Each year, the NASP convention Exhibit Hall allows me to stay up to date on all of the latest and greatest products and services available!

— JOANNE, CHARLESTON, SC
School psychologists serve on the front lines of education’s biggest challenges today and rely on the most innovative, up-to-date products, publications, and services dealing with:

- Learning and teaching skills
- Mental health
- Parenting and family life
- Prevention and intervention
- Research and grant writing
- School safety
- Social justice
- Special needs
- Substance abuse

Make plans to join us in Denver next year!
The National Association of School Psychologists (NASP) is planning for a face-to-face convention in Denver, CO in 2023. Should that not be possible, however, the convention will be held virtually, and alternative exhibit and sponsorship opportunities will be made available and renegotiated with exhibit and sponsor organizations.

As an exhibitor, you will be part of the largest annual gathering of school psychologists and related professionals in the world. The 2023 convention will include more than 1,200 educational presentations and special events related to education and mental health issues affecting children and youth. Reach nearly 5,000 convention attendees focused on learning about the latest and most effective products, services, training, and best practices to improve their skills.

NASP conventions are the best place to connect and interact with your audience of purchasing influencers and decision makers. Strengthen your relationships with current and new customers—pupil-services personnel who are:

- Administrators
- Practitioners
- Consultants
- Researchers
- Graduate students
- Trainers

February 7-10, 2023
Exhibit Hall C
Colorado Convention Center
700 14th Street
Denver, CO 80202
303-228-8000

Exhibitor Registration
Workshops
Exhibitor Move-In
Educational Sessions

Exhibitor Move-In
Exhibitor Registration
Educational Sessions
General Session & Keynote
Exhibit Hall Food Court Open
Exhibit Hall Open
Workshops
Educational Sessions

Exhibitor Registration
Educational Sessions
Workshops
Exhibit Hall Open
Exhibit Hall Food Court Open

Exhibitor Registration
Educational Sessions
Workshops
Exhibit Hall Open
Exhibit Hall Food Court Open
Exhibitor Tear-Down
GETTING THERE IS EASY!

Denver International Airport (DEN) is widely recognized as one of the best and easiest-to-navigate airports in the country. DEN is a major operating base for JetBlue, and American and United airlines have significant operations through the airport, including daily transcontinental flights. All other major U.S. air carriers offer flights from Denver to nearly all of their primary and secondary hubs. The A Line, Denver’s airport rail line, transports passengers directly between the airport and the heart of downtown Denver.

Ground Transportation
Whether you arrive by plane, train, bus, or automobile, it’s easier than ever to get around Denver. Once you’re downtown, take advantage of Denver’s many public transportation options, including the Regional Transportation District (RTD) bus and light rail system and the free MallRide on Denver’s pedestrian 16th Street Mall, to get wherever you need to go. You’ll also find plenty of private operators offering varied transportation options, from motorcoaches to pedicabs.

WELCOME TO DENVER!

Denver’s 300 days of sunshine per year, a thriving cultural scene, diverse neighborhoods, first-rate facilities, and natural beauty all combine in one of the world’s most spectacular convention destinations. Denver, the Mile High City, is a young, active city at the base of the Colorado Rocky Mountains. Its stunning architecture, award-winning dining, world-class shopping, and unparalleled views are sure to be enjoyed by exhibitors and attendees alike. Whatever your tastes or interests, Denver has it all!

HEADQUARTERS HOTEL

Hyatt Regency Denver at Colorado Convention Center
650 15th Street | Denver, CO 80202
303-436-1234

OTHER OFFICIAL NASP CONVENTION HOTELS

Embassy Suites Denver Downtown Convention Center
1420 Stout Street | Denver, CO 80202
303-592-1000

Le Méridien Denver Downtown
1475 California Street | Denver, CO 80202
303-893-1888

