



2024-25

# **NACA Associate Member Conference Guide**

## TENTATIVE CONFERENCE SCHEDULE

Day	Time	Event/Activity
Thursday	5 PM–7 PM	Registration Open (Schools Only)
Thursday	7 PM–9 PM	Registration Open for Schools & Associates
Thursday	7 PM–8:30 PM	<b>Sponsored Interactive Showcase</b>
Thursday	9 PM–10 PM	Student Networking Session
Thursday	9 PM–10 PM	Professional Staff & Associate Networking Session
Friday	7:30 AM–5 PM	Registration Open (School & Associate Members)
Friday	8 AM–4 PM	<b>Campus Activities Marketplace Exhibitor Load-In</b> (Exhibit Hall)
Friday	9 AM–9:45 AM	Conference Welcome & Kickoff Session
Friday	10 AM–10:50 AM	Educational Sessions Block 1 – track
Friday	11 AM–11:50 AM	Educational Sessions Block 2 – track
Friday	12 PM–1:30 PM	Boxed Lunch & School Swap
Friday	1:40 PM–3:15 PM	<b>Spotlight Showcase 1</b> (3 acts @ 10 mins, 2 variety @ 15 mins & 1 emcee @ 25 mins)
Friday	3:20 PM–4:10 PM	Educational Sessions Block 3
Friday	4:15 PM–5:45 PM	<b>Campus Activities Marketplace Grand Opening</b>
Friday	5:45 PM–7:45 PM	Delegate Dinner on Your Own
Friday	7:45 PM–9:20 PM	<b>Spotlight Showcase 2</b> (3 acts @ 10 mins, 2 variety @ 15 mins & 1 emcee @ 25 mins)
Friday	8 PM–9 PM	Professional Staff Networking Session
Friday	9:30 PM–11 PM	Advisor/Associate Member Reception
Friday	9:30 PM–11 PM	<b>Sponsored Interactive Showcase</b>
Saturday	All Day	Conference HQ, Showcase, Registration, Exhibit Hall
Saturday	8:30 AM–5 PM	Registration Open
Saturday	9 AM–9:50 AM	Educational Sessions Block 4 – track
Saturday	10 AM–10:50 AM	Educational Sessions Block 5 – track
Saturday	11 AM–12:30 PM	<b>Speaker Showcase</b> (4 acts @ 15 mins & 1 Emcee @ 25 mins)
Saturday	12:30 PM–2:30 PM	Delegate Lunch on Your Own
Saturday	2:30 PM–3 PM	Associate Member Updates
Saturday	2:40 PM–4:30 PM	<b>Spotlight Showcase 3</b> (4 acts @ 10 mins, 2 variety @ 15 mins & 1 emcee @ 25 mins)
Saturday	3:30 PM–4:30 PM	<b>Conversation-Friendly Marketplace Open</b>
Saturday	4:30 PM–7 PM	<b>Campus Activities Marketplace Open</b>
Saturday	7 PM–9 PM	Closing Dinner & Action Planning Session
Saturday	7 PM–10 PM	<b>Campus Activities Marketplace Exhibitor Load Out</b>



# You've Decided to Attend. Now What?

## CONFERENCE CHECKLIST for ASSOCIATES

Before you start, please review [Event Showcase & Marketplace Policies](#)

**You must be or become a member of NACA to attend a conference.**

### Review the conference schedule

<p><b>Reserve your exhibit booth</b></p>	<p>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. Booth sales open on: July 8–Associates with 20+ years NACA membership July 10–Associates with 10+ years NACA membership July 12–All associate members 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.</p>
<p><b>Apply to showcase (optional)</b></p>	<p>Applications will close July 17th at 11:59 PM ET for NACA Providence, Birmingham, Lexington &amp; Riverside. Applications will close Dec. 11th at 11:59 PM ET for NACA Saint Paul You must be a NACA associate member and purchase an exhibit booth.</p>
<p><b>Register everyone staffing your booth.</b></p>	<p>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 must be registered for each firm exhibiting in the Campus Activities Marketplace. You may register online aRegistrations 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.</p>
<p><b>Submit an educational session proposal (optional)</b></p>	<p>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.</p>
<p><b>Reserve hotel rooms and book travel</b></p>	<p>NACA has special conferences rates at nearby hotels. Use the links provided here to secure the discounted conference rate prior to the reservation deadline.</p>
<p><b>Review Sponsorship Opportunities (optional)</b></p>	<p>Sponsorships can offer opportunities to highlight your products and services to conference delegates.</p>
<p><b>Attend associate orientation</b></p>	<p>Whether you are a seasoned associate member or new to NACA, orientation is a great way to refresh your knowledge of conference dos and don't's? Be sure to attend the pre-conference virtual associate orientation!</p>
<p><b>Update act roster on your NACA® 24/7 profile</b></p>	<p>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.</p>

## CONFERENCE FEES & REFUNDS FOR ASSOCIATE MEMBERS

Fee	Rate	Deadlines	Description	Refund Policy
Associate Member Full Delegate Registration Fee – Early Rate	\$325	Sept. 26, 2024 – NACA Providence Oct. 3, 2024 – NACA Birmingham Oct. 10, 2024 – NACA Lexington Oct. 17, 2024 – NACA Riverside March 6, 2025 – NACA St Paul	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	\$380	N/A		
Associate Member Day Pass – Early	\$175	Sept. 26, 2024 – NACA Providence Oct. 3, 2024 – NACA Birmingham Oct. 10, 2024 – NACA Lexington Oct. 17, 2024 – NACA Riverside March 6, 2025 – NACA St Paul	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	\$195	N/A		
Campus Activities Marketplace Fee	\$395	N/A	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 18 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	\$5.00 per square foot	N/A	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.	

*Event fee payments are not transferrable 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](mailto: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.*

## CONFERENCE FEES & REFUNDS FOR ASSOCIATE MEMBERS

Fee	Rate	Deadlines	Description	Refund Policy
Showcase Application Fee	\$180	July 17, 2024 - NACA Providence NACA Birmingham NACA Lexington NACA Riverside  Dec. 12, 2024 - NACA St. Paul	The fee to submit for consideration to showcase at an event.	This fee is non-refundable.
Showcase Performance Fee	Varies by showcase category		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 transferrable 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](mailto: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.*



# CAMPUS ACTIVITIES MARKETPLACE

## MARKETPLACE/EXHIBIT HALL INFO

Booth: \$395

Attraction Space: \$5/sq ft

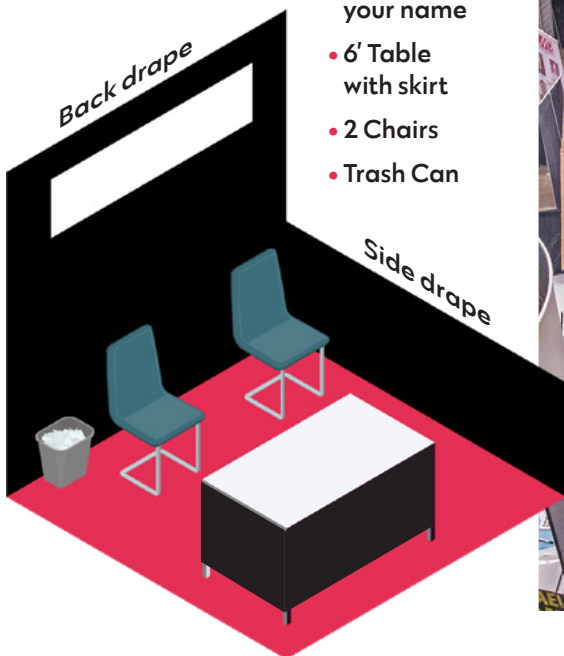
No Demo Fees--see the Activities chart for information about insurance and permissions

