

# NCEA 2020 CONVENTION & EXPO

April 14-16 • Baltimore, Maryland • The Baltimore Convention Center



NCEA 2020  
BALTIMORE



## NCEA 2020 CONVENTION & EXPO FINAL PROGRAM PRINTED SHOW DIRECTORY LISTING DEADLINE: MONDAY, FEBRUARY 26, 2020

As an NCEA exhibitor, you receive a free listing in the online exhibitor directory as well as the printed NCEA 2020 Convention & Expo Final Program. Some information about your company is already listed in the online exhibitor directory. To ensure accuracy and inclusion in the printed Show Directory, please update your listing no later than **Wednesday, February 26**.

Some of the information you provide in the online exhibitor directory will be printed in the Final Program, which is distributed to all registered attendees onsite. If you do not update your listing, we will assume you did not need to make changes, and information displayed in your online listing will be printed in the Final Program. Please note that some of the items you provide online are not included in the printed Final Program. We cannot guarantee inclusion in the printed show directory after **Wednesday, February 26**.

### SUBMIT YOUR INFORMATION

1. All approved exhibitors will receive an emailed link to the exhibitor dashboard.
2. Login with the password and credentials that were sent to you in the email
3. Click "Exhibitor Directory Listing"
4. Fill in all blank fields and verify all existing information.
5. When complete, click "Update" at the bottom of the page and scroll to the top to check for any errors.
6. **Remember:** Information for the printed NCEA Final Program will be taken directly from your online listing!

### UPGRADE YOUR LISTING

Consider upgrading your listing to enhance your visibility! Upgrade exhibitor listings are generally receive 2-3x more views than standard listings. Enhanced listings include a number of additional opportunities including online product listings, press releases, show specials, company logo, videos and more. See the Enhanced Sponsorship flyer in this section of the ESM for more information.

### QUESTIONS?

Email [ncea@naylor.com](mailto:ncea@naylor.com) or call 703-259-6122 for assistance.

### NOTE

After **Wednesday, February 26**, you can update your online listing; however, the printed NCEA Final Program will be closed for changes. NCEA and/or Naylor Association Solutions reserve the right to edit copy for both content and length.