



**To Our Valued NACC Vendors**  
**Enhance your experience and drive more customers to your booth**  
**by participating in the 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 do not 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 is fine.
- 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  
UNLV – June 27-29, 2022  
Trade show June 28<sup>th</sup> 10:45 A.M. – 2:00 P.M.

### **Booth Number**

Booth number will be emailed no later than June 1<sup>st</sup>. We require all electrical requirement forms returned before we can finalize booth numbers.

### **GENERAL INFORMATION**

Host Hotel is the South Point Hotel and Casino. You can call them directly for reservations 702-796-7111 and mention the National Association of Collegiate Concessionaires (NACC) group code: NAC0626 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 \$80, plus tax per room night and includes a complimentary hot breakfast each day. Rooms are available until June 5<sup>th</sup>, 2022, or until our block of rooms are sold out.

**Welcome Reception/Dinner**, the member/vendor welcome reception is at the Thomas and Mack Center on the UNLV campus. 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 UNLV team. Provide the name of all vendor members attending this event by **June 1<sup>st</sup>**

The Ron Athey Award recipient will be presented after dinner at the Thomas and Mack Center.

**Trade show**: Tuesday, June 28<sup>th</sup> from 10:45 A.M. – 2:00 P.M. at UNLV's Thomas and Mack Center. Vendors can start setting up their booths from 3:00-5:00pm on Monday June 27<sup>th</sup> or 7:45 A.M. on Tuesday June 28<sup>th</sup>.

You can pick up your registration packet for the conference at The South Point Hotel and Casino on Monday 27<sup>th</sup> 11:00 A.M. – 7:00 P.M or Tuesday 28<sup>th</sup> 10:00A.M. – 4:00 P.M. at Thomas and Mack Center.

**Your name badge WILL BE REQUIRED** to enter each of the activities. This includes the Opening Reception and Dinner on Monday night.

**Vendor Appreciation Reception and Dinner will be held Tuesday at the South Point Hotel and Casino**. This is another fantastic opportunity to meet members in a social environment and build relationships. Provide name of vendor member attending this event by **June 1<sup>st</sup>**.

**Lunch Wednesday** will be at the South Point Hotel and Casino 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.

**Education Sessions** – Tuesday - Wednesday will have 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, UNLV athletic facility tours and meals. Please see the website for updated conference information, [www.nacc-online.com](http://www.nacc-online.com).

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

The trade show will be at UNLV's Thomas and Mack Center on June 28<sup>th</sup> from 10:45 A.M. to 2:00 P.M. (Note: Trade will open right after we do a group picture outside of the arena.)

**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 at 301-448-9560 or by email at [info@nacc-online.com](mailto:info@nacc-online.com) by **June 1st. NAME BADGES WILL BE REQUIRED FOR ALL MEALS AND OTHER ACTIVITIES.**

**Move-In** - Vendors will be able to move in Monday, June 27<sup>th</sup> 3:00 P.M. – 5:00 P.M. and Tuesday, June 28<sup>h</sup>, 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 28<sup>th</sup>, all areas will be cleared out by 4:00 P.M., June 28<sup>h</sup>.

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

Monday, June 27<sup>th</sup> 11:00 P.M. – 7:00 P.M. at the hotel

Wednesday, June 28<sup>th</sup> 7:45 A.M. – 10:00 A.M. at the Thomas and Mack 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 UNLV as additional insured. This **Insurance Certificate** form can be mailed to the NACC office– 911 Kingsbridge Terrace Mount Airy, MD 21771). Insurance certificates must be received by **May 15<sup>th</sup>**.

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 Shawn Corr at (702) 895-2064 office (702) 376-8197 cell or by email [shawn.corr@unlv.com](mailto:shawn.corr@unlv.com)

Electrical requirements form in this packet **must** be submitted by **May 10<sup>th</sup>**, 2022, to the NACC office.