AC Hotel Denver Downtown
750 15th Street | Denver, CO 80202
303-825-2888

Exhibitors are eligible for specially discounted NASP rates in all four official NASP convention hotels, which are located in the heart of the city within an easy 5-minute walk from the Colorado Convention Center. Housing will open on October 3, 2022, and rooms will be available on a first-come, first-served, space-available basis. Please note that, like attendees, exhibitors must register for the convention before gaining access to NASP’s specially discounted sleeping rooms, which will be made available through the NASP Housing Center only. This will help ensure the availability of hotel rooms for all registered convention exhibitors and attendees. Individuals who make reservations directly through hotels will not be entitled to NASP’s discounted rates. NASP will send full housing information to exhibit companies following the receipt of a completed Exhibit Space Application/Contract and full payment.
**BOOTH RENTAL RATES**

(All rental fees include basic booth services. Additional charges may apply.)

**Booth Types**
- **10’ x 10’ Standard** ........................................ $1,600
- **10’ x 10’ Premium** ....................................... $1,750
- **20’ x 20’ Premium** ....................................... $7,000
- **20’ x 30’ Premium** ....................................... $10,500

See color-coded floor plan “Key.”

A limited number of booths may be made available at a special nonprofit rate after January 1, 2023. (Proof of nonprofit status is required, and complimentary registrations are not included.)

**Booth rental fees include:**
- 8’ back drapes (combination of teal green, turquoise blue, and peach) and 4’ side rail drapes (teal green)
- Exhibit Hall aisle carpet (teal green)
- One 7” x 44” ID sign (including booth number, organization name, city, and state)
- One 6’ draped table
- Two chairs
- Electronic Exhibitor Service Kit
- In-hall security between exhibit hours
- Four booth support passes per 10’ x 10’ booth (maximum of 10 booth support passes per organization)
- Two complimentary convention registrations per exhibiting organization, plus one additional comp. registration for every additional 10’ x 10’ booth purchased beyond the first (maximum of four complimentary registrations per organization)
- Inclusion in Exhibit Hall Handbook with booth number, company description, and applicable convention sponsorships (if Space Application and payment are received by 12/14/22)
- Access to Exhibitor Lounge with daily beverage service (location/hours provided on site)

**Items not included in the exhibit fee:**
- Exhibit booth carpet
  - The Exhibit Hall is not carpeted; exhibiting organizations (except those within the Recruitment Center) MUST provide carpet for their own booths! 10’x10’ carpet ordered through the General Service Contractor will cost approximately $250–$500. Uncarpeted booths will not be permitted, and exhibitors will be charged for carpet on site if it hasn’t been ordered and paid for prior to the convention. There can be no exceptions to this policy.
- Additional furniture rental
- Booth cleaning services
- Convention attendee list
- Electrical/internet services
- Installation/dismantling services
- Materials handling
- Storage

**Recruitment Center**

Recruiters must adhere to the NASP Exhibit Guidelines. The Recruitment Center section of the Exhibit Hall is designated for recruiters to serve the purpose of recruitment. Each year, a number of recruiters participate in the NASP exhibit. Again this year, NASP has designated a special Recruitment Center section of the Exhibit Hall to serve the purpose of recruitment. There will be a number of privacy booths located at the end of the area that will be available to recruiters on a first-come, first-served basis, to conduct interviews in the Exhibit Hall. For additional information about booth assignments or the Recruitment Center section of the hall should so indicate on the Exhibit Space Application/Contract.

For additional information about booth assignments or nonprofit status, please email Exhibits Coordinator Jeanette Rodriguez at Jeanette.rodriguez8@gmail.com.

**TAKE-ONE TABLE**

For organizations that cannot exhibit at the convention, Take-One Table space can be rented for distribution of informational materials. All materials must be approved in advance by NASP. To receive approval to display your material, please send one copy of each item that you wish to display with your completed application.

- Pamphlets, brochures, cards, leaflets, magazines, and similar material will be displayed prominently so that attendees visiting the exhibit area can help themselves. A minimum of 1,000 copies of each piece should be furnished. Unfortunately, unused materials cannot be returned after the convention.
- NASP staff will set up the display and replenish materials regularly.
- Associates of organizations that rent Take-One Table space will have no Exhibit Hall privileges; Exhibit Hall access will be available to registered convention attendees and exhibitors who rent exhibit booth space only.

