

Dear Exhibitor:

We are excited to welcome you to the 2026 NAFCC Western Regional Conference! We truly appreciate your participation and the value you bring to this event.

Below, you'll find important information to help you prepare for exhibiting. **Please review this email carefully, as it contains key details to ensure a smooth and successful experience.**

LOCATION AND CONFERENCE CHECK-IN

The conference will take place at the:

College of Southern Nevada- North Las Vegas Campus
3200 E Cheyenne Ave, North Las Vegas, NV 89030

Registration will be located in Building E – Main East Wing. **Please check in at the designated exhibitor registration area before proceeding to the exhibit space.**

The exhibit hall will be located in Building E Main East Wing, June Whitley Lounge.

EXHIBIT HALL PASSES & CONFERENCE REGISTRATION

Each exhibitor booth includes **two (2) exhibit hall-only passes**. These passes provide access to the exhibit hall only and do not include access to the general sessions or breakout sessions.

Additional exhibit hall-only passes may be purchased for **\$50 per pass** [here](#).

Exhibit representatives who wish to attend the full conference must register separately as attendees using the [conference registration link](#).

EXHIBIT MOVE-IN

Saturday, October 17, 2026: 6:30am – 7:30am

All crates and empty boxes must be off the show floor by 7:30 am

EXHIBIT HALL SHOW HOURS

Saturday, October 17, 2026: 7:30am – 3:30pm

EXHIBIT MOVE-OUT

Saturday, October 17, 2026: 3:30pm-4:30pm

Exhibitors may begin dismantling their booths following the conclusion of the conference at 3:30 PM. If needing to leave before 3:30pm please inform NAFCC Staff no later than Thursday, October 15, 2026

BOOTH STAFFING

Exhibitor booths should remain staffed during the following recommended engagement hours, when attendee traffic and engagement are typically highest. While the exhibit hall will be open during the full posted hours, the times listed below reflect peak engagement periods for exhibitors.

Saturday, October 17, 2026:

- 7:30am - 8:30am (Registration and Breakfast)
- 8:45am - 9:00am (Session Break)
- 10:30am - 10:45am (Session Break)
- 1:30pm - 1:45pm (Session Break)
- 3:00pm - 3:30pm (Exhibitor Peak Time)

EXHIBIT SPACE ASSIGNMENTS

We will share during check-in and show you to your table.

SHIPPING & MATERIALS

- If needing to ship materials for your booth, the closest UPS Store is located about 5 minutes away. Including full packing and shipping and also printing.
- Address: 2035 Civic Center Dr Ste 2035 North Las Vegas, NV 89030
Hours:
 - Monday-Friday 7:30am – 8:00pm
 - Saturday 10:00am- 5:00pm
 - Sunday 10:00am- 3:00pm
- Complete the Package Agreement form attached to receive packages. There is a fee of \$15 for each package, no additional storage fee however all packages need to be picked up within 5 days of UPS receiving the package. Email completed forms to store7092@theupsstore.com
- **It is the responsibility of the vendor to plan accordingly when shipping to and from conference.**
- Exhibitors planning to arrive by car with booth materials, rather than shipping, should follow the campus arrival instructions provided below. Transporting for setup/breakdown is the responsibility of the vendor, no guarantee of dollies/carts for use.

ELECTRICITY, AUDIO-VISUAL, AND TABLE ITEMS

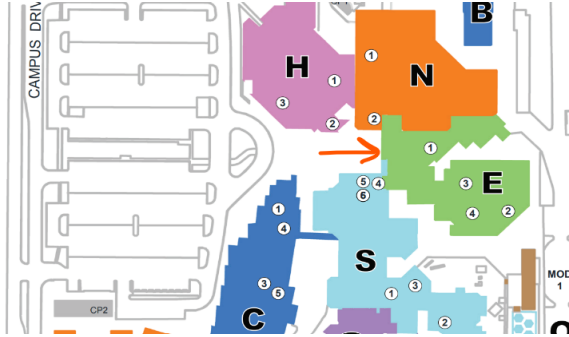
Exhibit space includes:

- 6' Table
- Two Chairs
- Wastebasket

Please note that electricity and WIFI, a standard electrical outlet, are included with your exhibit table.

PARKING INSTRUCTIONS

- All exhibitors will park in the parking lot adjacent to building E. See image below.



WHOVA APP

Whova will serve as the official event platform for this year's conference, enabling exhibitors to exchange contact information with attendees and more. Within Whova, each attendee has a personal QR code that can be scanned to exchange contact information directly.

- Have attendees select their initials in the upper left-hand corner. The menu will open.
- From the menu select "My contact info & QR Code"
- Make sure the attendee has their information filled in before clicking on view at the top.
- Once an attendee clicks on view, the QR Code will appear for you to scan and have their contact info.

DOOR PRIZES

Each exhibitor is **required** to donate a door prize, which will be collected by a NAFCC team member upon arrival on Saturday, October 17th.

To help ensure a smooth distribution process, we kindly ask that donated items be of a manageable size. We want to avoid placing any additional shipping burden or cost on attendees who may need to transport prizes home.

Please note that this door prize donation is separate from any items or giveaways you may choose to include at your table.

EXHIBIT HALL PASSPORT CONTEST

This year, NAFCC is hosting an Exhibit Hall Passport Contest to encourage attendees to visit every booth. Each attendee will receive a passport at check-in, and each exhibitor will receive stamps or stickers to give to attendees when they stop by your table. Attendees who complete their passport will be entered into a raffle.

Your stamps or stickers will be provided by a NAFCC team member when you arrive. Please keep them at your table throughout exhibit hours so attendees can easily get their passports marked. The passport contest is separate from the door prize donation, and no additional prize is required from exhibitors.

Have questions about the conference? Please reach out to the conference team at conference@nafcc.org.

Thank you again for your support of the 2026 NAFCC Western Regional Conference. We look forward to seeing you soon!