



NNA 136th Annual Convention & Trade Show
Hyatt Regency San Francisco | Oct. 6-8 | San Francisco, CA

We're looking forward to seeing you at the NNAF Convention in San Francisco! Here are some important details to help with planning and a few things we need from you as soon as possible.

PLAN YOUR PARTICIPATION

[General Rules & Regulations](#)

Hotel

If you have not yet booked your hotel you can do so online at hotel.nnafoundation.org or by calling (415) 788-1234. Cutoff for our block rate is Monday, Sept. 12, but rooms may sell out sooner. NNA rate starts at \$169 plus tax. *Important Note: Do not book your hotel through any outside company that may contact you (even if they claim they are with NNA - they are not).*

Decor

Your booth automatically includes a standard six foot table, chairs and a wastebasket, and the trade show area is carpeted. If you have additional needs for your booth, these can be secured through Freeman by [visiting their website](#).

Convention Program

All exhibitors will receive a listing in the Convention Program based on the information you provided when you registered. You may also purchase an ad. If you are including an ad in the Convention Program, materials are due by Thursday, Aug. 4. Please send to carrie@plan4growth.com.

Half page	\$175*	3.75"w x 4"h
Full page	\$300*	3.75"w x 8"h

* Add \$100 for full color ads.

Shipping Trade Show Materials

Shipping for all Trade Show materials will be coordinated through Freeman by [visiting their website](#).

Registration Bags

[Convention Sponsors](#) may include a promotional item or information in the registration bags. Registration bag materials must arrive not later than Oct. 4 but not before Sept. 30 to guarantee insertion into the bags. Please notify Carrie Ybarra at carrie@plan4growth.com if you plan to send something.

NNAF members receive discounted shipping through UPS. You can sign up by calling 1-800-MEMBERS or go to www.savewithups.com/nna to enroll.

Boxes should be addressed to:

Hyatt Regency San Francisco
5 Embarcadero Center
San Francisco, CA 94111
Attn: Lynne Lance and Joey Ilagan

Registration List

The registration list, including email addresses, will be sent to you two weeks prior to the Convention for you to use in pre-Convention outreach. You will receive the final list of attendees following the Convention for marketing follow-up.

PLINKO Draw Prizes

Attendees receive PLINKO chips at registration, and each vendor will receive a PLINKO chip to give to one attendee who makes a big impression. Contact carrie@plan4growth.com by Thursday, Aug. 4 to let us know if you would like to donate a PLINKO prize. You will receive recognition as the donor of the prize and winners will have their photo taken at your booth.

AT THE CONVENTION

Trade Show & Social Schedule

Thursday, Oct. 6, 2022

8 a.m.–12 p.m.	Move In
12:30–5 p.m.	Exhibit Hall Open
12:30–3 p.m.	Ice Cream Social in the Exhibit Hall
3–4 p.m.	Solutions Start Here!
4–5 p.m.	Trade Show Grand Opening Reception
5:30–9 p.m.	Extravaganza Dinner Cruise (<i>boarding from 5:30 to 6 p.m.</i>)

Friday, Oct. 7, 2022

8–9:30 a.m.	Opening Breakfast, Flag Ceremony & Keynote Speaker
9:30 a.m.–4 p.m.	Exhibit Hall Open
9:30–10:30 a.m.	Session
10:30–11:30 a.m.	Break in Exhibit Hall
11:30 a.m.–12:30 p.m.	Flash Sessions
12:30–2:30 p.m.	Lunch with Exhibitors
1:15–3:30 p.m.	Sessions/Meeting
3:30–4 p.m.	Break in Exhibit Hall
4–5 p.m.	Move Out
4–5 p.m.	Great Idea Exchange
5–6 p.m.	Trade Show Closing Reception

Solutions Start Here!

A highlight of the trade show is the popular Solutions Start Here! Session from 3 to 4 p.m. on Thursday, Oct. 6. This is your chance to shine a spotlight on the valuable services you provide.

[Find guidelines and submit your application form](#) by Thursday, Aug. 4.

Thursday Afternoon Ice Cream Social in Exhibit Hall

The trade show area is open for an Ice Cream Social from 12:30 to 3 p.m. on Thursday afternoon to anyone you would like to invite. If you have local customers or prospects, they may visit you in the exhibit hall by dropping off their business card at the door.

Pre- and Post-Convention Advertising

If you wish to promote your services in Publishers' Auxiliary (our monthly member newspaper) leading up to and following the Convention, remember these dates:

- September Pre-Show Issue - Deadline Aug. 23
- October Issue - Deadline Sept. 20
- November Convention & Trade Show Wrap Up Issue - Deadline Oct. 25
- December Issue - Deadline Nov. 15