

Quick Facts & Schedule

Each Connection Hub Space Includes:

Option #1 (Tabletop)

INCLUDES:

- One (1) 6' x 30" skirted table with (2) chairs
- One (1) company ID sign
- Company name and booth number in the printed floor plan directory, on the CTW website and in the mobile app
- One (1) badge. Additional badges are available at a rate of \$399 per badge

All materials (pop-up banners, equipment, etc.) must be placed on top of the table or behind the table (not to exceed 8 feet high, including the height of the table). Nothing may be placed to the side or in front of the table. No additional furniture or fixtures (other than tabletop items) may be ordered.

Option #2 (8' x 10')

INCLUDES:

- (1) 8 foot deep x 10 foot wide space with 8 foot high back drape, 3 foot high side rail drape
- One (1) 6' x 30" skirted table (2) chairs
- One (1) company ID sign
- Company name and booth number in the printed floor plan directory, on the CTW website and in the mobile app
- One (1) badge. Additional badges are available at a rate of \$399 per badge

Please note: No forklifts may be used onsite, and all freight size guidelines must be followed for any items (equipment, materials, etc.) shipped or delivered by participating companies.

Important Notes:

- Complimentary WiFi. Not intended for business use.
- The Hub is carpeted. If your company would like to place an order for carpet, contact GES to inquire.
- All shipments must be shipped to the GES Advance Warehouse. **No show site deliveries.**
- The freight elevator is 9' wide x 20' deep x 8' high with a 10,000-pound capacity. **No forklifts.**

Move-In:

Date	Time	Access/Location
Tuesday, December 10	Installation, 1:00pm – 5:00pm	Napoleon Ballroom C & D
Wednesday, December 11	Installation, 7:00am – 10:00am	Napoleon Ballroom C & D. All Hub spaces must be set by 10:00am. The Hub is closed from 10:00am – 11:30am for cleaning.

*****All empty containers must be labeled for empty storage by Wednesday, December 11 at 9:00am.**

Connection Hub Schedule:

Date	Time	Access/Location
Wednesday, December 11	Connection Hub Open, 12:00pm – 7:00pm	Napoleon Ballroom C & D
Thursday, December 12	Connection Hub Open, 7:30am – 4:00pm	Napoleon Ballroom C & D

Move-Out:

Date	Time	Access/Location
Thursday, December 12	Connection Hub Move-Out, 4:00pm – 8:00 pm	Napoleon Ballroom C & D

The schedule is subject to change. Advance approval is required to gain access to the Connection Hub outside the hours set above. If your company requires an exception contact Nicole Davis, CTW 2024 Connection Hub Manager at 770-432-8410, x110 or ndavis@namanow.org.

Dismantling of Hub Spaces:

Connection Hub spaces will NOT be permitted to dismantle/package any part of their space until the official closing of the Hub at 4:00 pm on December 12. Anyone who does not adhere to will forfeit all priority points earned. For additional Connection Hub & housing Information visit the NAMA CTW 2024 website, namactw.org

Important Dates & Deadlines

<u>Date</u>	<u>Reminder</u>	<u>Completed</u>
ASAP	Company description & product listing for attendee viewing. Submit in the Map Your Show Exhibitor portal.	
ASAP	Encore services discount deadline (Audio Visual & Electrical). Encore EventNow Audio Visual Solutions Order Online (encoreglobal.com)	
October 30	Lead Retrieval discount deadline https://xpressleadpro.com/fe2/expick.php?showcode=CTWR1224	
November 5	First day for shipments to arrive at the GES Advance Warehouse. Material Handling charges apply. Closed November 28 & 29.	
November 10	Notice of Intent to use an Exhibitor Appointed Contractor (EAC) & Third Party form & EAC Certificate of Insurance due. Submit to GES.	
November 18	Hotel Reservation Deadline. Only use the link on the NAMA CTW 2024 website, https://namactw.org/venue-hotel-2024/	
November 18	Sheraton Catering (including ice & water) & Internet orders due. The form is in the GES Service Manual.	
November 19	GES Services discount deadline (Cleaning, Furnishings, Labor, Material Handling, etc.)	
November 19	Company/Partner Certificate of Liability (COI) Insurance due. Email the COI to Nicole Davis, ndavis@namanow.org . See the requirements on page 4 of this document.	
December 5	Last day for shipments to arrive at the GES Advance Warehouse without surcharges. Material Handling charges apply. No direct to show site shipments.	
Confirm with the Sheraton.	Catering final counts. Submit to the Sheraton.	
December 11	CTW Café & New Product Zone displays must be set by 10:00am for NAMA walk through.	
December 11	All Connection Hub spaces must be set by 10:00am for NAMA walk through.	

