



Thank you for Registering as an Exhibitor for the 2025 NEAA Conference at Harrah's Resort Atlantic City, Atlantic City New Jersey on March 18-19, 2025.

**SHIPPING INSTRUCTIONS:** Ship your boxes directly to Harrah's Atlantic City to arrive no sooner than Tuesday March 12, 2025. The boxes need to be addressed as follows:

Guest Name/Cell Number  
NEAA 2025 Conference March 18, 2025  
c/o Harrah Resort  
777 Harrah's Blvd.  
Atlantic City, NJ 08401

**EXHIBITOR SETUP:** Tuesday March 18<sup>th</sup> between 11:00 AM and 4:00 PM. Tables should be ready for the opening cocktail reception that takes place on Tuesday evening at 5:30 PM to 7:30 PM in the Exhibit Hall.

**PACKAGE HANDLING:**

Please follow the shipping instructions attached. No access to the room can be made BEFORE the shipping fees have been made outside the exhibition hall. The fees for inbound and outbound boxes are \$30 for boxes and \$300 for pallets.

**EXHIBITOR BREAKDOWN:** Breakdown will start at 8pm no sooner, Anyone who breaks down their booth early will result in your company being banned from future NEAA show(s). After the closing reception in the Exhibit Hall, all Exhibitors should box up their displays and goods and put their return shipping labels on the boxes. Leave the boxes in the Vendor Hall. If you are using a shipping company other than UPS or FedEx please make arrangements to have your shipment picked up.

**GIVEAWAYS:** Attendees are always appreciative of receiving items during the classroom/speaker sessions. If you would like to contribute (equipment, gift cards, e.g.) please feel free to bring to the Show and, if possible, be in attendance to present to the attendee when their name is drawn.

**TABLES:** Each Exhibitor will be provided one six (6) foot table. We ask that due to space and height, all displays must be on the table and not exceed a total height of 9 feet on top of the table. No chairs will be provided. NO DISPLAYS ON THE FLOOR IN FRONT, BEHIND OR ON THE SIDE OF YOUR TABLE. You standing will be in front of your table. Table location will be displayed on poster outside of vendor hall. You will be choosing your booth when you register.

**ELECTRICAL and INTERNET:** Each Exhibitor's table will have access to Electricity and Wi-Fi connections at no extra charge. If additional Electrical or AV needs such as monitors are needed, please contact Shakuwra Garrett at [shakuwra.garrett@encoreglobal.com](mailto:shakuwra.garrett@encoreglobal.com)

**HOTEL RESERVATIONS:** Once you register for the conference your confirmation will provide the link to the hotel to make your reservations.

**PARKING RATES:**

Self-parking Monday to Thursday is \$15 per day for **Hotel Guests.**

Valet Parking for Hotel Guests is a one-time fee of \$20

**Retail / **Day trippers****

Self-parking is \$10 Monday to Thursday

Valet Parking is \$25 Monday to Thursday

Any additional questions, please feel free to call Ruth Gorski, NEAA Board Member (516) 427-7201.