**Take-One Table Fee:** $275

Material shipping instructions will be sent to Take-One Table participants by January 14, 2023. For further information, please call NASP Conventions Manager Marcia Harvey, 301-347-1667, or email her at mharvey@nasweb.org.

**GENERAL SERVICE CONTRACTOR/EXHIBITOR SERVICE KIT**

Each document containing complimentary registrations total per organization.

**REGISTRATION**

Four booth support passes will be provided per 10’ x 10’ booth (maximum of 10 passes total per organization). Booth support passes do not include participation in educational sessions or other convention events held outside of the Exhibit Hall. However, individuals possessing these passes may register for the convention at the discounted NASP member registration rates.

Each full-paying exhibiting organization will receive two complimentary convention registrations for the first 10’ x 10’ booth purchased and one additional registration per additional booth (maximum of four complimentary registrations total per organization for multiple booths).

There is a $25 fee for each Exhibit Hall personnel above the comp. allotments. This fee is for access to the Exhibit Hall only and does not permit these individuals to attend educational sessions.

**NASDAQ will send complete exhibitor registration information to exhibit companies following the receipt of a completed Exhibit Space Application/Contract and full payment.**

**Convention Registration Fees**

| Early (Available through 11/9/22) | $269 |
| Preconvention (Available 11/10/22-1/11/23) | $289 |
| Full (Available after 1/12/23 and on site) | $319 |

**WORKSHOP FEES**

(Available with payment of convention registration fee only. Workshop fee includes an entrance ticket and guaranteed seat, on a first-come, first-served basis.)

| Each Half-Day Workshop | $100 |

**DOCUMENTED SESSION FEES**

(Available with payment of convention registration fee only. Fee includes an entrance ticket and guaranteed seat, on a first-come, first-served basis.)

| Each Documented Session | $10 |
EXHIBIT HALL FLOOR PLAN

NASP 2023
ANNUAL CONVENTION
February 7-10, 2023
Exhibit Hall C
Colorado Convention Center

BOOTH PRICING KEY

- 10' x 10' Standard: $1,600
- 10' x 10' Premium: $1,750
- 20' x 20' Premium: $7,000
- 20' x 30' Premium: $10,500

*Please note that NASP reserves the right to adjust the Exhibit Hall floor plan or organizations’ booth assignments in the unlikely event that such changes should become necessary.
**RULES AND REGULATIONS**

Exhibiting organizations are responsible for complying with all federal, state, local, and NASP rules and regulations. The regulations included below are fully incorporated as part of the contract between the exhibiting organization and the National Association of School Psychologists.

**SPACE APPLICATIONS/CONTRACTS AND BOOTH ASSIGNMENTS**

NASP will accept Exhibit Space Applications/Contracts for priority booth assignment through October 1, 2022. Exhibitors will be given priority points for exhibiting at past NASP conventions (2018-2022) and will earn two points for each year exhibiting and one additional point each year for each booth purchased. Additional points also will be awarded for advertisers (when applicable) and sponsors. Priority points expire after 5 years for those who do not participate in at least one convention in that period.

All organizations returning completed Exhibit Space Applications/Contracts and Visa/MasterCard number and expiration date, check, or money order made payable to NASP, will be assigned booth space based on their priority point total, from highest to lowest. In the case of a tie, sponsors will be given priority. All organizations returning completed Exhibit Space Applications/Contracts after October 1, 2022, will be assigned booth space on a first-come, first-served, space-available basis after the priority applications are processed.

Please complete and return your form, including your 1st-6th choice location preferences, as soon as possible to be included in the priority booth assignment process. Please note that only organizations that submit Exhibit Space Applications/Contracts by December 12, 2022, will be listed in the Exhibitor Assignments page within the attendee registration packets.

To access and download the NASP 2023 Annual Convention Exhibit Space Application/Contract, see page 7 of this document or visit the Convention section of the NASP website.

