



# **NACE** INTERNATIONAL **NORTHERN AREA EASTERN CONFERENCE**

Welcome to Northern Area Eastern Conference (NAE) being held **October 14-16** at the Delta Halifax in Halifax, Nova Scotia.

This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact David Briley ([david.briley@nace.org](mailto:david.briley@nace.org)).

Additional information can be found on the **NAE 18 Website**:

<http://nae.nace.org/>



**\*\*Please read Table Top Rules and Regulations on page 5\*\***

## **CONFERENCE LOCATION**

Delta Halifax  
1990 Barrington St., Scotia Square  
Halifax, NS B3J 1P2 CA

## **EXHIBIT HOURS & EVENTS**

### **Sunday, October 14th**

Exhibitor Set-Up	2:00pm – 5:00pm
Exhibits Open	5:00pm – 6:00pm

### **Monday, October 15th**

Exhibits Open	8:00am – 6:00pm
---------------	-----------------

### **Tuesday, October 16th**

Exhibits Open	8:00am – 3:30pm
Exhibitor Tear Down	3:30pm – 5:00pm

## EXHIBITOR INFORMATION

Tabletop Spaces (6') - \$500 USD

Additional booth attendant\* may register for the full conference registration fee of \$250 USD.

**\*\*Please note: Every booth attendee must register. Company representatives will not be permitted in the exhibits area unless registered\*\***

Exhibit fee includes:

- 6' Table Top Exhibit Space (6 ft. skirted table with chair)
- One booth attendant with full conference registration
- One tent card displaying your company name
- Company name listed on conference Web page
- Recognition in E-mail deployments promoting the event

**\*\*Please note that there is an additional charge for electrical\*\***

### Electricity:

The Delta Hotels official electrical supplier. Should you have any electrical requirements, please contact Jenn Kerr at Jennifer.Kerr@marriott.com.

**Material Handling and Shipping:** Shipments will be accepted 5 days prior to the event.

### Shipping Address:

Delta Halifax

1990 Barrington St., Scotia Square

Halifax, NS B3J 1P2 CA

Hold for: "NACE 2018 Northern Area Eastern Conference"

Show Dates: 10/14–16/18

Guest Name: \_\_\_\_\_

Guest Arrival Date: \_\_\_\_\_

Guest Cell Number: \_\_\_\_\_

Exhibitor company name: \_\_\_\_\_

Booth number: \_\_\_\_\_

Box(es): \_\_\_\_\_ of \_\_\_\_\_ (for multiple boxes)

*Please note: If pallets are shipped to the hotel, they will not fit into the elevator, so they will need to be dismantled and placed on a cart to go to the 8<sup>th</sup> floor. The floor is carpeted and storage is not provided so exhibitors may use the space under their table to store their empties.*

*Please see page 4 for loading dock info.*

## Updated Attendee List Policy:

- **Pre- and post-show attendee lists with contact information will no longer be distributed**  
GDPR states that all registered attendees must provide explicit consent to have their information shared with any third parties. This means that we would only be able to send you lists of attendees who have agreed to share their full contact details. Rather than sending you partial lists with incomplete information, NACE is instead providing other opportunities to connect with your target customers. [Click here for more information.](#)

## LODGING

Delta Halifax  
1990 Barrington St., Scotia Square  
Halifax, NS B3J 1P2 CA

**Reservations:** Deadline for hotel registration is **September 12, 2018.**

Room Type	Rate
Single/Double	\$199 per night
Triple/Quad	\$219 per night

*The above rates are subject to applicable tax that is currently 17% per room, per night, and is subject to change without notice.*

**BOOK ROOM:** [CLICK HERE](#)

Telephone: 1-888-236-2427

Please reference: NACE International



## Delta Hotels by Marriott Halifax **Loading Dock Information**

Delta Hotels by Marriott Halifax is located at 1990 Barrington Street, connected to Scotia Square Shopping Centre.