	NACA Providence	NACA Birmingham	NACA Lexington	NACA Riverside	NACA St. Paul
<i>Decorator</i>	Demers Events & Expo	RPM Expo	Lexpo	Alliance	ChromExpo
<i>Electrical Order Links</i>	<a href="#">Click Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>	Coming Soon	<a href="#">Click Here</a>
<i>Marketplace Maps</i>	2024 NACA Providence Marketplace Map	2024 NACA Birmingham Marketplace Map	2024 NACA Lexington Marketplace	2024 NACA Riverside Marketplace Map	2025 NACA St Paul Marketplace Map
<i>Equipment Provided</i>	10' W x 10' D Booth (8' back drape, 3' side drape), 6' Table, 2 Chairs, Trash Can	10' W x 10' D Booth (8' back drape, 3' side drape), 6' Table, 2 Chairs, Trash Can	10' W x 10' D Booth (8' back drape, 3' side drape), 6' Table, 2 Chairs, Trash Can	8 W' x 10' D Booth (8' back drape, 3' side drape), 6' Table, 2 Chairs, Trash Can	10' W x 10' D Booth (8' back drape, 3' side drape), 6' Table, 2 Chairs, Trash Can
<i>Union Requirements</i>	<a href="#">Click Here</a>	NO	NO	NO	Coming Soon



## What's Included in Your Booth?

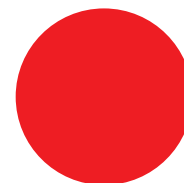
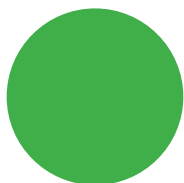
- Sign with your name
- 6' Table with skirt
- 2 Chairs
- Trash Can



## MARKETPLACE/EXHIBIT HALL 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 Permissions	Requires Additional Insurance & Permissions	NOT ALLOWED
Arcade, Video, Board, or Carnival Games	Any activity in which a delegate has to physically interact	Access to the exhibit hall outside of the scheduled Campus Activities Marketplace Times
Caricatures	Any activity involving paint (spin art, tshirt art, etc.)	Access to the loading dock door outside of load-in & load-out times
Magic tricks or sleight of hand	Axe throwing	Animals for display or interactive purposes
Make & Take Activities such as stuff a bear, making license plates, etc.	Bringing in a car, truck or trailer inside the exhibit hall	Any activity that requires partial or full nudity
Photo booths/backdrops	Bungee devices	Cash giveaways
Playing recorded music or videos	Carnival rides	Confetti or Glitter
Raffles or prize giveaways	Enclosures of any kind	Distributing flyers/promo items outside of the exhibit hall
	Human Claw	Drugs or Alcohol
	Inflatables/Inflatable amusement devices	Films or presentations of explicit sex
	Knocerball/bubble soccer	Gun/Firearms/Weapons
	Mechanical bucking devices – including multiple ride attachments	Helium Balloons
	Outside food or beverages distribution	Live entertainment performances such as singing, dancing, comedy, spoken word, hypnosis etc outside of the selected showcases
	Pancake Art, Food Decoration	Retail sales
	Rock Climbing Wall (Permanent and mobile)/ Rock wall structures	Smoke/Pyrotechnics/Flash Paper
	Roller Rink	Streaming video or music content on the conference wifi
	Stickers	Tackle football
	Smash/rage rooms	Live entertainment performances such as singing, dancing, comedy, spoken word, of hypnosis etc outside of the selected showcases
	Temporary Tattoos	
	Trackless trains	
	Trampolines	
	Ziplines	
Zippy pets		



# CONFERENCE LOGISTICS

Conference	NACA Providence	NACA Birmingham	NACA Lexington	NACA Riverside	NACA Saint Paul
Date	Oct. 24-26, 2024	Oct. 31-Nov. 2, 2024	Nov. 7-9, 2024	Nov. 14-16, 2024	April 3-5, 2025
Facility Name	Rhode Island Convention Center	Birmingham-Jefferson Civic Center	Central Bank Center	Riverside Convention Center	Saint Paul RiverCentre
Address	One Sabin Street Providence, RI 02903	2100 Richard Arrington Jr. Blvd N. Birmingham, AL 35203	430 W Vine St Lexington, KY 40507	3637 5th S Riverside, CA 92501	175 Kellogg Blvd W. Saint Paul, MN 55102
Facility Website	riconvention.com	bjcc.org	centralbankcenter.com	riversidecvb.com	rivercentre.org
Headquarters Hotel	Omni Providence Hotel	Sheraton Birmingham Hotel	Hilton Lexington Downtown	Marriott Riverside at The Convention Center	Drury Plaza Hotel St. Paul Downtown
Address	1 West Exchange Street Providence, RI 02903	2101 Richard Arrington Jr. Blvd N. Birmingham, AR 72201	369 West Vine Street Lexington, KY 40507	3400 Market Street Riverside, CA 92501	1756 10th Street, E. Saint Paul, MN 55101
Booking Link	<a href="#">Click Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>
Room Rates	Single/Double \$219; Triple \$269; Quad \$299 + 13% tax	Single/Double: \$209; Triple: \$229; Quad: \$249 + 17.5% tax	Single/Double: \$209 + 16.07% tax	Single \$189 / Double \$199 + 13.25% tax	Single/Double/Triple/Quad: \$168 + 14.875% tax
Reservation Deadline	Wed, Oct. 2, 2024	Wed, Oct. 9, 2024	Tues, Oct. 16, 2024	Wed, Oct. 23, 2024	Tues, March 22, 2025
Hotel Parking Fee	"Valet: \$38 daily overnight/ \$12 (0-90 minutes) / \$22 (1.5-10 hrs) Self-Parking: Rhode Island Convention Center North Garage (Local downtown pay lots are located within close proximity)"	"Daily: \$29 (self)/ \$39 (valet) Additional Parking Information On-Site: 4 hours and under- \$20 (self)/\$20 (Valet)"	Daily: \$15 (Self)/ \$22 (Valet)	\$25 Daily	\$14 + tax Daily
Conference	NACA Providence	NACA Birmingham	NACA Lexington	NACA Riverside	NACA Saint Paul
Overflow Hotel	Courtyard by Marriott Providence Downtown	N/A	Hyatt Regency Lexington	Hampton Inn Riverside Downtown	Courtyard by Marriott St. Paul Downtown
Address	32 Exchange Terrace Providence, RI 02903		401 W High Street Lexington, KY 40507	3505 Market Street Riverside, CA 92501	150 Smith Ave N Saint Paul, MN 55102
Website	Marriott Courtyard Providence DT		Hyatt Regency Lexington	hamptoninn.hotelandsuites.com	Courtyard by Marriott St. Paul DT
Booking Link	<a href="#">Click Here</a>		<a href="#">Click Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>
Room Rates	Single/Double \$199 + 13% tax		Single/Double: \$205 + 16.07% tax	Single/Double/Triple/Quad: \$189 / Double \$199 + 13.3% tax	Single/Double: \$169 Triple: \$179 Quad: \$189 + 15.875% tax
Reservation Deadline	Wed, Oct. 2, 2024		Tues, Oct. 16, 2024	Tues, Oct. 22, 2024	Sat, March 22, 2025
Hotel Parking Fee	Daily: \$30		Daily: \$25 (Guest)/ \$35 (non-guest)	\$23 Daily (Self)	Daily: \$35 (Valet)
Conference	NACA Providence	NACA Birmingham	NACA Lexington	NACA Riverside	NACA Saint Paul
Airport	PVD - Rhode Island T.F. Green International Airport	BHM - Birmingham-Shuttlesworth International	LEX - Lexington Blue Grass Airport	ONT - Ontario International Airport	MSP - Minneapolis Saint Paul Airport
Distance to Hotel	10 Miles	5.6 Miles	6 Mile	16 Miles	8.1 Miles
Hotel Shuttle	N/A	N/A	Complimentary Hotel Van	N/A	N/A
Estimated Taxi Fare	\$40-50	\$21-\$30	\$22-25	\$48-\$60	\$35-\$50