**ELIGIBILITY**

All products, services, and employment opportunities exhibited at the NASP convention shall be directly related to the NASP mission to enhance the mental health and educational welfare of children. Exhibitors must be professional or educational entities or interest to convention participants. NASP reserves the right to determine the eligibility of products/services for inclusion in its exposition. Eligibility will be determined following receipt of an exhibit application. Failure to submit an application (description must be included) and prior to booth assignment.

Please mail your completed Exhibit Space Application/Contract and your Visa/MasterCard number and expiration date, check, or money order made payable to NASP, P.O. Box 79469, Baltimore, MD 21279-0469. Please note that NASP is unable to accept purchase orders and that overnight deliveries cannot be accepted at the post office box listed above.

**EXHIBIT BOOTH CARPET**

The Exhibit Hall is not carpeted. Exhibiting organizations, except those within the Recruitment Center, MUST provide carpet for their own booths. Uncovered Exhibit Hall booths will not be permitted. There can be no exceptions to this policy.

**FEDERAL TAX IDENTIFICATION NUMBERS**

Vendors who sell tangible property in the Exhibit Hall must have Federal Tax Identification Numbers and should have a copy of their certificates available on site, in case it is requested.

**CANCELLATION AND REFUNDS**

All exhibit organizations canceling space will be charged a $500 processing fee, and no refunds will be issued for exhibit space cancellations received after December 1, 2022. In the event of cancellation due to acts of God, Fire, strike, government regulations, or other causes beyond the control of the parties to the agreement, the exhibitor or the contractor will be responsible for any portion of the exhibitor fees that it deems consistent with the expenditures and commitments already made.

**BOOTH DEFINITIONS AND DISPLAY RULES**

**Linear Booth (In-Line Booth):** Linear Booths have only one side exposed to an aisle and generally are arranged in a series along a straight line. Rules for Linear Booths: A maximum height of 8’ is allowed within the back five feet of the booth space only; a 4’ height restriction is imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4′ height restriction applies only to that portion of exhibit space which is within 10′ of an adjoining booth.)

**Corner Booth:** A Corner Booth is a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. Rules for Corner Booths: All guidelines for Linear Booths apply to Corner Booths.

**Perimeter Booth:** A Perimeter Booth is a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. Rules for Perimeter Booths: All guidelines for Linear Booths apply to Perimeter Booths, as well.

**Peninsula Booth:** A Peninsula Booth is exposited on axes to three (3) sides and composed of a minimum of four booths. Rules for Peninsula Booths: A Peninsula Booth usually is a combination of four and more 10’ x 10’ booths. However, Peninsula Booths backs up to two Linear Booths, the back wall is restricted to 4’ height within 5’ of each aisle and the back wall, permitting adequate lines of sight for the adjoining Linear Booths. Eight feet (8’) is the maximum height allowance, including signage for the center portion of the back wall.

**Island Booth:** An Island Booth is any size booth exposited to aisles on all four sides. Rules for Island Booths: An Island Booth usually is a combination of four or more 10’ x 10’ booths, although it may be configured differently. The entire cubic content of the space may be used. Displays of any height are permitted along the perimeter but solid walls are permitted only in the center of the booth parallel and aligned with aisle layout of the hall.

**GUIDELINES FOR ALL BOOTH SIZES**

**Depth:** All display fixtures should be within 10’ of an adjoining exhibit booth must be confined to that area of the exhibitor’s space which is within 5’ of the back line.

**Height:** The Exhibit Hall ceiling height is 30 feet. See the paragraph above for limitations on placement of exhibit booth components.

**Side Walls:** Side walls cannot exceed 4’ in height, except for the area within 15′ of the 5’ back wall.

**General Guidelines:**

- Exhibit Booth Carpet: The Exhibit Hall is not carpeted; exhibiting organizations, except those within the Recruitment Center, MUST provide carpet for their own booths. Uncovered Exhibit Hall booths will not be permitted. There can be no exceptions to this policy. 10’ x 20’ carpet ordered through the General Service Contractor will be allocated to his or her organization without prior written consent from NASP.

