

EXHIBITOR INFORMATION

Hyatt Regency Salt Lake City



CONFERENCE CREDENTIALS

All attendees attending the NAITC conference must be registered and have conference credentials at all times.

To expedite your check in process on the day of the event, please be sure to register for the conference in advance. If you need your sponsor or exhibitor discount code again, please email Erin Dillard at erin.dillard@conferencedirect.com.

SET-UP & TEARDOWN

Attendees will be heading offsite to Traveling Workshops and will return between 12:30 PM – 1:00 PM on Tue, 6/25. We will have Afternoon Break with Exhibitors upon their return from 1:00 PM- 1:45 PM. Please be show ready to meet and network with our attendees by 1:00 PM.

SET-UP:

Tables will be pre-assigned and company name will be on the tables. There will also be a printed exhibitor map.

- Set-up - Tue, 6/25 between 8:30 AM – 1:00 PM

TEARDOWN:

Reception with exhibitors will conclude at 6:30 PM on Wed, 6/26. We kindly ask that you do not start breaking down your table until the reception hour is over.

- Teardown - Wed, 6/26 after 6:30 PM

EXHIBITOR SCHEDULE AT A GLANCE

Times are in Mountain Standard Time. Schedule is subject to change.

Show Hours:	Tuesday, June 25, 2024	
	• Show Hour	1:00 PM - 5:30 PM
	• Afternoon Break with Exhibitors**	1:00 PM - 1:45 PM
	Wednesday, June 26, 2024	
	• Show Hour	9:00 AM - 6:30 PM
	• Morning Break with Exhibitors**	10:15 AM - 11:00 AM
	• Afternoon Break with Exhibitors**	3:00 PM - 3:45 PM
	• Reception with Exhibitors	5:30 PM - 6:30 PM

For full conference schedule, please visit the [conference website](#) and navigate over to AGENDA tab.

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DOOR PRIZE**

In order to boost exhibitor visibility and encourage attendee interaction, exhibitors will be given raffle tickets to distribute to attendees when they visit your table. These tickets will offer chances to win door prizes at each networking breaks held with exhibitors.

If you would like to donate door prize, please reach out to Erin at erin.dillard@conferencedirect.com with your desired item for approval.

SHIPPING

The Hyatt Regency has a partnership with TripHero to deliver, ship and store all group packages. The Hyatt Regency allows boxes/packages to be received (3) days prior to the event. Any packages received prior to (3) days before will be charged \$5 per day per package for a maximum of \$25. All packages will be weighed upon arrival and handling charges will be assessed. Exhibitors are responsible for their own shipping and handling fees charged by the venue.

HANDLING FEES:

Letters	\$3.00
Packages - Small (up to 10lbs.)	\$5.00
Packages - Medium (11-25lbs.)	\$10.00
Packages - Large (25-50lbs.)	\$15.00
Packages - Extra Large (50+ lbs)	\$25.00
Pallets / Oversized Packages	\$200

To ensure your packages get delivered to the appropriate place, please update the fields highlighted below and have it taped on each box.

INCOMING:

HYATT REGENCY SALT LAKE CITY
Re: 2024 NAITC Conference (Organization Name)
Atten: Event
C/O: Name of person picking up the box
170 SW Temple St.
Salt Lake City, UT 84101
Box ___ of ___

OUTGOING:

If a group has their own FedEx/UPS account, and prints their own labels, handling fees only will apply. If labels don't yet exist and need to be created, TripHero will apply a \$10 fee on top of handling and standard shipping rates to assist in processing the full shipment.

TRIP HERO CONTACT INFORMATION:

Phone: 970-688-7080 | E-mail: info@gotriphero.com | Website: gotriphero.com

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WHAT IS INCLUDED:

(1) 6'x30" table with (2) chairs. Hyatt Regency Salt Lake City is a linen-less hotel. Tablecloth will **not** be provided.

NAITCO will provide basic wifi connection at 3mbps per connection for all conference attendees to browse website and check emails. Faster internet speed can be ordered through Encore by using the link below under additional item.

