



**To Our Valued NACC Vendors**  
**Enhance your experience and drive more customers to your booth**  
**by participating in the 7th Annual Scavenger Hunt.**



NACC is pleased to offer to all vendors an opportunity to participate in our Scavenger Hunt being held during the trade show this has help build excitement and drive customers to all vendors booth that **opt-in to participate in the Scavenger Hunt.**

## Here Are the Details

### Step 1.

As an exhibitor in the trade show, you will first need to agree to be a participant in the Scavenger Hunt. \_\_\_\_\_ NO, I don't want to participant.

Company Name: \_\_\_\_\_

(If you do not wish to participate no additional action is required)

### Step 2.

If you agree to participate:

- Commit to **the number of** Scavenger Hunt Casino Cash prizes you are offering
- EACH Casino Cash Prize is a **\$20 cash bill that you must bring to your booth to give away.** For each Cash Prize (\$20 cash bill) you commit to you will receive one random Scavenger Hunt number that you will have at your booth.
- If your company would prefer to provide \$20 gift cards instead of cash that will be allowed.
- If your company paid additional scavenger hunt funds when registering for the conference the NACC will provide you with the \$20 cash bills the morning of the trade show.

- If you need an invoice to requisition funds, contact the Executive Director at the NACC office and he will generate an invoice.  
info@nacc-online.com

All attending NACC members will receive a random Scavenger Hunt number as part of their conference registration to try and find the Vendor who has their matching number.

Example: J & J is sponsoring 5 Prizes (5 -\$20-dollar bills). J & J will receive 5 random numbers that correspond to 5 -NACC members' numbers. J & J will display those five numbers at their booth.

### Step 3.

NACC members will receive instructions before the trade show identifying the Scavenger Hunt Booth Participants. This will ensure that the members will stop at your booth to see if they are one of the Cash winners.

### **Participation Commitment \*\*\*\*\*Return below to Executive Director\*\*\*\*\***

We ask that you review this opportunity and confirm your participation in the Scavenger Hunt by completing below -save the document and e-mail it to:  
Chuck Aldridge NACC Executive Director [info@nacc-online.com]

\_\_\_\_\_ **Yes,** I commit to participating in the Scavenger Hunt.

\_\_\_\_\_ (Insert) Company Name.

Our company is committing to supply \_\_\_\_\_ number of prizes

- Each Prize is a \$20 cash bill is equal to ONE Booth Prize



**Thank you for considering participation in this fun, exciting NACC booth promotion.**

## **VENDOR INFORMATION**

NACC Conference  
UNLV – June 16-18, 2020  
Trade show June 17<sup>th</sup> 10:45 A.M. – 2:00 P.M.

### **Booth Number**

Booth number will be emailed no later than May 28<sup>th</sup>. We require all electrical requirement forms returned before we can finalize booth numbers.

### **GENERAL INFORMATION**

Host Hotel is the South Point Hotel and Casino. You can call them directly for reservations 702-796-7111 and mention the National Association of Collegiate Concessionaires (NACC) group code: NAC0604 or go to the NACC website, conference page where there is a direct link to reservations, to receive the discount room rate. Special conference room rate of \$70, plus tax per room night and includes a complimentary hot breakfast each day. Rooms are available until **May 1<sup>st</sup>**, or until our block of rooms are sold out.

The conference begins on Tuesday, June 16<sup>th</sup> with a **Member/Vendor tour of Hoover Dam and Top Golf**. The bus is leaving the host hotel at 8:15 A.M. We will head up to the Hoover Dam and take an approximate 1-hour tour. After the tour, we will head to Top Golf to enjoy lunch and have some fun golfing. This tour is an additional cost of \$150, contact Chuck Aldridge NACC Executive Director to get your sales reps on the list for the tour.

**Welcome Reception/Dinner**, the member/vendor welcome reception is being held at the Thomas and Mack Center on the UNLV campus. We will start with a few drinks, relaxing and socializing. The NACC members will then be treated to an amazing dinner experience catered by the UNLV team. Provide the name of all vendor members attending this event by **May 10<sup>th</sup>**

The Ron Athey Award recipient will be announced after dinner at the Thomas and Mack Center.