- All displays, signs, lights, decorations, literature and souvenirs, entertainment, or any other activities must take place inside the contracted booth space only. No exhibit shall occupy any part of the space allocated to him or her organization without prior written consent from NASP. The exhibitor, or his or her representative, or any person acting on his or her behalf, or any other party, who may be represented on the contract or any part of the contract, or any person acting in the capacity of a “good neighbor” policies described above. Exhibit booths may not include structures that stretch into or across Exhibit Hall aisles. Exhibits including audio or video devices must be conducted or arranged so that no noise will disturb adjacent exhibitors or attendees. NASP reserves the right to prohibit the use of amplifying devices that it considers objectionable.

**SET-UP AND DISMANTLE**

- **Exhibit space which is within 10′ of an adjoining booth.)**

**ADMISSION TO EXHIBIT HALL**

Security will be posted at the hall entrance, and only exhibitors with badges will be admitted during exhibitor set-up or exhibition hours. No exhibitors without badges will be admitted. The Exhibit Hall will be open 1 hour before the exhibition opens each day.

No pets or animals shall be permitted in the Exhibit Hall, with the exception of service or guide dogs or other animals for persons with disabilities. Children are allowed in the Exhibit Hall under the strict supervision of adults only. Children are not permitted in the Exhibit Hall during any set-up or dismantle hours. This NASP policy will be strictly enforced.

Unethical conduct or infractions of the rules on the part of an exhibitor, his or her representatives, or both will subject the exhibitor, his or her representative, or both to be dismissed from the Exhibit Hall. In this event, it is agreed that no refund shall be made by NASP, and that no demand for redress will be made by the exhibitor or his or her representatives.

Disregard for any rules stated herein is considered just reason for NASP to prohibit an exhibitor from attending future NASP conventions or to deduct priority points for future booth space assignments.

Questions regarding these policies should be directed to NASP Exhibits Coordinator Jeanette Rodriguez, by sending an email to jeanette.rodriguez@nasponline.org.
Exhibit Space Application/Contract

NASP 2023 ANNUAL CONVENTION
February 7-10, 2023 • Colorado Convention Center • Denver, CO

PLEASE PRINT CLEARLY OR TYPE ALL INFORMATION. Keep a copy of this form for your records. Fed. Tax ID No. ________________________________

Company ____________________________________________________________

Address ____________________________________________________________

City __________________________ State ______ Zip ________________

Contact Name ______________________________________________________

Title __________________________ Email __________________________

Phone __________________________ Fax __________________________

EXHIBIT BOOTH(S)

The Exhibit Hall is not carpeted; exhibiting companies MUST provide carpet for their own booths!

Complimentary Convention Registrations: (Excluding exhibitors who qualify for reduced nonprofit rates.) Exhibiting organizations will receive two complimentary convention registrations for on-site representatives, plus one additional complimentary registration for every additional 10’ x 10’ booth purchased with a maximum of four total. Registration information will be provided in your booth confirmation letter. See Exhibitor Prospectus for further information.

Booth Support: Exhibiting organizations will receive four booth support passes per booth (limit of 10 per company). Details on obtaining booth support passes will be mailed to confirmed exhibitors.

Description of Product/Services: Please submit a description (25 word limit) to be included in the Exhibit Hall Handbook distributed on site. Email the description immediately to Marcia Harvey at mharvey@naspweb.org and include a copy with the contract. There can be no exceptions.

Space applications must be received by 12/14/22, for organizations to be listed in the Exhibit Hall Handbook.

List booth number choices: 1st _______ 2nd _______ 3rd _______ 4th _______

5th _______ 6th _______

10’ x 10’ Standard Booth(s) @ $1,600/booth $_______

10’ x 10’ Premium Booth(s) @ $1,750/booth $_______

20’ x 20’ Premium Booth @ $7,000 $_______

20’ x 30’ Premium Booth @ $10,500 $_______

Booth Total $________

No refunds on exhibit space after December 1, 2022.

☐ I would like my booth to be incorporated within the Recruitment Center section of the Exhibit Hall, if possible.

TAKE-ONE TABLES @ $275/item $________

(One copy of materials must be submitted with this application.)