Access to the loading bay of the Delta Halifax is directly off of Barrington Street. The entrance of the loading bay is located directly under the pedway spanning Barrington Street, connecting Scotia Square to Delta Hotels by Marriott Barrington. There is an automatic door that will engage upon approach.

The Delta Halifax loading dock is the first dock on the right upon entrance.

The purchasing department and storeroom are located directly inside a double set of doors leading to the hotel. Access to carts are from this area.

A hallway connects our purchasing area and service elevators that can bring you to the 1<sup>st</sup> and 8<sup>th</sup> floors.

- Small items for display (1-2 boxes) may be brought through the main lobby of the hotel
- Large displays must be taken through the loading dock

*Please Note: The loading bay area is supervised by Halifax Developments Ltd. Tickets will be issued to any automobiles left in this area.*

## TABLETOP DISPLAY RULES AND REGULATIONS



### RULES AND REGULATIONS

- It is the responsibility of the exhibiting company to comply with NACE International rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- NACE International reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Pop ups are not allowed unless they can fit on the tabletop, and, combined height of table and pop up is less than 8' high
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

**Intent:** Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

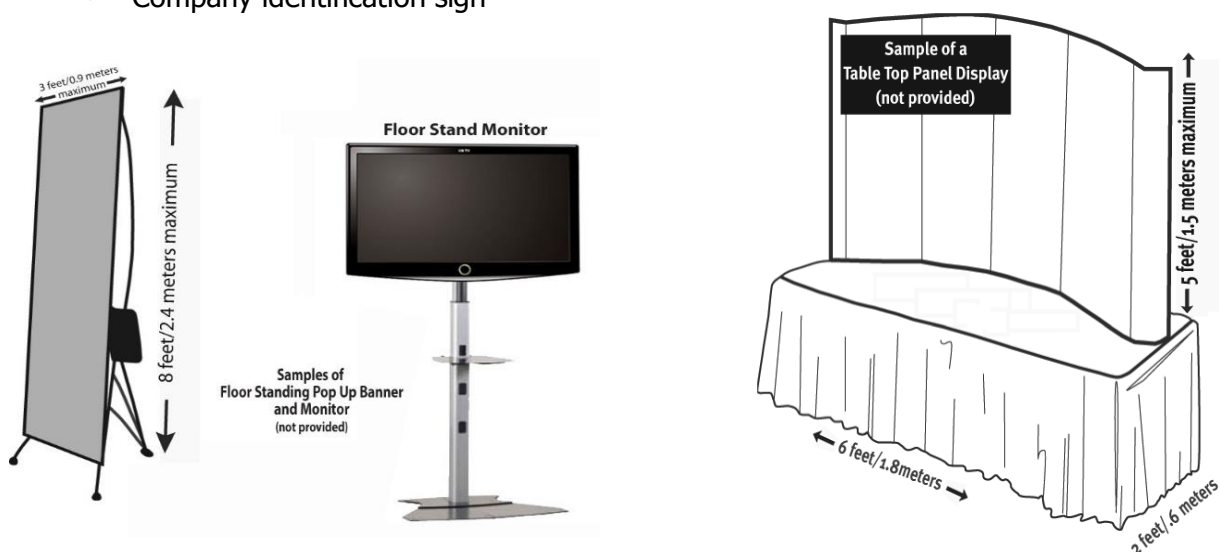
### TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)

- Display space may not exceed 6 ft (1.8m) width limit
- Display materials are not allowed to be hung on back drape
- Floor standing back walls are not allowed

#### Included:

- One 6ft x 2ft (1.8m x .6m) skirted display table, 2 chairs
- Company identification sign



**Questions?** Contact NACE at [david.briley@nace.org](mailto:david.briley@nace.org) or Tel: +1 281-228-6481

## TABLETOP DISPLAY RULES AND REGULATIONS



Each contracted tabletop space is limited to (not provided):

**ONE** table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

**OR**

**UP TO TWO TOTAL** of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

NACE International reserves the right to remove any display that does not conform to tabletop display regulations.