## CONFERENCE LOGISTICS

<b>Additional Saint Paul Overflow Hotels</b>	Hampton Inn & Suites St. Paul Downtown	Holiday Inn St. Paul Downtown
	200 7th St. W St. Paul, MN 55102	175 West 7th Street St. Paul, MN 55102
	Hampton & Suites DT St. Paul	Holiday Inn St. Paul Downtown
	<b>Click Here to Book</b>	<b>Click Here to Book</b>
	Single/Double: \$179 Triple: \$189 Quad: \$199 + 14.875% tax	Single/Double: \$175 + 14.875% tax
	Tues, March 11, 2025	Tues, March 11, 2025
	Daily: \$35 (Valet)	Daily: \$35 (Valet)

**Make plans to join us in  
Philadelphia in February for**



[naca.org/nacalive](http://naca.org/nacalive)



## SHOWCASE CATEGORIES

Showcase Category	Emcee	Spotlight Low/High	Speaker	Variety
<b>Type of Attractions Featured on Showcase</b>	Emcees introduce each showcase and entertain the audience between acts.	Musical acts, comics, and other established up-and-coming artists. Spotlight Low pricing must be \$2,000 or less.	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 Inclusion, Mental Health, Wellness, Leadership, and LGBTQIA+.	These showcases are intended for both 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. These showcases will be shown as live, but the associates are encouraged to show how these can be done virtually or in a hybrid model.
<b>Sound, Lights, Stage</b>	Provided by NACA	Provided by NACA	Provided by NACA	Provided by NACA
<b>Available Slots (per event)</b>	4	10	4	6
<b>Alternate Slots (per event)</b>	4	8	3	3
<b>Performance Time</b>	25 minutes	10 minutes	15 minutes	15 minutes
<b>Competing (scheduled during another event)</b>	No	No	No	No
<b>Application Fee</b>	\$180	\$180	\$180	\$180
<b>Showcase Fee</b>	\$675	\$440	\$530	\$530
<b>Alternate Fee</b>	\$335	\$220	\$265	\$265

## DEADLINES

Conference Location	NACA Providence	NACA Birmingham	NACA Lexington	NACA Riverside	NACA St. Paul
<b>Conference Dates</b>	Oct. 24-26, 2024	Oct. 31-Nov. 2, 2024	Nov. 7-9, 2024	Nov. 14-16, 2024	April 3-5, 2025
<b>Showcase Application Deadline</b>	July 17, 2024	July 17, 2024	July 17, 2024	July 17, 2024	Dec. 12, 2024
<b>Showcase Announcements</b>	Aug. 5, 2024	Aug. 5, 2024	Aug. 5, 2024	Aug. 5, 2024	Jan. 16, 2025
<b>Showcase Payments due</b>	Aug. 23, 2024	Aug. 23, 2024	Aug. 23, 2024	Aug. 23, 2024	Jan. 31, 2025
<b>Marketplace &amp; Showcase Refund Deadlines</b>	Sept. 24, 2024	Oct. 1, 2024	Oct. 8, 2024	Oct. 15, 2024	March 4, 2025
<b>Showcase Alternate Fee Deadlines</b>	Oct. 17, 2024	Oct. 24, 2024	Oct. 31, 2024	Nov. 7, 2024	March 27, 2025



# EVENT POLICIES

# ASSOCIATE EVENT POLICIES

The following policies and application forms have been standardized for all events to help simplify the application process. General questions regarding policies for ALL events can be directed to the NACA Office at 803-732-6222.

## 1. Who may attend events?

All agencies and/or their subsidiary companies that are:

- **Current associate members of NACA.** Each national and regional associate member must be a separate legal entity. Regional associate members can only attend one conference per year. In order for a company affiliated or related in any way to another company to purchase its own national associate membership, the requesting company must supply NACA with proof that the companies are legally separate entities.
- **In good financial standing** (does not appear on a NACA® bad debt list).

**All registered event attendees must be 18 years of age or older.** This applies to all students (both undergraduate & graduate), campus staff, showcasing artists, exhibitors, and volunteer participants. An exception may be made by the Executive Director for a parent and their nursing child.

## 2. What are the required registration fees necessary to attend events?

Associate members must purchase Campus Activities Marketplace booth space and a minimum of one full delegate registration to attend an event.

## 3. What delegate status should I select and what are the delegate fees?

All persons attending the conference in any capacity must register. Passes may not be shared between two or more people. See [www.naca.org](http://www.naca.org) for a description of different registration categories available. Please note that delegates may only register under one membership category for any activity. No delegate will be allowed to attend any conference function or to enter the Campus Activities Marketplace until their registration fees are fully paid. Badges are required for access.

## 5. What other important information should I know?

Associate members may not provide any demonstration to school delegates of an act, event, tour or any other activity that occurs outside the officially scheduled program, anywhere in any of the conference facilities, including hotel rooms. Associates shall not distribute any promotion or advertising to school delegates of a performance, act, event, tour or other activity held outside the conference facilities during the dates of that conference. An attraction that has an existing contract to perform in a conference facility is subject to review by the Executive Director or designee.

The firm representing a showcasing act must be the only booking contact for that act during the conference. If the representation of that act is in dispute and the dispute cannot be settled prior to the beginning of the conference, the act will not be allowed to perform on the showcase, and the firms in dispute regarding the representation of the act will forfeit their booth spaces and any subsequent showcases.

No alcoholic beverages or smoking are permitted in educational sessions, showcases or the Campus Activities Marketplace.

Stickers and other promotional items may not obscure name and organizational data on conference badges.

Nudity is not allowed at NACA events. NACA defines nudity as a person who appears in a state of nudity or is seminude; the purposeful exposure, whether complete or partial, of anatomical area; or prosthetic genitalia or breasts.

## 6. How are violations handled?

Violations of any of the policies may subject the exhibitor to actions and/ or sanctions as outlined in these Event Policies.

Any person not an official exhibitor of the conference who engages in any form of product or talent solicitation will be removed from official conference events.

## 7. Insurance and Indemnity

Exhibitors and/or showcase acts that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the exhibitor/showcaser, and that may place the participant at risk, must meet the following insurance requirements:

- Exhibitor/showcaser agrees to release, hold harmless, indemnify, defend and forever discharge the National Association for Campus Activities (NACA) and each and every officer, agent and employee of NACA, from all claims, causes of action, loss, damage, costs, attorney's fees and liability for all injuries to persons or property arising from acts or omissions of the exhibitor/showcaser or exhibitor's/showcaser's employees, agents or officers howsoever caused. Exhibitor/showcaser further agrees to waive rights of subrogation in favor of NACA in any claim, liability or cause of action.

All exhibitors/showcasers shall arrange for NACA to receive a Certificate of Liability Insurance.

Exhibitors/showcasers that include, but not limited to:

- Inflatable amusement devices
- Carnival rides
- Knockerball/bubble soccer
- Bungee devices
- Fireworks (PROHIBITED)
- Mechanical bucking devices – including multiple ride attachments
- Permanent and mobile rock wall structures
- Security services other than contracted law enforcement officers
- Trampolines
- Ziplines
- Tackle football
- Surfing
- Zippy pet
- Trackless trains

must arrange for NACA to receive a Certificate of Liability

Insurance naming NACA as co-insured, from the exhibitor's/showcaser's insurance company by the date specified in the event Guide in order to perform a booth demonstration, marketplace attraction or showcase. The liability insurance shall cover the entire period of the exhibitor's/showcaser's stay at the event including early arrival and late departure dates. Certificates of liability should be mailed directly to the NACA Office and may cover more than one event.