NAMA Connection Hub Rules

ALCOHOLIC BEVERAGES

The distribution of alcoholic beverages from any Hub space is prohibited without the prior written consent of NAMA. Event Management must receive a written request at least 60 days prior to the opening day of the event. Upon receipt of the request, NAMA will forward the appropriate insurance and other requirements, which must be provided by the partner prior to granting permission to serve alcohol at the event. All alcohol must be purchased through the catering department at the venue.

BORROWING PRODUCT AND/OR MACHINERY

It is a common practice to borrow the machine of another partner of the event for the purpose of showing your vendible products at CTW or to demonstrate the capabilities of your own equipment. There probably isn't a better way to showcase your products to the attendees! It is the policy of NAMA that the display of products or equipment of non-partner companies is not permitted in the machines or spaces of partners. Please see this condition of the display space contract for details. It is unfair to NAMA partners that do participate in the event to allow non-partners to display any merchandise, product or equipment. Your cooperation in this matter is greatly appreciated.

All arrangements to borrow or lend machinery are between the participating partners and do not involve NAMA unless there is a violation of NAMA rules.

Your company may only use the products or machinery of other partnering companies at CTW for the following purposes:

- If your company requires products for display
- If your company requires products to dispense in your machines
- If your company requires machinery for display/dispensing purposes

Please follow these guidelines to plan accordingly.

- Ensure your company communicates any charges such as labor, material handling, shipping and other handling fees are the responsibility of the borrower/partner.
- Inform GES of this arrangement prior to move-In, for billing and delivery of the equipment.
- Order catering, electricity and plumbing for your borrowed machine, as necessary.

It is the responsibility of the borrowing partner to make arrangements directly with another partner, for usage of their products or machinery. NAMA cannot guarantee availability of products or machines. A partner list with contact information is available. To obtain a copy of the list or for additional questions, contact Nicole Davis, NAMA CTW Connection Hub Manager, at 770-432-8410, ext. 110 or ndavis@namanow.org.

CHILDREN/STROLLERS

No one under the age of 16 will be admitted to the conference. Only nursing infants (swaddled or carried) are permitted. No car seats, buggies, wagons or strollers will be permitted.

CORKAGE

Samples sizes of up to 12oz (beverages) and 6oz (food) are permitted in the Connection Hub & the CTW Café. Partners serving open samples must adhere to local and state health code specifications.

CERTIFICATE OF LIABILITY INSURANCE

As a standard requirement for all participants, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional. This insurance must be in force during the lease dates of the event, December 10 -12, 2024, naming National Automatic Merchandising Association, 1777 North Kent Street, Suite 1010, Arlington, VA 22209 as the certificate holder. The following must be named as additional insured: National Automatic Merchandising Association, CS&M Associates d/b/a Sheraton New Orleans, Starwood Hotels & Resorts Worldwide, Inc., Metropolitan Life Insurance Company, their Affiliates and/or Successors and Assign, Tradeshow Logic and GES.

DISPLAY RULES

For Connection Hub **Option #1** spaces (tabletops), all materials (pop-up banners, equipment, etc.) must be placed on top of the table or behind the table (not to exceed 8 feet high, including the height of the table). Nothing may be placed to the side or in front of the table. No additional furniture or fixtures (other than tabletop items) may be ordered. For Connection Hub **Option #2** spaces (8' x 10'), materials may not exceed 8 feet in height (pop-up banners, equipment, etc.), and must be contained within your designated Connection Hub space.

Submit a scaled drawing to NAMA Event Management for approval at least 60 days before the opening of the event. Only structures approved in this manner will be allowed at NAMA CTW. Email your drawing to Nicole Davis, ndavis@namanow.org.

FREIGHT GUIDELINES

The freight elevator is 9' wide x 20' deep x 8' high with a 10,000-pound capacity. **No forklifts** may be used onsite, and all freight size guidelines must be followed for any items (equipment, materials, etc.) shipped or delivered by participating companies.

