



ANNUAL MEETING BOOTH GUIDELINES

Dear Members,

We are excited to welcome you to the Allied Reception at the upcoming National Slag Association (NSA) Annual Meeting in Naples, Florida, taking place September 14–16, 2026.

Below are the specifications and guidelines to ensure a smooth and successful event for all participants:

Booth Reservation Process

- Booth spaces must be reserved during the event registration process.
- Each organization should designate **one representative** to reserve the booth on behalf of the company to avoid duplicate reservations.
- If you complete your registration and realize you did not select a booth space, please contact the NSA Planning Committee (nsapcom@nationalslag.org) as soon as possible to request a modification to your registration. Booth assignments are not guaranteed until confirmed.

Booth Specifications

- Each booth will include a 6-foot-long banquet table (72" L × 30" W × 29–30" H)
- Two complimentary chairs will be provided per table
- Custom tablecloths are encouraged to identify your company name and branding

Giveaways and Sponsorship Opportunities

- Booths may be included in the Allied Bingo activity, with companies featured more prominently across multiple bingo card variations in proportion to their sponsorship level.
- Members who are event sponsors may contribute items to the NSA welcome bag distributed to all attendees. To ensure inclusion, donated materials must be received by the resort no later than September 11, 2026. All items are subject to prior approval, and sponsors must communicate the specific donation item to the Planning Committee (nsapcom@nationalslag.org) in advance to confirm suitability and space availability within the welcome bag. Non-sponsoring members are welcome to place giveaway items in their booths if they choose.
- Sponsoring participants will receive priority in selecting their preferred booth locations in the ballroom once room layouts are finalized and approved by the venue.
- Banners recognizing each company's sponsorship level will be provided, and participating booths are welcome to display them if they wish.

Shipping and Booth Logistics

- Members may ship all items in advance to the address provided below. *Please note that storage and shipping fees may apply.*
- All members shipping materials must add their company and shipment details to the **2026 NSA Annual Meeting Shipment Log** to ensure proper tracking and delivery coordination.

The Ritz-Carlton Naples
c/o National Slag Association & YOUR NAME
280 Vanderbilt Beach Road
Naples, FL 34108

Shipping and Booth Logistics (continued)..

- If electrical service is required for your display booth, please contact the Planning Committee (nsapcom@nationalslag.org) for additional information and coordination. *Please note that additional fees may apply for electrical access and related services.*
- Members may begin booth setup at 12:00 PM local time on September 14, 2026. All booths must be fully installed no later than 5:00 PM that day.
- Booths must be dismantled immediately following the conclusion of the general session on Wednesday, September 16, 2026, and fully cleared from the ballroom no later than 4:00 PM local time.
- The National Slag Association and the hosting resort assume no responsibility for materials or equipment remaining in the ballroom after 4:00 PM.

We are looking forward to your participation and are confident that your presence will contribute to a dynamic and engaging event. Should you have any questions regarding your booth, shipping, or sponsorship opportunities, please do not hesitate to contact us.

Thank you for your continued support of the NSA, and we look forward to seeing you in Naples!

Sincerely,

The NSA Planning Committee

National Slag Association

Email: nsapcom@nationalslag.org