Minimum coverages are as follows:

Commercial General Liability

1. \$1,000,000 per occurrence limit
2. \$2,000,000 general aggregate limit
3. \$2,000,000 products / completed operations aggregate limit

Umbrella or Excess Liability

1. \$1,000,000 per occurrence minimum limit

## SHOWCASE POLICIES

### Who May Apply

Any firm wishing to submit an act for a conference showcase must:

- Be a current member of NACA. Regional associate members can only submit to showcase and attend one conference per year. (see "General Policies" for more information).
- Be in good financial standing (not appear on a NACA bad debt list).
- Submit a Campus Activities Marketplace Booth payment.
- Submit a Showcase Application and a non-refundable application fee.

For a Level 1 national membership and regional agency, no more than three acts and two alternates per agency will be selected for each event.

For a Level 2 national membership, no more than 6 acts and 3 alternates per agency will be selected for each event.

For a Level 3 national membership, no more than 9 acts and 4 alternates per agency will be selected for each event.

This will be inclusive of all showcasing categories.

### SHOWCASE CATEGORY DESCRIPTIONS

#### Speaker Showcase

Speaker acts are those that cover topics such as social awareness, political issues, health and environmental concerns, the arts, etc. Based on a recent survey, school members are most interested in topics on Diversity, Equity, and Inclusion, Mental Health, Wellness, Leadership, and LGBTQIA+. This category is primarily non-musical and educational, but could also include social media influencers/celebrities or panels for Question & Answer sessions. Speaker acts have 15 minutes to present. An act may take questions from the audience or conduct a question and answer session within their 15-minute period. A projector and screen will be provided for acts to use. Acts should come prepared with a laptop to connect to the projector via a VGA or HDMI cable in the event there is not a laptop onsite.

#### Master of Ceremonies Showcase

These acts introduce the other acts in Showcases and entertain during set changes. This category includes acts that require a minimum of setup time and which can perform on the thrust. Emcees will have a total of 25 minutes

to showcase their acts exclusive of their introduction time. This should be divided among multiple sets. The final breakdown of time between each act must be coordinated day of with Showcase Production Coordinator as these "sets" are necessary to complete turnover between acts.

#### Spotlight Showcase (High and Low)

This category features both established and up-and-coming artists performing for 10 minutes each. Spotlight Low encompasses acts with single date prices of \$2,000 or less, which should be approximately 50% of the acts chosen for the Spotlight Showcase.

Spotlight High encompasses all other pricing above \$2,000. Spotlight High acts are interspersed with Spotlight Low acts.

#### Variety Showcase

Variety showcases are a 15-minute set on the primary stage. 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. Variety Showcases will be scheduled interspersed with Spotlight Showcases as well as during the Trending Showcase Time.

### MATERIALS FOR SUBMISSION

Showcase submissions will be accepted only through the NACA® 24/7 dashboard.

### SHOWCASE POLICIES

It is the responsibility of associate members to ensure that information submitted is correct. NACA takes no responsibility for verifying artist rosters submitted for the online directory or during the showcase submission process. Duplications or conflicting information in rosters must be worked out between agencies and the NACA Office notified of the final disposition. If associate members knowingly submit inaccurate information, they are subject to sanctions as outlined in the NACA® Process for Dealing with Violations of Association Policy, including revocation of membership.

For an act to be considered for a showcase, submissions must be received by the published deadline.

Artist pricing cannot be increased once the committee has reviewed the application.

## CRITERIA FOR REVIEWING SUBMITTED ACTS

1. The Showcase Selection Committee has the sole authority to select acts for the conference showcases.
2. Materials submitted must be an accurate representation of the material and personnel that will actually appear on the showcase and must be complete to be considered
3. An artist/performer may not showcase more than once at the same conference in any given year, regardless of category, either as a member of a group or as a solo artist. If the act is a product/program rather than a person (ie. A game show or dance party), the host of the product/program may also host other products/programs at the same event.
4. The criteria utilized to review submitted acts will include but are not limited to (not necessarily in priority order):
  - a. Originality (both of performance/act and within the pool of acts submitted).
  - b. Talent as compared to other acts submitted.
  - c. Competition with regards to other acts submitted.
  - d. Staging capabilities (Full Stage vs Thrust).
  - e. Anticipated college marketability and audience appeal within the region to which the application was submitted.
  - f. Diversity and/or variety as compared to other acts/artists submitted.
  - g. Distribution of artists among exhibiting associate members.
  - h. Accomplishments/appearances within the college and general entertainment market.
  - i. Degree of completeness of the information submitted.
5. Acts will be considered for the category for which they applied. If an individual act has indicated that they would be willing to be moved to another showcase category, and the Committee feels the act would be better suited to that category, the firm will be informed of the move upon selection.

## SHOWCASE SELECTION PROCEDURES

1. A recorder will be selected to keep an official record of the deliberations. The showcase selection committee meets virtually for all NACA conferences.
2. The Showcase Selection Committee Coordinator will begin the process by reviewing the schedule, all showcase policies, the selection procedures and criteria, the number of acts that must be reviewed, and the confidentiality of the Committee's discussions. The coordinator should also answer any questions from the Committee at this time.
3. All deliberations and discussions during the showcase selection process are confidential. Any breaches of confidentiality could result in sanctions from the Association.
4. The Committee will review submissions in the following order:
  - a. Variety
  - b. Speaker
  - c. Spotlight Low
  - d. Spotlight High
  - e. Master of Ceremonies

5. Submissions will be reviewed in alphabetical order by performer name in ascending order (A-Z), with the starting letter determined by random drawing by the Showcase Selection Committee Coordinator immediately prior to the start of the first round. Subsequent rounds of review will pick a different random starting letter.
6. For all categories except Speaker Showcase, the Committee will view 1.5 to 2 minutes of the submitted materials. For Speaker, the committee will review 3 minutes of the submitted materials. The committee will follow the instructions indicated by the applicant. At this time, the committee will also review the written materials provided by the act, utilizing the criteria for selection as outlined previously. After this review, a vote will be taken. If 50% or more of the Committee members vote in the affirmative, the act will move to the second round. If an act receives 100% of the votes in round 1, they automatically move forward to Round 3.
7. In the second round, the Coordinator will ask if the Committee would like to review any or all of the audio/video material provided. If yes, the Committee will review the audio/video materials and may also review the written materials provided by the act as needed, utilizing the criteria for selection as outlined previously. After this review and discussion, a vote will be taken. If 75% or more of the Committee votes to move the act forward, it will move to the next round.
8. In the third round, each individual Committee member will develop a ranked list of the acts they would select for showcase, each considering the criteria for selection as outlined previously. The National Showcase Selection Team and Regional Showcase Selection Coordinator will work together to create the final list based on the committee's rankings.
9. After all acts are selected for showcase, alternates will be chosen and ranked accordingly in the following categories:
  - a. Variety
  - b. Speaker
  - c. Spotlight Low
  - d. Spotlight High
  - e. Master of Ceremonies

The Committee reserves the right to revisit eliminated acts and/or to move acts indicating they would accept such a move into any other category as needed to finalize the alternate lists.

10. The NACA Office will notify associate members of selection by posting this information on the NACA website as soon as possible following its receipt and no later than the notification date listed in this Guide.

11. Associate member agency(ies) representing acts/artists not selected to showcase will be able to see the review round in which their act/artist was eliminated via NACA 24/7; no other feedback will be developed or provided. In general, the review rounds will focus on the following main discussion areas:

- a. Round One: Overall quality of the materials/performance;
- b. Round Two: Performance as compared to other submitted performances; and
- c. Round Three: Ranking with regard to placement on final lists.

12. If an in-person event is replaced with a virtual program, virtual showcase performances would be sourced from the selections made for that in-person event.

