



To Our Valued NACC Vendors
Enhance your experience and drive more customers to your booth
by participating in the 6th 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
Penn State University – June 18-20, 2019
Trade show June 13th 10:45 A.M. – 2:00 P.M.

Booth Number

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

GENERAL INFORMATION

Host Hotel is the The Penn Stater Hotel and Conference Center located just minutes away from Campus. You can call them directly for reservations 814-863-5000, mention the National Association of Collegiate Concessionaires (NACC) group code: NACC19A 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 \$119.00, plus tax per room night and includes a complimentary hot breakfast each day. Rooms are available until **May 1st**, or until our block of rooms are sold out.

The conference begins on Tuesday, June 18th with a **Member/Vendor tour of Tussey Mountain & Penn State Berkey Creamery**. The bus is leaving the host hotel at 8:45 A.M. We will be bused to Tussey Mountain, features plenty of fun activities sure to bring out the kid in everyone! Go-karts, golf (a 9-hole Par 3 course and mini-golf), a driving range, skate park, paddle boats, fishing, batting cages and picnic games. There's something for everyone! A picnic lunch on site will be catered. After lunch we will continue on to the Penn State Berkey Creamery where we will break up into 2 groups for a tour and enjoy ice cream after the visit. This tour is an additional cost of \$90, 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 in the Penn State Letterman's Club located inside Penn State University's infamous Beaver Stadium. 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 Penn State catering team. Provide name of all vendor members attending this event by **May 10th**

We will present the Ron Athey Award after dinner at the Penn State Letterman's Club. We will be celebrating NACC 25th Anniversary, we are planning a slide show of past conferences, information to review during the cocktail party about the history of the NACC and we are doing a time capsule to be opened in 5 years. Predict where concessions will be in 2024.

Trade show is scheduled for Wednesday, June 19th from 10:45 A.M. – 2:00 P.M. at the Penn State's Bryce Jordan Center. Vendors can start setting up their booths from 3:00-5:00pm on Monday June 17th or 7:45 A.M. on Wednesday June 19th.

You can pick up your registration packet for the conference at The Penn Stater Hotel and

Conference Center Host Hotel (Monday 17th 11:00 A.M. – 7:00 P.M., Tuesday 18th 10:00A.M. – 4:00 P.M. or at Bryce Jordan Center Wednesday 19th 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 6:30 P.M. The evening will begin with a reception held in downtown State College at Champs Sports Bar and Grill dinner to follow. Members will be treated to drinks, and a game room that features pool tables, air hockey, retro pinball machines, video games, and an old-school juke box! 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 10th**.

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

Lunch Thursday will be at the Pegula Ice Arena 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 Medlar Field at Lubrano Park. We will leave the host hotel at 5:30 P.M. for Medlar Field before dinner. Dinner will be served from Lubrano Park concessions. During dinner we will have time to relax and have fun seeing a minor league baseball game. 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 10th**.

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, Penn State athletic facility tours and meals. Please see the website for updated conference information, www.nacc-online.com.

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

The trade show will be held at Penn State's Bryce Jordan Center on June 19th from 10:45 A.M. to 2:00 P.M. (Note: Trade will open right after we do a group picture in the stadium.)

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 by **May 10th**. (248) 345-6179 or info@nacc-online.com. **NAME BADGES WILL BE REQUIRED FOR ALL MEALS AND OTHER ACTIVITIES.**

Move-In - Vendors will be able to move in Tuesday, June 18th 3:00 P.M. – 5:00 P.M. and Wednesday, June 19th, 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 19th, all areas will be cleared out by 4:00 P.M., June 19th.

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

Monday, June 17th 11:00 P.M. – 7:00 P.M. at the hotel

Tuesday, June 18th 10:00 A.M. – 4:00 P.M. at the hotel

Wednesday, June 19th 7:45 A.M. – 10:00 A.M. at the Bryce Jordan 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 Penn State University 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 10th**.

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 John Holzerman Jr. (814) 863-1573 jwh155@psu.edu or Paul Schertz (814) 863-1225 pxs457@psu.edu for any facility specific questions.

Electrical requirements form in this packet **must** be submitted by **May 10th**, 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

www.Nacc-online.com

Shawn Corr, NACC Assistant Executive Director

(702) 376-8197

socialmedia@nacc-online.com

John Holzerman Jr.

Penn State University

(814) 863-1573 office

(814) 777-4439 cell

jwh155@psu.edu

Paul Schertz

Penn State University

(814) 863-1225 office

(814) 441-1525 cell

pxs457@psu.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 10th)**

120 Volt service will be provided at no charge. Please supply **exact requirements** for electrical needs by **May 10th** 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 volt 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 Bryce Jordan Center will accept and store your shipments beginning on Thursday, **May 30th**. 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 20th** via UPS, Fed Ex, or Common Carriers.

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

Contact John Holzman (814) 863-1573 or (814) 777-4439 cell jwh155@psu.edu you can also contact Paul Schertz (814) 863-1225 or (814) 441-1525 cell pxs457@psu.edu for additional size restrictions or help and shipping information.

Please ship all of your materials to:

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

Option #1: NACC TRADE SHOW BOOTH – arrive by June 11th

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

NACC Trade Show
C/O John Holzman
127 BJC

University Park, PA 16802

Attn: John Holzman – Director of Food & Beverage

(814) 863-1572 office (814) 777-4439 cell

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

Boxes must be CLEARLY LABELED “WELCOME BAG ITEM”

Option #3: TRADESHOW PRIZES – arrive by May 24th

Boxes must be CLEARLY LABELED “TRADESHOW PRIZE ITEM”

SHIPPING AND MAILING INSTRUCTIONS FOR WELCOME BAG SAMPLES AND PRIZES

NACC Trade Show
C/O John Holzman
127 BJC

University Park, PA 16802

Attn: John Holzman – Director of Food & Beverage

(814) 863-1572 office (814) 777-4439 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 John Holzerman
127 BJC
University Park, PA 16802
Attn: John Holzerman – Director of Food & Beverage
(814) 863-1572 office (814) 777-4439 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 Penn State University. Combustible material shall not be stored in Jordan Bryce Center.

LIABILITY

Vendor assumes all risk and responsibility for attending the NACC Trade show. Vendor agrees that neither NACC nor Penn State University, 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 Penn State University, 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, Penn State University, and their respective shareholders, directors, officers, employees, representatives, agents, contractors, subcontractors, attorneys, insurers, and all other persons related to or associated with NACC and Penn State University, 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 Penn State University staff will provide delivery of the products that they are storing. Please coordinate delivery in advance with Paul Schertz at the Jordan Bryce Center office.

We recommend that you bring your own extension cords. Penn State University 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



NAME BADGE FORM

Complete form and return by **May 10th, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to 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 Theresa 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 10th, 2019** to Chuck Aldridge by Fax **NUMBER** or email to 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 **\$90 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 10th, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to info@nacc-online.com

ELECTRICAL SERVICE REQUIREMENTS (dead line May 10th)

120 Volt service will be provided at no charge. We need you to supply **exact requirements** for electrical needs by **May 10th** 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 10th, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to 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 10th, 2019** to: Chuck Aldridge by Fax **NUMBER** or email to 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 – Penn State’s Letterman Club

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 Champs Sport Bar and Grill

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



Thursday Lunch at the Bryce Jordan Center

NAME

TITLE

1. _____

2. _____

3. _____ (sponsors only)

Thursday night dinner at Medlar Field at Lubrano Park

NAME

TITLE

1. _____

2. _____

3. _____ (sponsors only)