MACHINES NOT AVAILABLE FOR DELIVERY MUST BE SO MARKED

Because customer reaction to new machine models is of vital interest to machine manufacturers, NAMA has rejected recommendations that models not actually in production be barred from CTW. The NAMA Board of Directors has adopted the following policy in regard to display of new machine models: "Partners shall be required to display a small sign on unavailable equipment reading 'Not Yet In Production'." "Unavailable Equipment" is defined as equipment which is not actually in production, or which cannot be delivered in a reasonable period of six to eight weeks. The required small sign must be readable at a distance of four (4) feet and must be so placed that it is easily visible to potential customers.

MUSIC LICENSING

United States Copyright Law requires permission from the copyright owner or its licensing agent for the public performance of copyrighted music. Partners planning use of live or recorded music in their space, meeting rooms, parties, hospitality suites, meal functions, or anywhere else during CTW will be required to attempt to obtain licenses from, and pay fees to, ASCAP and BMI. NAMA will not be responsible for any partners' use of music. In general, the use of sound equipment in spaces is permitted as long as the noise level does not disrupt the activities of neighboring partners. Speakers and other sound devices should be positioned to direct sound inward

(to be contained within the space) rather than outward (toward aisles and other partner spaces). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a space. If a partner or attendee is standing within ten feet of a partner's space and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

SAMPLE CONTROL

It is the responsibility of each partner to control sampling in their space. Your company may distribute products indiscriminately or only to true prospects and customers that you have interviewed first. If your company has a problem with indiscriminate sampling, it is your company's responsibility to set up your space to prevent this. The NAMA Event Advisory Committee does not support the imposition of additional controls. Please note: Security guards will not allow anyone to remove boxes from the Connection Hub. Please avoid offering containers to attendees for the use of collecting samples; this causes embarrassment for the individual involved, for the partner as well as for NAMA's staff.

SAMPLE BAGS

No bags other than the official NAMA sample bag can be used to collect samples.

SECURITY

NAMA furnishes 24-hour perimeter security service in the Connection Hub; however, your company's space and its contents are your responsibility. Please exercise every possible precaution and obtain proper insurance coverage from your insurance agent or from an event specialist. Private space security is available for a fee.

SECURITY - MATERIAL REMOVAL

Some general tips to enhance your own security efforts:

- Do not leave anything under skirted tables in your space or behind the drapes.
- If possible, cover your display at night with a cloth or a tarp. This will discourage anyone from "sampling" your product.
- During move-in/out, make sure all your materials are secure before you leave the Hub. Once move-out begins, consider staying with your items until they are loaded out. Don't leave valuable, small items where they might easily be carried away. This is especially important at the close of the event.
- Seal cartons and don't label them so a thief would know the contents. We suggest using a number/ letter to identify contents rather than indicating the content name.
- Be sure to complete and turn in an accurate Bill of Lading for your shipper.
- Consider renting a security cage to lock up your product or hiring your own security guard for non-hub hours. While NAMA does everything possible to protect you and your display contents, the primary responsibility is still yours. With your cooperation and assistance, we can have a more successful event and keep potential theft to a minimum.

Quick Budget

Note: Prices are based upon advance/discounted rates

Item/Service	Image	Qty.	Cost (Fees, labor & taxes not included)
6' skirted, table – 30" high		1	\$334.07
30" round, Madison café table, standard black base, gray acajou top		1	\$509.88
Black Contour Chair		1	\$139.59
Laguna Chair		1	\$424.35
Padded Stool		1	\$272.50
Barstool, Banana – Black seat & chrome base		1	\$319.58
Material Handling (Small Packages)		Per piece	Flat rate \$58.00 (Less than 25 lbs.)
Material Handling		Per Pound	Advance Warehouse \$1.80 - \$2.25 per pound, (Based upon Standard, Non-Standard & Special Handling)
Installation & Dismantle Labor		Per Hour	\$135.00 ST, \$201.00 OT & \$269.50 DT
Electrical – 10-amp outlet		1 (Entire Event)	\$591.48
Wi-Fi (Public Use)		Open	The Sheraton New Orleans has complimentary basic Wi-Fi. Not intended for business use.
Wi-Fi Service		Per Connection/ Per Day	Basic \$20.00 up to 20 MB, Medium \$30.00 up to 40 MB, & High \$50.00 up to 80 MB
Internet – 20 MB		1 day / 3 day	1 day \$1000.00 or 3 days \$2750.00
Lead Retrieval - XPress Connect 3 App Package (Bundle)		1	\$481.58