## **COMMITTEE COMPOSITION**

The composition of the Conference Showcase Selection Committee will be at the discretion of the National Showcase Selection Team or designee with the following considerations:

1. The Coordinator of the Conference Showcase Selection Committee shall vote only in the case of a tie.
2. The Coordinator must have served on a Conference Showcase Selection Committee at least one time. The Coordinator must also be a full-time staff member at a current NACA member school.
3. Within the parameters of the policies outlined by NACA, the Coordinator is solely responsible for making changes, determining ties, etc. Policy interpretation will also be the sole province of the Coordinator, in consultation with the National Showcase Selection Team and the NACA Office.
4. In addition to the Coordinator of the Committee, other non-voting members of the Committee shall be selected and approved by the National Showcase Selection Team.
5. Appointment to the committee should be made with consideration of the various demographic characteristics of the NACA member schools. These considerations should include, but are not limited to:
  - a. Diversity, which is defined as ethnic identification/race, gender, gender identity, disability, sexual orientation, age and religion.
  - b. Geographic location.
  - c. Size and type of institution.
  - d. Commuter vs. resident student populations.
  - e. Awareness of current trends in campus activities.
6. At least 50% of the voting members shall be students, pending application numbers.
7. Members shall be appointed by the Conference Showcase Selection and Marketplace Coordinator.
8. Associate members may not serve on the Conference Showcase Selection Committee, nor will they attend the showcase selection committee meeting.
9. Members of the Conference Showcase Selection Committee may not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.

## **SHOWCASE SCHEDULING**

1. The performance time slot assigned to each act will be determined by the designated NACA official, who reserves the right to change the showcase order within the showcase block as they deem necessary at any time.
2. In order to be considered, acts must be available to appear on any of the showcases listed.
3. All acts selected to appear for a showcase must submit a signed letter of intent regarding their appearance on the showcase and payment of the showcase fee by the noted deadline or the act will be removed from the showcase and an alternate will be moved onto the showcase.

4. Once the performance schedule is finalized and Showcase Letters of Intent have been sent, no requests from acts or associate member firms to change performance times will be honored. If an act cannot perform at the time assigned the act will be removed from the showcase and an alternate will be moved onto the showcase. Changes in showcase performance times due to technical limitations, labor issues or any other reason that may be deemed necessary by the Showcase Production Coordinator in coordination with the NACA Office will be permitted.

## **SHOWCASE ALTERNATES**

1. An alternate will appear during the same showcase block in which the vacancy occurred (i.e. Showcase 1, Showcase 2, etc.) but may not necessarily perform in the same order as originally occupied by the act they are replacing. The Showcase Production Coordinator has the authority to change the order of acts in the showcase block as they deem necessary.
2. Alternates will be approached as follows: a. DJ, Variety, Speaker, Spotlight Low, Spotlight High will be chosen from their individual alternate pools only b. Master of Ceremonies will be chosen from their individual alternate pool. If that pool is exhausted, alternates we will be chosen from the SPOTLIGHT alternate pool at the sole discretion of the Showcase Production Coordinator, based on who can effectively be placed in a MASTER OF CEREMONIES spot.
3. In the event of a cancellation where no alternate in the original alternate pool is available, the Showcase Production Coordinator shall attempt to fill the spot to the best of their abilities.
  - a. If all attempts to fill a cancellation with an alternate fails, the slot will be left open.
  - b. At the end of the conference, any alternate offered a showcase opportunity that was not available to perform when asked will forfeit the previously paid showcase alternate fee.

## **DURING THE SHOWCASE**

1. Technical control of all showcase performances including the power supply for lights and sound, sound levels and lighting direction, and all stage and equipment setup will at all times be under the control and direction of the Showcase Production Coordinator in coordination with the student stage crew. All questions should be directed to this official.
2. The firm representing a showcasing act must be present for the duration of the conference unless prior written permission has been granted by the NACA Office. This agency must be the only booking contact for that act during the conference. If the representation of the act is in dispute, and the dispute cannot be settled prior to the beginning of the conference, the act will not be allowed to perform on the showcase, and the firms in dispute regarding the representation of the act will forfeit their booth spaces and any subsequent showcases, and will no longer be able to participate in and/ or attend the conference.
3. Changes of equipment, instruments or personnel within the act that do not alter the concept or talent as presented by the act to the Showcase Selection Committee in the showcase and as will be presented by the act on the road may be permitted at the sole discretion of the Showcase Production Coordinator. Changes in personnel in single artist acts are not allowed.

4. Acts cannot include any other guests or performers that were not included in the submission materials, nor can they include acts that are already showcasing separately.

5. The representative for all showcasing acts and alternates shall provide a written introduction as part of the showcase application. Introductions will be available for review and edit upon check in at sound check. The act's introduction will be read from the stage immediately prior to their performance.

6. Showcasing Acts will have the following performance times:

- a. Variety – 15minutes
- b. Speaker – 15 minutes
- c. Spotlight Low – 10 minutes
- d. Spotlight High – 10 minutes
- e. Master of Ceremonies – 25 minutes

An act's performance time will not begin until after their introduction is read.

6. Acts appearing in the showcase may only attend the conference the day they are appearing unless they are registered as delegates. Showcase alternates may attend the conference on one day of choice. If a showcasing act or alternate wishes to attend on days not covered by their showcasing act pass, they may purchase a Day Pass. Day Passes may be purchased for multiple days.

7. All instruments, instrument amplifiers, laptops, keyboards, backline and stage props are the sole responsibility of the attraction or agency. All attractions will perform under general stage lights unless a representative is present to call lights. A standard concert sound system and operator will be provided by NACA.

8. Any performance that exceeds the defined showcase time limit will have its lights and sound cut off. Each performer's time allotment will begin immediately following their introduction. Any showcase act who exceeds their time limit may forfeit any remaining showcases they may have been awarded for the current conference season and will not be eligible to apply to showcase at any events for the following year's conference season.

9. In showcase acts that include hypnosis, the performer may not conduct any mass/group hypnotic suggestion of the audience as part of the showcase. Hypnotists may induce volunteer participants up to 25 minutes prior to the performer's scheduled showcase start time. An available location for the induction will be communicated to the artist during their sound check. Inductions will not be allowed backstage. It is the responsibility of the hypnotist to secure volunteers for their performance. Following a hypnosis showcase, the performer must be available to debrief anyone who has been hypnotized during the show.

10. Showcase acts that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the showcaser must meet all insurance requirements outlined in the event Guide and provide NACA with a Certificate of Insurance listing NACA as Additional Insured.

11. In the event a showcase is interrupted due to technical difficulties, the NACA Showcase Production Coordinator and the Executive Director or designee will determine if a re-scheduling of the showcase is appropriate. NACA assumes no liability for technical difficulties beyond its control.

12. Any showcases involving pyrotechnics, glitter, gasoline, fire, confetti, blood, water, etc. on stage/performance area must be approved in advance by the Showcase Production Coordinator. The use of live animals is not allowed.

Additionally, the clean-up for any messes made on stage/performance area are the responsibility of the showcasing act and should be taken care of immediately following the conclusion of the act or showcase depending on the determination of the Production Coordinator. Failure to provide notice of such aspects of your performance prior to a showcase and/or clean up immediately following may result in the retraction of any remaining showcases they may have been awarded for the current conference season as well as the ineligibility to apply to showcase at any conferences for the following year's conference season. If artist actions cause any additional cleaning fees, work overage charges, venue charges, or damage to production equipment, the representing agency will be charged.

13. Educational session presenters cannot showcase or be an alternate in any showcase category and present educational sessions during the same event. Upon notification of acceptance of both showcase and educational sessions, the presenter must choose the type of venue preferred and notify the NACA Office within 10 days of the announcement of showcase selection.