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](mailto:info@nacc-online.com)  
[www.Nacc-online.com](http://www.Nacc-online.com)

Shawn Corr, UNLV  
(702) 376-8197  
[socialmedia@nacc-online.com](mailto:socialmedia@nacc-online.com)

Maria Dos Santos  
UNLV  
(702) 895-4170 office  
(702) 376-8220 cell  
[maria.dossantos@unlv.edu](mailto:maria.dossantos@unlv.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 10<sup>th</sup>**)**

120 Volt service will be provided at no charge. Please supply **exact requirements** for electrical needs by **May 10<sup>th</sup>** 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 do not have 220 volt or 240 volts 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 Thomas and Mack Center will accept and store your shipments beginning on Thursday, **June 16<sup>th</sup>**. 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 30<sup>th</sup>** via UPS, Fed Ex, or Common Carriers.

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

Contact Shawn Corr at (702) 895-2064 office (702) 376-8197 cell 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 16<sup>th</sup>**

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

NACC Trade Show  
C/O Shawn Corr  
4505 Maryland Parkway  
Box 0003  
Las Vegas, NV 89154

**Attn: Shawn Corr**

(702) 895-2064 office (702) 376-8197 cell

**Option #2: NACC WELCOME BAG ITEMS (sample or product literature) – arrive by June 1<sup>st</sup>.**

**Boxes must be CLEARLY LABELED “WELCOME BAG ITEM”**

**Option #3: TRADESHOW PRIZES – arrive by June 16<sup>th</sup>**

**Boxes must be CLEARLY LABELED “TRADESHOW PRIZE ITEM”**

**SHIPPING AND MAILING INSTRUCTIONS FOR WELCOME BAG SAMPLES AND PRIZES**

NACC Trade Show  
C/O Shawn Corr  
4505 Maryland Parkway  
Box 0003  
Las Vegas, NV 89154

**Attn: Shawn Corr**

(702) 895-2064 office (702) 376-8197 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 June 16th, 2022, to:**

NACC Trade Show  
C/O Shawn Corr  
4505 Maryland Parkway  
Box 0003  
Las Vegas, NV 89154

**Attn: Shawn Corr**

(702) 895-2064 office (702) 376-8197 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 UNLV. Combustible material shall not be stored in the Thomas and Mack Center.

**LIABILITY**

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

We recommend that you bring your own extension cords. UNLV 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 June 1, 2022. We will email each company contact person with the booth number by June 16<sup>th</sup>, 2022. Contact Chuck Aldridge NACC Executive Director, for booth location information.

Make plans to join us for the Vendor's Appreciation Dinner on Tuesday 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  
[info@nacc-online.com](mailto:info@nacc-online.com)



## NAME BADGE FORM

Complete form and return by **May 15<sup>th</sup>, 2022**, to [info@nacc-online.com](mailto:info@nacc-online.com).

NACC Platinum Sponsors can bring up to 3 Sales Representative, Gold Sponsors can bring up to 3 Sales Representatives and Silver Sponsors can bring up to 2 Sales Representatives  
**All attendees must have a paid membership.**

If you have signed up for a booth only your company can sign up one sales representative and 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 Chuck with payment information or provide credit card information below.

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 / ACTIVITES**





Complete form and return by **May 15<sup>th</sup>, 2022**, to [info@nacc-online.com](mailto:info@nacc-online.com)

**ELECTRICAL SERVICE REQUIREMENTS (deadline May 15<sup>th</sup>)**

120 Volt service will be provided at no charge. We need you to supply **exact requirements** for electrical needs by **May 15<sup>th</sup>** 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 15<sup>th</sup>, 2022**, to [info@nacc-online.com](mailto: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 15<sup>th</sup>, 2022**, to Chuck Aldridge by [email @  
info@nacc-online.com](mailto:info@nacc-online.com).

Please provide the name of each sales rep that will be attending the meals during the NACC conference.

**Monday Night Dinner – Strip View Pavilion- Thomas and Mack Center- UNLV**  
**The NACC Executive Director will prearrange dinner seating. Vendor members will be seated with a variety of University Concession managers and vendor members at each table.**

NAME	TITLE
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_ (sponsors only)

### **Tuesday Morning / Lunch at the trade show floor**

NAME	TITLE
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_ (sponsors only)

### **Tuesday Night Dinner at the South Point Hotel and Casino**

NAME	TITLE
------	-------

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_ (sponsors only)



**Wednesday Lunch at the South Point Hotel and Casino**

NAME

TITLE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ (sponsors only)