Take-One Total $________

SPONSORSHIPS

Please indicate whether you would like to be called to discuss sponsorship opportunities and the benefits available to sponsors. ☐ Yes ☐ No

This contract for the above listed activities in conjunction with the NASP 2023 Annual Convention constitutes the applicant’s agreement to abide by the guidelines and regulations included on this form and in the Exhibitor Prospectus.

Authorized Cardholder’s Signature ________________________________

Date ___ / ___ / ______

For information about booth assignments, please email Exhibits Coordinator Jeanette Rodriguez at jeannette.rodriguez8@gmail.com.

Payment may be made by VISA/MasterCard, check, or money order. Checks and money orders must be drawn on a U.S. bank, in U.S. dollars and made payable to “NASP.” Please mail your completed contract and your VISA/MasterCard number and expiration date, check, or money order via the U.S. Postal Service to: NASP 2023 Convention, P.O. Box 79469, Baltimore, MD 21279-0469. FedEx, UPS, etc. are not accepted at P.O. Boxes.

Please note that NASP is unable to accept purchase orders.

BOOTH TOTAL $________

TAKE-ONE TABLE TOTAL $________

CONTRACT TOTAL $________

(Payment in full due with contract.)

State Sales & Use Tax ID# __________________________

City Tax ID# __________________________ Check Date _______

Credit Card Number __________________________

VISA or MasterCard Exp. Date __________________________

Name as it appears on credit card __________________________

NASP cannot accept American Express or purchase order payments.

$100 cancellation processing fee. No refunds for cancellations on exhibit space rental after December 1, 2022.

Authorized Cardholder’s Signature ________________________________

Date ___ / ___ / ______

Payment may be made by VISA/MasterCard, check, or money order. Checks and money orders must be drawn on a U.S. bank, in U.S. dollars and made payable to “NASP.” Please mail your completed contract and your VISA/MasterCard number and expiration date, check, or money order via the U.S. Postal Service to: NASP 2032 Convention, P.O. Box 79469, Baltimore, MD 21279-0469. FedEx, UPS, etc. are not accepted at P.O. Boxes.

Please note that NASP is unable to accept purchase orders.
FUTURE NASP CONVENTIONS

February 14–17, 2024
New Orleans Marriott and Sheraton New Orleans
New Orleans, LA

February 18–21, 2025
Washington State Convention Center Summit
Seattle, WA

February 24–27, 2026
Hyatt Regency Chicago
Chicago, IL

February 22–25, 2028
Salt Palace Convention Center
Salt Lake City, UT

For more information about the NASP 2023 Annual Convention, please call NASP Manager of Conventions Marcia Harvey, 301-347-1667, email her at mharvey@naspweb.org, or go to www.nasponline.org/conventions.

STAY TOP-OF-MIND FOR SCHOOL PSYCHOLOGISTS

Whether you’re hoping to introduce a critical product or service, recruit for vacancies in your district, or attract graduate students to your program, the NASP 2023 Annual Convention is the perfect outlet to reach 5,000+ graduate students, faculty, and practitioners. Don’t miss your chance to be first on their list when a need arises. Common exhibitors include:

- Book Publishers
- Graduate Preparation Programs
- Insurance Providers
- Professional Associations/Organizations
- Publishers of Therapeutic Tools, Software, Supplies, and Curricula
- Research Centers
- School Districts
- Staffing Services
- Test Publishers
- Treatment Centers/Service Providers

CONVENTION SPONSORSHIP OPPORTUNITIES

Sponsorship gets you noticed! Convention sponsorship offers unique marketing opportunities that provide increased visibility to convention attendees. Sponsors also will be recognized in the digital Final Program; Exhibit Hall Handbook; the convention page of the NASP website; and on-site convention signage. Numerous sponsorship opportunities affording various forms of recognition are available.

To access and download a list of the NASP 2023 Annual Convention sponsorship opportunities, visit www.nasponline.org/conventions. For additional information about sponsorship opportunities, call or email NASP Manager of Meetings Cheri Gainor at 301-347-1673 or cgainor@naspweb.org.

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