14. ALL parties of the showcasing attraction and its representative must be backstage and in contact with the showcase production coordinator at the SOUND CHECK ARRIVAL TIME as indicated. The representative must remain at the location designated by the production coordinator until the attraction has completed its sound check and the stage is cleared for the next attraction. Firms failing to comply with this requirement may forfeit the right of their attraction to perform.

15. All parties of the showcasing attraction and its representative must be backstage and in contact with the showcase production coordinator at the PERFORMANCE CHECK-IN TIME indicated above. The representative must remain at the location designated by the showcase coordinator until the attraction has completed its performance and the stage is cleared for the next attraction. Firms failing to comply with this requirement will forfeit the right of their attraction to perform.



## SHOWCASE FEES & REFUNDS

1. Payment of the showcase fee must be submitted by the deadline stated on the Letter of Intent or the act will be removed from the showcase and an alternate will be moved onto the showcase. Showcasing acts and alternates must also electronically sign the Showcase Letter of Intent in NACA 24/7.

2. A 25% refund will be given to associate members when the NACA Office receives a written request at least 30 days prior to the first day of the conference, unless there has been a violation of policy.

3. No portion of showcase fees will be refunded if the act is:

- a. Eliminated from the showcase due to violation of conference policies.
- b. Unable to appear and notifies the NACA Office less than 30 days prior to the start of the conference.

4. No substitution of acts by associate members will be allowed.

5. Alternate acts must pay 50% of their showcase performance fee by the deadline stated on the Letter of Intent. The balance of the fee must be paid when selected to appear. A 100% refund shall be made to associates who were chosen as alternates and were not selected to showcase. Alternates who are selected to appear and do not showcase when asked will forfeit their showcase fee. Alternates may withdraw for a 100% refund when the NACA Office receives a written cancellation notice at least seven days prior to the first day of the conference.

6. Fees paid on site must be in the form of cash, credit card, money order or cashier's check.

## ELIMINATION FROM THE SHOWCASE

An act selected for showcase will be eliminated if the agency submitting it:

- No longer represents the act.
- Is not the only booking contact for that act during the event.
- Withdraws from the conference.
- Fails to attend the conference, leaves the conference after it arrives or is not staffing its booth during the required hours.
- Is under legal restraint from presenting the act.
- Does not have the right to present the act.
- Violates the terms of the signed letter of intent.

Showcase fees will not be refunded if the act is eliminated from the showcase or showcase alternate list resulting from violation of event policies.



# MARKETPLACE POLICIES

## OVERVIEW

Campus Activities Marketplace (NACA's exhibit hall) is the center of all business activity conducted during a conference. Face-to-face live meetings or recordings between the school buyers and the firms selling the talent, products or services take place here. Buyers visit booths to peruse press kits and product specifications, view video and listen to audio tapes and to check availability of touring artists. There will be a wide diversity of talent and products on display in the Campus Activities Marketplace Virtual exhibit hall is a designated meeting room. Your exhibit booth will display a description and contact information populated from your NACA 24/7 profile. You have the option to upload prerecorded video links or chat live in person.

The following policies govern all Campus Activities Marketplace activities.

Their interpretation is based on the decisions of the designated conference official. NACA policies are subject to change without notice.

## GENERAL CAMPUS ACTIVITIES MARKETPLACE POLICIES

1. Each firm exhibiting at the event must maintain separate membership in NACA and must occupy separate booth space.
2. Staffing for booths
  - a. Exhibitors may not purchase associate member delegate passes (day or full registration) for a school member
  - b. Exhibiting firms are fully responsible for any guests they purchase a registration for, and their guests are held to the same policies as an exhibiting firm.
  - c. Any person who is an exhibitor's guest or not an official exhibitor of the event who engages in any form of product or talent solicitation will be removed from the event.
3. An exhibitor may advertise, display, exhibit, or sell only the talent, products or services of its company. Associate members that have joined NACA under the SELF-REPRESENTED/SOLO ARTIST category that are found to be distributing materials promoting artist(s) or program(s) other than themselves will be in violation of policy. Such violations will be addressed as outlined under Membership Category Violations.
4. The following equipment will be set up for each booth and is included in the booth fee unless otherwise indicated in the event Guide: eight-foot high background and three-foot-high side rail drapes; one six-foot draped table; two chairs; one wastebasket; and a booth identification sign. Electricity is not provided in the exhibit fee and must be requested and paid for on the form provided to each exhibitor in the service kit which will be sent directly to you 6 weeks prior to the event. Please refer to the exhibitor kit for exact fees. Any additional equipment, materials or labor used in the booth is the exhibitor's financial responsibility.
5. Conference WiFi is provided for all delegates in attendance. This will not support exhibitors streaming video in their booths. If using internet in the display, private connections are available through the facility.
6. An exhibitor cannot sell or sublet any or all of the exhibit space or booth.
7. Films or other presentations of explicit sex (as defined by NACA in its sole discretion) are not allowed in the Campus Activities Marketplace area. Any exhibitor desiring to show a film or other material depicting explicit sex must receive prior written approval of NACA and must conform to any special arrangements of such a display. Violations of this policy will result in the display being immediately closed.
8. Drawings will be permitted only in the Campus Activities Marketplace. A firm sponsoring a drawing must receive written approval from the NACA Office for both the prize and the drawing, and must announce in advance whether the prize is intended for the school or the individual registering. There may be no payment required to enter a drawing. The nature of the drawing must not be disruptive to the Campus Activities Marketplace. Extravagant prizes are discouraged; cash awards will not be allowed. Any firm/agency doing a drawing is responsible for abiding by all state and local laws.
9. No retail sales of any type will be permitted in the Campus Activities Marketplace.
10. Exhibitors must vacate their booths immediately following the close of the final scheduled Marketplace.
11. Exhibit material remaining in the hotel/facility after the contracted move-out time has terminated, or damaged exhibits left behind, will be removed at the expense of the exhibiting associate member company by the drayage firm contracted for the show management firm.

### Defining Campus Activities Marketplace

Space and activities will be defined as follows and fees will be assessed accordingly:

- a. Booth Space—A standard booth within the Campus Activities Marketplace.
- b. Exhibit Area—Area in the Campus Activities Marketplace where booths are in-line and accessed via standard aisles.
- c. Attraction Space—Area in the Campus Activities Marketplace not adjacent to in-line booths or standard aisles.

## **PURCHASING & SELECTING BOOTH SPACE**

1. All firms representing talent, products or services to schools and attending the event must be current NACA associate members or non-profit affiliate members and must purchase Campus Activities Marketplace booth space to attend an event. Firms purchasing a minimum of 100 square feet of Campus Activities Marketplace attraction space are not required to purchase additional exhibit space.

Attraction space is sold on a first-come, first-served basis and must be approved in advance by the NACA Office. Payment of booth fee does not guarantee a booth will be assigned.

2. Booth sales open on a staggered timeline. Associate members who have maintained membership for 20 or more years will be able to select their booth space starting on July 8; members who have maintained membership for 10 or more years will be able to select their booth locations starting on July 10. Booth selections will be opened to all other associate members and non-profit affiliate members starting on July 12.

3. Booths can be requested only by payment in full of all appropriate event and membership fees and upon receipt of Campus Activities Marketplace Application.

Applicable booth fees as determined annually by the Board of Directors and published in the applicable event Guide will be charged for any space purchased in, or connected via a regular booth to, the defined exhibit area. Booth space dimensions are outlined on the individual conference pages on [naca.org](http://naca.org).

## **BOOTH SETUP: FRIDAY AT 8 AM**

1. Exhibitors may begin setting up their displays only after they have checked in and picked up registration materials and name badges at the event.

2. Exhibitors are responsible for their load-in and load-out. No additional assistance or volunteers will be provided by the volunteer staff. The loading dock is not accessible outside of load-in/out times.