**Trade show** is scheduled for Wednesday, June 17<sup>th</sup> from 10:45 A.M. – 2:00 P.M. at UNLV's Thomas and Mack Center. Vendors can start setting up their booths from 3:00-5:00pm on Monday June 15<sup>th</sup> or 7:45 A.M. on Wednesday June 17<sup>th</sup>.

You can pick up your registration packet for the conference at The South Point Hotel and Casino on Monday 15<sup>th</sup> 11:00 A.M. – 7:00 P.M., Tuesday 16<sup>th</sup> 10:00A.M. – 4:00 P.M. or at Thomas and Mack Center, Wednesday 17<sup>th</sup> from 8:00 A.M.-9:30 A.M.

**Your name badge WILL BE REQUIRED** to enter each of the activities. This includes the Opening Reception and Dinner on Tuesday night.

**Vendor Appreciation Reception and Dinner will be held Wednesday**. Bus will leave the host hotel at 6:00 P.M. The evening will begin with a reception held at the Tournament of

King located at the Excalibur Hotel. Members will be treated to drinks, dinner and a great show! This is another great opportunity to meet members in a social environment and build relationships. Provide name of vendor member attending this event by **May 10<sup>th</sup>**.

Winner of the Cres Cor will also be announced after dinner.

**Lunch Thursday** will be at the South Point Hotel and Casino between education sessions. Please join the group all day and learn about what the concession manager's issues may be that your company can help with.

**Dinner Thursday** night will be at the South Point Hotel and Casino. Vendors will have another chance to sit with a mix of University members and grow relationships throughout the evening. Provide name of vendor member attending this event by **May 10<sup>th</sup>**.

**Education Sessions** – Wednesday - Thursday we will be conducting various educational sessions located on campus at the athletic facilities, please join the group every day and learn more about the University concession operation.

**All vendors are invited** to join conference education sessions, UNLV athletic facility tours and meals. Please see the website for updated conference information, [www.nacc-online.com](http://www.nacc-online.com).

### **VENDOR SET-UP, BREAK DOWN AND ON-SITE REGISTRATION**

The trade show will be held at UNLV's Thomas and Mack Center on June 17<sup>th</sup> from 10:45 A.M. to 2:00 P.M. (Note: Trade will open right after we do a group picture outside of the arena.)

**Name Badges** will be provided based on the names submitted on your company trade show registration form. Should there be any name changes, please contact Chuck Aldridge NACC Executive Director at 301-448-9560 or by email at [info@nacc-online.com](mailto:info@nacc-online.com) by **May 10<sup>th</sup>**. **NAME BADGES WILL BE REQUIRED FOR ALL MEALS AND OTHER ACTIVITIES.**

**Move-In** - Vendors will be able to move in Tuesday, June 18<sup>th</sup> 3:00 P.M. – 5:00 P.M. and Wednesday, June 17<sup>th</sup>, 7:45 A.M. – 10:30 A.M. (**Vendors must be set-up by 10:30 A.M.**)

**Move-Out** – Vendors can break down booths starting at 2:00 P.M., June 17<sup>th</sup>, all areas will be cleared out by 4:00 P.M., June 17<sup>th</sup>.

**Vendors must pick up their registration packet prior to setting up their booth.** Registration is available at the Host Hotel and The Thomas and Mack Center doors on Wednesday morning:

Monday, June 15<sup>th</sup> 11:00 P.M. – 7:00 P.M. at the hotel

Tuesday, June 16<sup>th</sup> 10:00 A.M. – 4:00 P.M. at the hotel

Wednesday, June 17<sup>th</sup> 7:45 A.M. – 10:00 A.M. at the Thomas and Mack Center

Please remember that an **Insurance Certificate must** be on file with your trade show

booth application. Please plan to submit a valid policy as soon as possible that covers you through the show. Each vendor must carry a comprehensive general commercial liability policy in the amount of one million dollars with the National Association of Collegiate Concessionaires, and UNLV as additional insured. This **Insurance Certificate** form can be faxed or mailed to the NACC office (fax # contact Chuck Aldridge, mailed – 911 Kingsbridge Terrace Mount Airy, MD 21771). Insurance certificates must be received by **May 10<sup>th</sup>**.