ADDITIONAL ITEM:

Electrical service, power strips, and extension cords can be ordered directly from the venue for an additional fee. Exhibitor Order form can be accessed on [Event Now in the link HERE.](#)

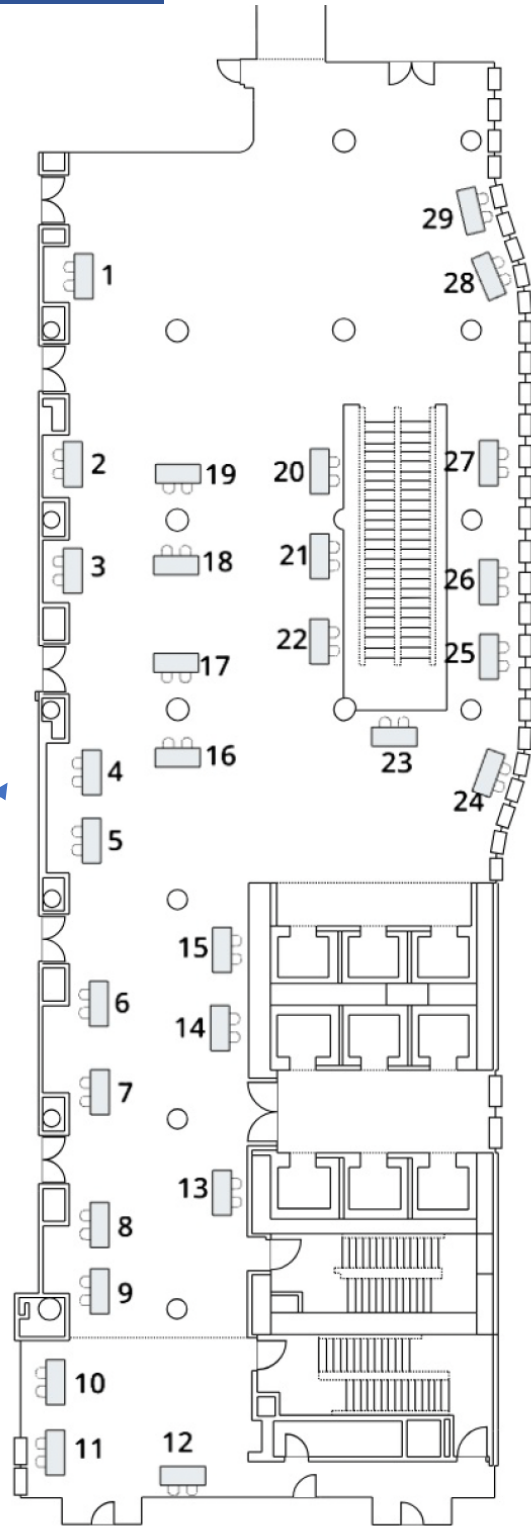
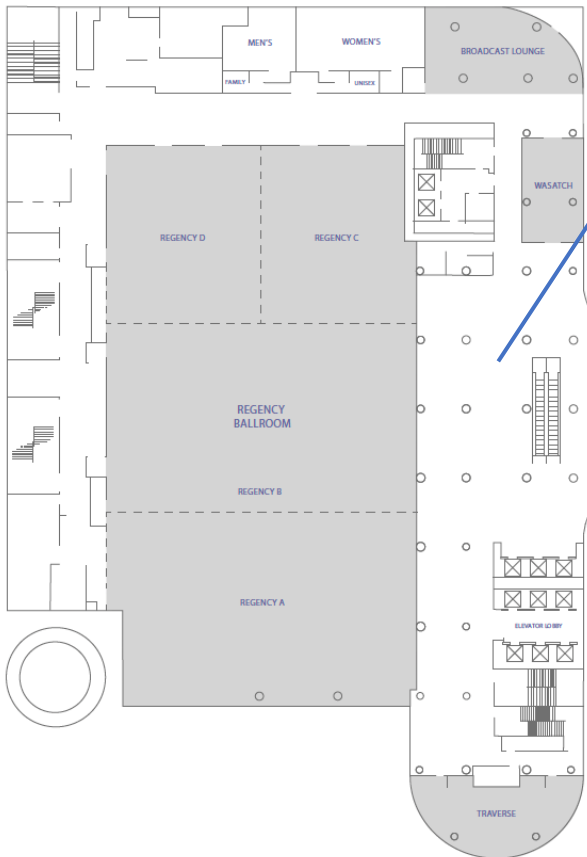
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HYATT REGENCY SALT LAKE CITY EXHIBITOR FLOORPLAN**

Level 4



** final floorplan subject to change