3. If an exhibitor is aware that they will be arriving late due to an emergency prior to the start of the conference, they must contact the NACA Office. At this point, it is at the discretion of the NACA office to determine whether or not to allow exhibitors to arrive late and still participate in the event.

4. Booths must be completely set up and open by the beginning of the first scheduled Campus Activities Marketplace. Exhibitors who fail to occupy their booths by the start of the first scheduled Campus Activities Marketplace or fail to notify the Campus Activities Marketplace Coordinator or the NACA Office of the reason for late arrival will forfeit their booth(s) and will not be entitled to refunds.

5. On-site decisions regarding late exhibitors will be made by the NACA Office and their decision will be final.

6. Exhibitors that do not check in and exhibit at the event without notifying the NACA Office in advance of their cancellation will be subject to penalties as described on Page 21 of this Guide

## **BOOTH OPERATIONS**

1. Exhibitors are NOT required to staff their booth and/or attraction space during all Campus Activities Marketplace hours, but are encouraged to do so as much as possible.

2. Exhibitors and artists will be allowed to enter the Campus Activities Marketplace one-half hour before each Campus Activities Marketplace is scheduled to open.

3. After the first Campus Activities Marketplace, exhibitors may change their booth locations with the approval of the Campus Activities Marketplace Coordinator. Booths that remain empty may be purchased by an adjacent exhibitor at 50% of the booth fee. If both adjacent exhibitors wish to purchase the same booth, preference will be given to the earliest Campus Activities Marketplace payment. If both payments have the same date, the decision will be made by a single coin toss. If booths still remain empty, other exhibitors may purchase an additional booth for 50% of the booth fee on a first-come, first-served basis.

4. Exhibit(s):

- May not block sight lines to adjacent booths based on the sole discretion of the Campus Activities Marketplace Coordinator.
- That are large may be allowed but must be approved by the NACA Office in advance and will be restricted to specific locations so that lines of sight will not be blocked.
- Height will be restricted by facility policy.
- May not have any corporate logo, name or other identifier on the reverse side of their back wall, drape or other surface that extends above the back drape that is visible from the rear of the booth space.

5. Exhibitors will be restricted from distributing or posting promotional materials outside their Campus Activities Marketplace booth without prior written approval of the NACA Office. Materials that are not approved will constitute a violation of event policies.

6. Firms are encouraged to have at least one representative present at the event and at its booth or Campus Activities Marketplace attraction space during all Campus Activities Marketplace hours.

7. Booth operations obstructing traffic in the aisles or interfering with surrounding booths will be considered violations of Campus Activities Marketplace policies. Exhibitors may be required to adopt a "deli-ticket" system or other control system to ease the flow of traffic if lines begin to form in the aisles blocking access to other exhibitors' booths.

8. Agencies with showcase acts whose showcases occur after the final Campus Activities Marketplace will be permitted to display and distribute promotional materials for the act at the showcase venue.

9. NACA reserves the right to regulate the volume level within the Campus Activities Marketplace. There is no requirement for exhibitors to use headphones for the amplification of sound in their booth; however, if the noise level interferes with business in other exhibit booths, the designated event official will ask exhibitors to lower their volume.

10. Exhibitors may not load out from Campus Activities Marketplace or begin to break down any elements of their booth or attraction space until the close of the final Campus Activities Marketplace on the last day of the conference. Exhibitors that violate this policy will be subject to penalties as described on Page 21 of this Guide.

## **BOOTH DEMONSTRATIONS**

1. Exhibitors and/or showcase acts that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the exhibitor/showcaser, and that may place the participant at risk, must meet the insurance requirements outlined under the Insurance and Indemnity section.
2. A booth demonstration is an interactive display of talent or product to event delegates in the Campus Activities Marketplace that normally cannot be offered in a staged showcase setting (examples include but are not limited to: close-up magic, balloon sculpting, stunts and merchandise production). Demonstrations must fit appropriately within the purchased booth space, and large-scale activities (such as bungee runs, climbing walls, etc.) will not be eligible for demonstrations (note: these activities are eligible for attraction space).
3. There are limitations to the type of live performance that are eligible to be considered for booth demonstrations. Examples of live performance that are not eligible to be considered booth demonstration are, but not limited to, live musical/vocal performance, dancing, juggling and/or hypnosis. Eligibility for booth demonstration shall be at the discretion of the Campus Activities Marketplace Coordinator in consultation with the NACA Office. The use of a stage, riser or any type of elevation in an exhibit booth for booth demonstration is prohibited.
4. Agencies presenting a booth demonstration in the exhibit area will be subject to complying with all standard Campus Activities Marketplace policies regarding size or space restrictions and crowd control.
5. Booth demonstrations will be permitted during any scheduled Campus Activities Marketplace unless otherwise specified in the event schedule.
6. All food and potentially dangerous or hazardous components to booths must be submitted to the NACA Office in writing at least 30 days prior to the event and may require venue approval and additional permitting at the expense of the exhibitor.
7. Booth demonstrations and audiences attracted to those demonstrations are restricted to the area occupied by the designated booth spaces purchased. Exhibitors who demonstrate in their booths must purchase adequate booth space to accommodate their agency.
8. If a demonstration cannot fit within the purchased booth space, the demo may be eligible for presentation as an attraction space.
9. Electronic musical instruments that can be played with all sound run through headphones will be allowed on a case-by-case basis. Please contact [memberrelations@naca.org](mailto:memberrelations@naca.org) for specific permissions.

## **ATTRACTION SPACE**

1. Attraction space allows attractions or merchandise production firms to demonstrate their products to event delegates within the purchased space in the attraction area of the Campus Activities Marketplace during scheduled Campus Activities Marketplace time.
2. Live musical/vocal performance, juggling and/or hypnosis are not eligible to be considered for attraction space.
3. Campus Activities Marketplace attractions that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the exhibitor/showcaser, and that may place the participant at risk, must meet the insurance requirements outlined under the Insurance and Indemnity section.
4. Agencies presenting in attraction space will be subject to comply with all standard Campus Activities Marketplace policies regarding size or space restrictions and crowd control. Location of and permission to present in attraction space must be approved in writing by the NACA Office at least two weeks prior to the first day of the event.
5. Space in the defined attraction area will be assessed a fee of \$5.00 per square foot. Attraction space will only be available to associates that also purchase and occupy at least one booth space in the defined exhibit area. Attraction space dimensions shall be defined by each event pending the space available.
6. Attraction space and audiences attracted to those attractions are restricted to the area occupied by the space purchased. Attraction space may not be available at all venues and solely at NACA's discretion.

## CAMPUS ACTIVITIES MARKETPLACE POLICY VIOLATIONS

1. Action by exhibitors that violate NACA policy includes:

- Failing to show up at an event without first notifying the NACA Office in writing of the intent to cancel.
- Arriving late to the event without expressed written permission.
- Breaking down any element of their display, booth demonstration or attraction space prior to the close of the final Campus Activities Marketplace.
- Loading out prior to the close of the final Campus Activities Marketplace unless early departure is required as a result of medical or other emergency and permission is received on site from the designated event officials.

2. Any of the above actions will be reported to the assigned NACA Office staff member present at the event. This information will be shared with the appropriate volunteers and NACA Office staff member that will be present at future events the associate member firm will be attending. Multiple offenses will be addressed as follows:

### MEMBERSHIP CATEGORY VIOLATIONS

Associate members that have joined NACA under the SELF-REPRESENTED/ SOLO ARTIST category that are found to be distributing materials promoting artist(s) or program(s) other than themselves will be in violation of policy. Such violations will be addressed as follows:

**First Offense:** Exhibitor shall receive verbal warning from the Showcase Selection and Marketplace Coordinator and be required to either remove the materials that constitute the violation or pay the difference in the fee for a GENERAL MEMBERSHIP (either regional or national) before the opening of the next scheduled Campus Activities Marketplace. The violation will be recorded in the Campus Activities Marketplace Coordinator's report that is given to the NACA Office.