Booth information each booth will be 10 x 10 or 10 x 8, with an 8' draped table, an 8ft high back drape and 3 ft side rail drape. Color will be Black. There will be space for food carts. Contact Shawn Corr at (702) 895-2064 office (702) 715-3215 cell or by email [shawn.corr@unlv.com](mailto:shawn.corr@unlv.com)

Electrical requirements form in this packet **must** be submitted by **May 10<sup>th</sup>**, 2019 to the NACC fax number on the form.

If you require any additional trade show information please call Chuck Aldridge, at the following numbers.

Chuck Aldridge, NACC Executive Director  
911 Kingsbridge Terrace  
Mount Airy, MD 21771  
(301) 448-9560 cell/office  
[info@nacc-online.com](mailto:info@nacc-online.com)  
[www.Nacc-online.com](http://www.Nacc-online.com)

Shawn Corr, NACC Assistant Executive Director  
(702) 715-3215  
[socialmedia@nacc-online.com](mailto:socialmedia@nacc-online.com)

Maria Dos Santos  
UNLV  
(702) 895-4170 office  
(702) 376-8220 cell  
[maria.dossantos@unlv.edu](mailto:maria.dossantos@unlv.edu)

### **LOGOS & TRADEMARKS**

Vendors may request a one-time use of the new NACC logo on promotional products to be given away during the show. There is no fee for this. Please contact, Chuck Aldridge NACC Executive Director for permission to use the NACC logo.

### **ELECTRICAL SERVICE REQUIREMENTS (deadline **May 10<sup>th</sup>**)**

120 Volt service will be provided at no charge. Please supply **exact requirements** for electrical needs by **May 10<sup>th</sup>** to ensure power is supplied to your booth. 208 Volt service is available on a limited basis for an additional charge of \$250. Please contact us with any special needs. (We don't have 220 volt or 240 volts available)

Power requirements options:

No Power is required at our booth:

120 – Volt 5 amps:

120 – volt 10 amps:

120 – Volt 15 amps:

120 – Volt 20 amps:

Additional Power requirements (\$250 charge)

208 – Volt single phase 20 amp:

208 – Volt single phase 30 amp:

### **SHIPPING TRADE SHOW EQUIPMENT & SUPPLIES**

The Thomas and Mack Center will accept and store your shipments beginning on Thursday, **May 30<sup>th</sup>**. There is refrigerator and freezer space available if needed. Please mark all shipments if your product requires refrigeration or the freezer.

All items must be shipped out by Thursday, **June 20<sup>th</sup>** via UPS, Fed Ex, or Common Carriers.

**It is the responsibility of each Vendor to tag their shipment.**

Contact Shawn Corr at (702) 895-2064 office (702) 715-3215 cell for additional size restrictions or help and shipping information.

Please ship all of your materials to:

**FOR ALL OTHER MATERIALS SHIPPED: MARK YOUR SHIPMENT WITH ONE OF THE BELOW TITLES:**

**Option #1: NACC TRADE SHOW BOOTH – arrive by June 11<sup>th</sup>**

**Boxes must be CLEARLY LABELED “TRADESHOW BOOTH PRODUCT AND EQUIPMENT”**

NACC Trade Show  
C/O Shawn Corr  
4505 Maryland Parkway  
Box 0003  
Las Vegas, NV 89154

**Attn: Shawn Corr**

(702) 895-2064 office (702) 715-3215 cell

**Option #2: NACC WELCOME BAG ITEMS (sample or product literature) – arrive by May 24<sup>th</sup>**

**Boxes must be CLEARLY LABELED “WELCOME BAG ITEM”**

**Option #3: TRADESHOW PRIZES – arrive by May 24<sup>th</sup>**

**Boxes must be CLEARLY LABELED “TRADESHOW PRIZE ITEM”**

**SHIPPING AND MAILING INSTRUCTIONS FOR WELCOME BAG SAMPLES AND PRIZES**

NACC Trade Show  
C/O Shawn Corr  
4505 Maryland Parkway  
Box 0003  
Las Vegas, NV 89154

**Attn: Shawn Corr**

(702) 895-2064 office (702) 715-3215 cell

For **Welcome Bag samples, or Prize Drawing Items Only** – Conference Sponsors and Vendors are encouraged to provide product samples, promotional items, drawing gifts, shirts, cups, etc. that will be included in either members welcome bags at registration or as donations for prizes that are given to members after the tradeshow.

