt for All Volunteers to Wear Day 1 of the Conference

Programming Activitation Space Sponsorship \$4,250 • 2-4 Available

- One (1) Exhibit Booth
- One (1) Delegate Registration & Up To 2 Day Passes (per day)
- Three (3) Days of Programming (No Amplification): Examples can be: Make & Takes, Novelty Interactives, 360 Camera, Arcade Games, V/R, Food Artists, Speed Painting/Drawing, Palm Reading, Game Shows, Massages, Tarot Cards, Aura Readers, Balloon Artists, Temporary Tattoos, etc.
- 10x20 Foot Space (1 Activation Per Day)
- Up To Four Tables, Up To 16 Chairs, One Standard 110v Power Outlet
- Logo/Signage Outside of Demonstration Space, Recognition in the NACA Events App

Conference Lanyard Sponsors

- \$2,250 + Lanyards 1 Available
- One (1) Exhibit Booth
- One (1) Delegate Registration
- Thank You In The Program Guide
- Opportunity to Provide Branded Lanyard for All Conference Attendees

Conference Attendee Bag Sponsors

\$2,250 + Attendee Bags • 1 Available

- One (1) Exhibit Booth
- One (1) Delegate Registration
- Thank You In The Program Guide
- Opportunity to Provide Branded Bags for All Conference Attendees

Conference Exclusive Advertising NACA Events App – Push Notification

This is an opportunity for you send a 200- character message to all conference attendees via Push Notification.

Saturday within the first 30 minutes of Marketplace 1 One available • \$500

Sunday within the first 30 minutes of Marketplace 2 One available •\$450

Monday within the first 30 minutes of Marketplace 3 One available •\$400