**Second Offense:** Exhibitor shall be given a written warning that outlines the policy violation, the required actions on their part and the penalty of booth closure if an additional violation occurs. This shall be communicated to them by the Showcase Selection and Marketplace Coordinator and the NACA Office. Exhibitor will be required to sign a copy of the written warning acknowledging their understanding of the policy violation and next steps. The exhibitor will be required to either remove the materials that constitute the violation or pay the difference in the fee for a GENERAL MEMBERSHIP (either regional or national) immediately. The violation will be recorded in the Campus Activities Marketplace Coordinator's report that is given to the NACA Office. The written warning will include the clarification that any additional violation of the policy will result in booth closure with no refund of any fees paid being available.

**Third Offense:** The Campus Activities Marketplace Coordinator and Board of Directors representative on site at the event will give the exhibitor a letter outlining the policy violation and previous steps that had been taken. The exhibitor shall be required to close their booth and vacate the event immediately. No refund of any membership or event fees will be available to the exhibitor and any scheduled showcase for the member at the event will be cancelled and replaced with an alternate. The violation will be recorded in the Campus Activities Marketplace

Coordinator's report. Policy violations will be tracked and will accumulate for a period of five years. During the five-year span if a First Offense occurs at any subsequent NACA event, the exhibitor shall be required to close their booth and vacate the event immediately and their NACA membership will be terminated immediately.

No refund of any membership or event fees will be available to the exhibitor and any scheduled showcase for the member at the event will be cancelled and replaced with an alternate.

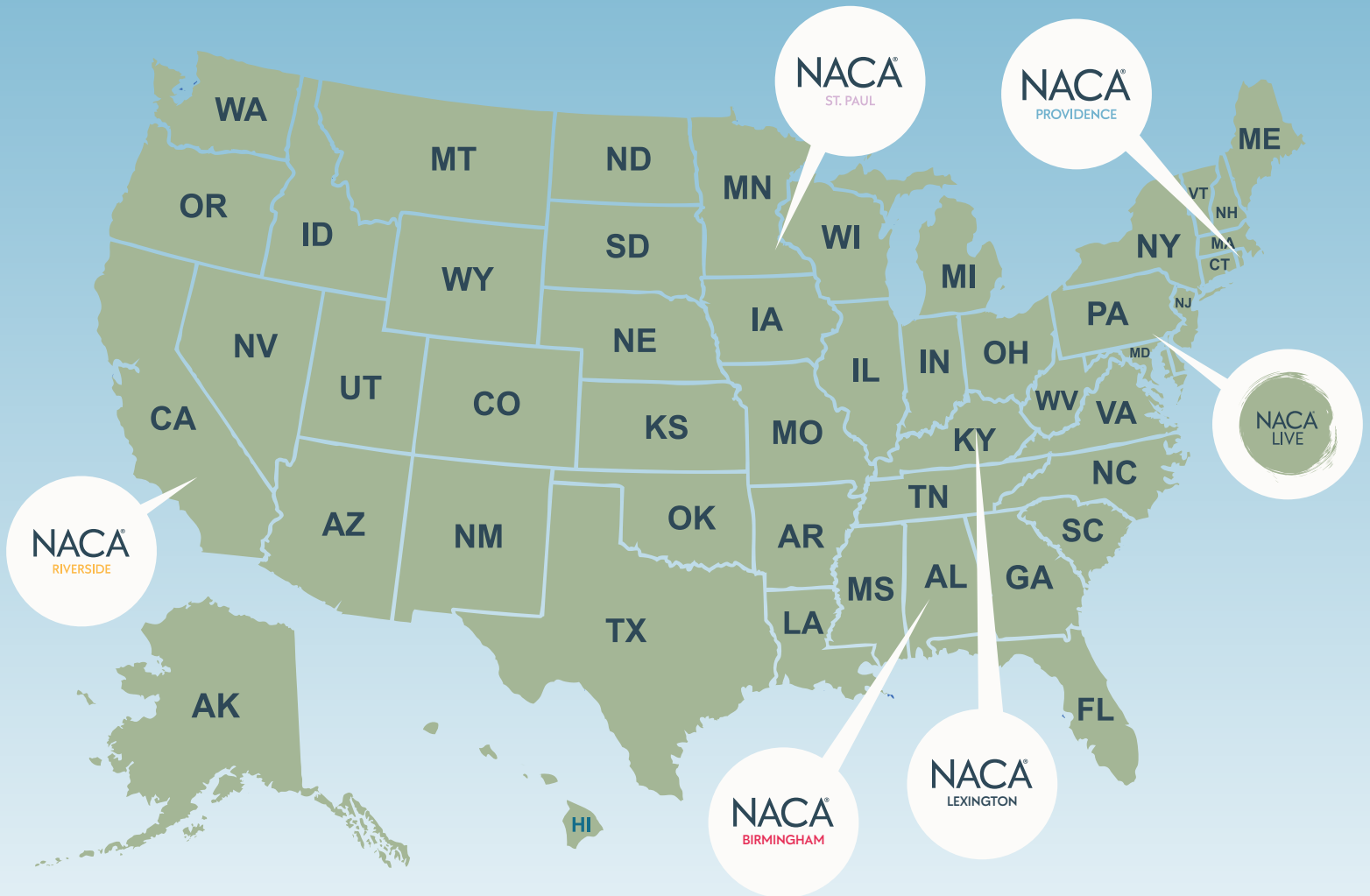
### POLICY VIOLATIONS

Violation of NACA's policies may at the discretion of NACA result in discipline, including the suspension, expulsion or termination of a member from the organization, or the expulsion or barring of an artist or volunteer from a NACA-sponsored event. The following is a partial list of grounds for discipline.

The full listing can be found at [naca.org/about/Documents/Policy\\_Violations.pdf](http://naca.org/about/Documents/Policy_Violations.pdf).

- Written or verbal abuse, which is defined as the expression of demeaning, insulting, or intimidating comments based on sex, race, color, religion, national origin, age, disability, sexual orientation, or other areas given legally protected status;
- Lewd or indecent behavior during a NACA-sponsored event or any of its activities;
- Sexual harassment during a NACA-sponsored event or any of its activities including, but not limited to: suggestions that refusal or willingness to submit to sexual advances will have an effect on membership or participation in or with NACA or any of its activities and/or the unwanted physical conduct or contact of any kind, sexual touching, advances or propositions,
- Possession or use of any weapon during a NACA-sponsored event or its activities;
- Violation of state or local laws governing the use of alcohol, or selling or distributing alcohol to underage delegates or attendees;
- Behavior as a result of consumption of alcohol that causes harm to persons or property;
- The possession, use, sale, or distribution of any drug or other substance illegal under state or federal law;
- Misusing or damaging NACA property by deliberate or reckless acts;
- Theft;
- Sending harassing, threatening, repetitive and/or abusive e-mails to NACA members, volunteers and/or Office staff;
- Arranging activities and/or events that conflict with scheduled NACA activities or events during NACA conferences, the National Convention or other NACA-sponsored programs or activities;
- Inappropriate or unauthorized use of NACA's name and/or logo – or any other Association elements – to imply endorsement, affiliation or for any other non-sanctioned purpose; The Association reserves the right to track infractions and to levy sanctions against parties

# NACA's 2024-25 Event Schedule



## CONFERENCES

NACA Providence..... Oct. 24-26, 2024  
 NACA Birmingham ..... Oct. 31-Nov. 2, 2024  
 NACA Lexington..... Nov. 7-9, 2024

NACA Riverside..... Nov. 14-16, 2024  
 NACA St. Paul..... April 3-5, 2025

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