In order to qualify for these tradeshow prizes, University members must stop by the conference sponsor booths at the tradeshow. The NACC will have a questionnaire that members walk through the tradeshow with and it will require the vendor to sign. All prizes and promotional items should arrive **No Later than May 24th, 2019 to:**

NACC Trade Show  
C/O Shawn Corr  
4505 Maryland Parkway  
Box 0003  
Las Vegas, NV 89154

**Attn: Shawn Corr**

(702) 895-2064 office (702) 715-3215 cell

**FIRE AND SAFETY REGULATIONS**

All fire and safety regulations will be strictly enforced. Each vendor assumes responsibility for compliance with such regulations. All decorations and booth equipment must be fire resistant, and electrical wiring must meet all safety requirements of UNLV. Combustible material shall not be stored in the Thomas and Mack Center.

**LIABILITY**

Vendor assumes all risk and responsibility for attending the NACC Trade show. Vendor agrees that neither NACC nor UNLV, nor any of their respective shareholders, directors, officers, employees, representatives, agents, contractors, subcontractors, attorneys, insurers, and all other persons related to or associated with the NACC and UNLV, shall be held liable to any entity or individual for any loss, damage, or injury arising out of or relating to (i) the exhibit or property of vendor, (ii) any use of the exhibit booth space by vendor, (iii) any negligent, intentional or other act or omission of vendor (or any of vendor's officers, employees, representatives, agents or independent contractors), (iv) any violation of law, code, regulation, ordinance, instruction, guideline or other rule, including, without limitation, these rules, by vendor (or any of vendor's officers, employees, representatives, agents or independent contractors) or (v) any product or service of vendor.

Each event listed in subparagraphs (i) through (v), above, is hereinafter called an Indemnified Event.

**INDEMNIFICATION**

Vendor agrees to indemnify and hold harmless NACC, UNLV, and their respective shareholders, directors, officers, employees, representatives, agents, contractors, subcontractors, attorneys, insurers, and all other persons related to or associated with NACC and UNLV, from any and all claims, threats, damages, injury, losses, liability, suits, actions, demands, judgments, proceedings (whether legal, equitable, administrative, or otherwise), costs, and expenses (including without limitation reasonable attorneys' fees and expenses)



relating to or arising from an Indemnified Event.

### **SUBLETTING OF EXHIBIT SPACE**

Vendors may **NOT** assign, sublet or apportion to any other entity or individual all or any part of the exhibit space allocated and may not advertise or display goods or services other than those produced or sold by said vendor in the regular course of business.

### **MISCELLANEOUS**

Vendors are responsible for setting up your own booth display and moving supplies to and from your booth. NACC and UNLV staff will provide delivery of the products that they are storing. Please coordinate delivery in advance with Shawn Corr at the UNLV.

We recommend that you bring your own extension cords. UNLV will not provide extension cords in your booth.

Food, beverage, merchandise samples and handouts are permitted and **strongly encouraged!**

Booth Numbers and assignments will be available after May 28, 2019. We will email each company contact person with the booth number by May 28, 2019. Contact Chuck Aldridge NACC Executive Director, for booth location information.

Make plans to join us for the Vendor's Appreciation Dinner on Wednesday night after the trade show!

Again, Vendors are welcome to participate in **all** conference educational sessions as well as other activities. This extra time with conference participants provides more opportunity to network with potential clients.

Thank you,  
Chuck Aldridge  
NACC Executive Director  
(301) 448-9560 cell/office  
Fax  
[info@nacc-online.com](mailto:info@nacc-online.com)



## NAME BADGE FORM

Complete form and return by **May 10<sup>th</sup>, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to [info@nacc-online.com](mailto:info@nacc-online.com). NACC conference Sponsors can bring up to **3 sales reps, all must have a paid membership.**

If you have signed up for a booth only your company can sign up **2 sales reps, both must have a paid membership.** Any additional sales reps will cost **\$200 each plus a \$250 membership if they have not already paid this.** If you need to pay additional membership or the additional sales rep fee, please call Chuck with payment information or provide credit card information below.

