

## Long Beach 2021 Winter Conference FAQ's

1. Where and when is the 2021 Winter Conference?

The 2021 Winter Conference will be held at the Long Beach Convention & Entertainment Center in Long Beach, California from February 4 – February 9, 2021. All workshops, meetings, events and exhibits will be held at the Long Beach Convention & Entertainment Center, unless specified otherwise.

2. What are the Exhibit dates?

The Exhibit dates are February 7, 8, and 9, 2021, in exhibit halls' A & B of the Long Beach Convention & Entertainment Center.

3. What are the Exhibit Hours?

### **SHOW HOURS:**

- Sunday, February 7, 2021 4:00pm - 6:00pm
- Monday, February 8, 2021 10:00am - 2:00pm
- Tuesday, February 9, 2021 9:00am - 12:00pm
- Tuesday, February 9, 2021 11:45am Grand Prize Drawing

4. What are the Exhibitor Move- In hours?

### **Exhibitor Move-In:**

- Saturday, February 6, 2021 8:00am - 4:00pm
- Sunday, February 7, 2021 8:00am - 1:00pm

**Note: Exhibitors will not be allowed in the Exhibit Hall prior to Saturday, February 6, at 8:00am.**

**Note: No children under the age of 16 are allowed in the Exhibit Hall during Move-In and Move-Out. Children are only allowed in the Exhibit Hall during the regular show hours and MUST be accompanied by an adult.**

**\*Subject to change**

5. Are exhibitors allowed in the Exhibit Hall prior to the Exhibit Hall show hours to set up?

Exhibitors are allowed in the Exhibit Hall one (1) hour prior to the exhibit hall opening each day to set up.

### **Exhibitor Only Access:**

- Sunday, February 7, 2021 3:00pm - 4:00pm
- Monday, February 8, 2021 9:00am - 10:00am

• Tuesday, February 9, 2021 8:00am - 9:00am

**Note: Badges must be worn at all times in the Exhibit Hall and all conference areas.**

6. When do the Exhibitors need to be set up by?

The Exhibitors need to be set up and out of the exhibit Hall by 2:00pm on Sunday, February 7, 2021 so that Hargrove can lay aisle carpet and clean to prepare for the opening.

**Exhibit Hall Closed:** Sunday, February 7, 2021 2:00pm - 4:00pm









7. What are the Exhibitor Move-Out Hours?

**EXHIBITOR MOVE-OUT**

• Tuesday, February 9, 2021 1:00pm -8:00pm

**Note: Exhibitors must wait for aisle carpet to be removed by decorator before move-out can begin.**

8. How much is a booth?

 \$2,995	 \$1,495
 \$2,795	 \$1,249
 \$2,495	 \$14,975
 \$1,995	 \$20,565

**\*Please contact ACA Sales for an exhibitor floor plan showing which booths are what price.**

9. Does carpeting and furnishings come with the booth?

No, the Booth Space does not include carpeting and furnishing. All exhibitors are required to have carpeting or professional floor coverings in their booth. Exhibitors are allowed to provide their own carpeting or they can purchase carpeting from Hargrove.

10. As an exhibitor, do I have to carpet my booth space?

Yes, Show Management requires that all exhibitors have carpeting or a professional floor covering in the booth space. Booths that are not fully carpeted by February 7, at 1:00pm will have an order placed by Show Management at the expense of the exhibitor.

11. What do I as an Exhibitor get with the Booth?

**BOOTH FEE INCLUDES:**

- 10' x 10' booth space with draped 8' back wall and 3' side rails
- Company identification sign
- Two (2) complimentary full registrations for individuals directly employed as staff of your company (per booth).
- Admission to social events available to full registrants only
- Access to all workshops, seminars and sessions available to full registrants only
- Four (4) complimentary exhibit hall floor passes are limited to individuals directly employed as staff of your company (per booth).
- Additional passes are available for only individuals directly employed as staff of your company for a fee of \$50 each
- 24-hour security service
- Daily aisle maintenance
- Listing in the Program Book (Deadline November 20, 2020)
- Complimentary meeting room space
- Two (2) Complimentary ACA Memberships for 2 individuals with your company.

12. Where can I, as an Exhibitor, find information about ordering carpeting, furniture, electricity etc.?

All of that information will be in the electronic Exhibitor Service Kit which will come from our decorator Hargrove, Inc. Shortly after you receive a booth confirmation email from ACA, you will receive an email from Hargrove with the link and show code to the Service Kit. The kit will be available starting mid-October.

13. Who is the Show decorator and how can I as an Exhibitor contact them?

Hargrove, Inc. is the official Show contractor. Exhibitors must use the ACA's official show service contractor for drayage and rigging, furniture rentals and other services published in the Exhibitor Service Kit. Exhibitors are expected to have their booths in show condition each morning before the Exhibit Hall opens. Hargrove's ACA Exhibitor Help Line is 301-731-2509 or send an email to [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

14. Where can I find the Exhibitor Services Kit?

The Exhibitor Service Kit is electronic. It will not come in the mail. Hargrove, Inc. will provide Exhibitors with a link to the website as well as the ACA Winter Conference show code to access the information. It will come in an email from Hargrove shortly after you receive the booth confirmation email from ACA.

If you do not receive anything from Hargrove within a week after you have received a booth confirmation, please contact Hargrove's ACA Exhibitor Help Line at 301-731-2509 or send an email to [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)

15. How do I register my staff for badges? **Information coming soon!**

16. How many badges come with the booth?

As an ACA Exhibitor, with each 10x10 booth purchased, you will receive two (2) full conference registrations and four (4) exhibit hall only badges which equals a total of six (6) badges (per 10x10 booth), **limited to personnel directly employed with the company.**

17. What if I need more badges or need to make changes to the badges?

You may purchase additional exhibit hall passes on our registration company's website for \$50 each **for staff directly employed with the company.** Once you log in with your username and password, you can add or edit badges at any time prior to the conference. Registration will stay open until February 4<sup>th</sup> which after that time, you have any late additions or changes you can still make them onsite.

18. When is the Program Book exhibitor directory listing deadline?

All contact information and company descriptions must be submitted by close of business 5:00pm EST on November 20, 2020.

19. What format are the Planning Guide and Program Books?

As of Winter 2020 ACA no longer prints Planning Guides or Program Books. All materials are now digital and available as PDF's and flip books via the ACA website. A conference app is also available to attendees. Sponsorships are available for advertising on the app-contact Da'Shawn Burnette for details at [dashawnb@aca.org](mailto:dashawnb@aca.org)

20. When is the Digital Planning Guide Ad deadline?

The deadline for the contact is August 31, 2020 and the deadline for the ad materials is September 21, 2020.

21. When is the Digital Program Book Ad deadline?

The deadline for the contact is November 9, 2020 and the deadline for the ad materials is November 23, 2020.

22. Where can I find Sponsorship Information?

All of the sponsorships that are available for the 2021 Winter Conference are listed with descriptions and pricing information in the Exhibitor Prospectus. (<http://register.aca.org>.)

23. To be a sponsor do I need to be an exhibitor?

Yes, in order to sponsor anything at the Conference, the company must be currently exhibiting at the 2021 Winter Conference.

24. To have an Ad in the Digital Planning Guide and/or the Digital Program Book do I need to Exhibit?

Yes, in order to have an Ad in the Digital Planning Guide and/or the Digital Program Book, the company must be currently exhibiting at the 2021 Winter Conference.

25. What Housing is available to exhibitors and attendees? What is the pricing for hotels?

Hilton Long Beach: \$207 plus tax

Hyatt Regency Long Beach: \$207 plus tax

Renaissance: \$179 plus tax

Courtyard: \$169 plus tax

Westin Long Beach: \$199 plus tax

26. When does Housing open?

Housing will open Oct 1<sup>st</sup> and all the specific pricing and information will be up on our website then.

27. When and where is the 151<sup>st</sup> Congress of Correction going to be?

The 151<sup>st</sup> Congress of Correction will convene August 15-17, 2021 in Nashville, Tennessee at the Music City Center. Please check the ACA website ([register.aca.org](http://register.aca.org)) for more information after the Winter Conference.