COMPANY NAME: \_\_\_\_\_

	NAME	TITLE	T-Shirt Size
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____ (sponsors only)

Additional fee for additional sales reps and membership if needed

Total Amount: \$ \_\_\_\_\_

( ) Master Card ( ) Visa ( ) American Express, Security Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Credit Card Account #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Statement Mailing address: \_\_\_\_\_

Statement mailing Zip Code (required): \_\_\_\_\_

Who should the receipt be emailed to: \_\_\_\_\_

**NAME BADGES WILL BE REQUIRED FOR ALL DINNERS AND OTHER ACTIVITIES.**



## TUESDAY ACTIVITY FORM

Complete form and return by **May 10<sup>th</sup>, 2019** to Chuck Aldridge by Fax **NUMBER** or email to [info@nacc-online.com](mailto:info@nacc-online.com). NACC conference Sponsors can bring up to **3 sales reps**, that are included in the sponsorship fee paid.

If you have signed up for a booth only your company needs to pay for the Tuesday Activity. The additional fee per sales reps is **\$150 each**. Please provide payment information below on this form or call Chuck Aldridge with payment information.

COMPANY NAME: \_\_\_\_\_

NAME

TITLE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ (sponsors only)

Additional fee for additional sales reps and membership if needed

Total Amount: \$ \_\_\_\_\_

( ) Master Card ( ) Visa ( ) American Express, Security Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Credit Card Account #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Statement Mailing address: \_\_\_\_\_

Statement mailing Zip Code (required): \_\_\_\_\_

Who should the receipt be emailed to: \_\_\_\_\_

**NAME BADGES WILL BE REQUIRED FOR ALL DINNERS AND OTHER ACTIVITIES.**



Complete form and return by **May 10<sup>th</sup>, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to [info@nacc-online.com](mailto:info@nacc-online.com)

**ELECTRICAL SERVICE REQUIREMENTS (deadline May 10<sup>th</sup>)**

120 Volt service will be provided at no charge. We need you to supply **exact requirements** for electrical needs by **May 10<sup>th</sup>** to ensure power is supplied to your booth. Please contact us with any special needs.

**Power requirements (no charge):**

No Power is required at our booth: \_\_\_\_\_

120 – Volt 5 amps: \_\_\_\_\_

120 – volt 10 amps: \_\_\_\_\_

120 – Volt 15 amps: \_\_\_\_\_

120 – Volt 20 amps: \_\_\_\_\_

**Additional Power requirements (\$250 charge):**

208 – Volt single phase 20 amp: \_\_\_\_\_

208 – Volt single phase 30 amp: \_\_\_\_\_

**Credit Card Information for 208 power:**

Total Amount: \$ \_\_\_\_\_

( ) Master Card ( ) Visa ( ) American Express, Security Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Credit Card Account #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Statement Mailing address: \_\_\_\_\_

Statement mailing Zip Code (required): \_\_\_\_\_

Who should the receipt be emailed to: \_\_\_\_\_



## On-Site Emergency Contact Form

Complete form and return by **May 10<sup>th</sup>, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to [info@nacc-online.com](mailto:info@nacc-online.com)

Please provide the name and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your representative in the event of an emergency or questions.

**This information will be kept confidential**

Exhibiting Company: \_\_\_\_\_

On-Site Contract Person: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

email: \_\_\_\_\_

Home Phone (if staying locally): \_\_\_\_\_

Back-up contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_



## Conference Meals

Complete form and return by **May 10<sup>th</sup>, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to [info@nacc-online.com](mailto:info@nacc-online.com).

Please provide the name of each sales rep that will be attending the meals during the NACC conference.

**Tuesday Night Dinner – Strip View Pavilion- Thomas and Mack Center- UNLV**  
**Dinner seating will be prearranged by the NACC Executive Director. Vendor members will be seated with a variety of University Concession managers and vendor members at each table.**

NAME	TITLE
1. _____	
2. _____	
3. _____	(sponsors only)

### Wednesday Morning / Lunch at the trade show floor

NAME	TITLE
1. _____	
2. _____	
3. _____	(sponsors only)

### Wednesday Night Dinner at Tournament of Kings- Excalibur Hotel

NAME	TITLE
1. _____	
2. _____	
3. _____	(sponsors only)



**Thursday Lunch at the South Point Hotel and Casino**

NAME

TITLE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ (sponsors only)

**Thursday night dinner at South Point Hotel and Casino**

NAME

TITLE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ (sponsors only)