



NSMMS

NATIONAL SPACE & MISSILE MATERIALS

CRASTE

COMMERCIAL AND GOVERNMENT RESPONSIVE ACCESS
TO SPACE TECHNOLOGY EXCHANGE

Exhibitor Frequently Asked Questions



**NSMMS & CRASTE Exhibit
Show Coordinator**
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Madison, WI

June 24 – 27

1. How much does it cost to have a booth at the 2024 NSMMS & CRASTE?

This year you have a couple options. Due to how some booths are funded within their orgs, we were asked to provide a booth package that includes two complimentary passes versus the standard one.

Exhibit Booth Option 1 Registration - \$1,450 (with 1 full access badge and 1-8x10 booth)
(Early-Bird Registration ends 22 March, 2024 and price will increase to \$1,650)

Exhibit Booth Option 1 registration includes one 8x10 space in the joint NSMMS & CRASTE exhibit hall or foyer, and ONE full access NSMMS & CRASTE badge. Set-up and tear-down badges are free of charge, but are only good for set-up and tear-down times - no exceptions. Additional people working the booth during show hours may purchase a full access registration or an exhibit area only registration. Please note that there will be booths located in the exhibit hall and foyer. Any 8x10 spaces located in the foyer and must contain only information and graphics that are cleared for public release.

Exhibit Booth Option 2 Registration - \$1,975 (with 1 full access badge, 1 exhibit area only badge, and 1 - 8x10 booth) (Early-Bird Registration ends 22 March, 2024 and price will increase to \$2,305)

Exhibit Booth Option 2 is for those that need an extra registration badge rolled into the booth fee. This option includes one 8x10 space in the joint NSMMS & CRASTE exhibit hall or foyer, ONE full access NSMMS & CRASTE badge, and ONE exhibit area only attendee badge. Set-up and tear-down badges are free of charge, and are only good for set-up and tear-down times - no exceptions. Additional people working the booth during show hours may purchase a full access registration or an exhibit area only registration. Please note that there will be booths located in the exhibit hall and foyer. Any 8x10 spaces located in the foyer and must contain only information and graphics that are cleared for public release.

2. What is the refund policy?

No refunds will be issued for booth cancellations.

3. What is included in my booth space rental?

- One 8x10 booth (please note this is a change from previous years.)
- One complimentary full access registration
- If ordering Option 2 listed above, you also will receive one complimentary exhibit area only registration.
- Organization listing on the event website
- Three to four sentence ad on the event website
- Web link from the event website to yours
- Listing in the final program & proceedings
- Exhibit service manual
- Organization listed on promotional signage at the Symposium
- Access to attendee networking functions in the Exhibit Hall
- Standard pipe and drape
- One 6' table
- Two chairs
- 7" x 44" Identification Sign

4. When is exhibitor move-in?

Exhibitor move-in will be on Monday, 24 June from 10:00 am to 4:30 pm. If your exhibit is not set up by 4:30 pm, your space will be forfeited unless you have made special arrangements in advance with Chelsea Kubal, ckubal@blue52productions.com.

5. When is exhibitor move-out?

Move-out is Wednesday, 26 June. Exhibitors cannot tear-down until after the reception has concluded and attendees have exited the ballroom – no exceptions. If you require contract support from the decorating company, please note that overtime charges may apply, so plan ahead accordingly. If your booth is too large to tear down Wednesday evening, it is possible we can make arrangements for a Thursday tear-down, but the arrangements need to be made no later than one month prior to the event by contacting Chelsea Kubal at ckubal@blue52productions.com. **Early tear-downs will incur a \$1000 penalty and may be prohibited from exhibiting the following year.**

6. I need to order electricity for my booth. Who do I contact?

Anything you may need for your booth (furnishing, electrical, Internet etc.) is coordinated through Wisconsin Exposition Company. All order forms are located in the exhibitor service kit that is posted under the exhibitor link, as well as under the exhibitor login.

7. I have shipping* questions. Who do I ask?

Wisconsin Exposition Company will coordinate all shipping for this show. This information is listed in your exhibitor service kit. If you have additional questions, please contact the Exhibit Service Company directly. *NOTE: Booth shipments cannot be mailed direct to the Conference Exhibit Hall – no exceptions.

8. Will there be internet access available in the exhibit hall?

No. Electronics are highly discouraged in the exhibit hall but are allowed as long as they are on airplane mode and the Wi-Fi is turned off.

9. I need to cancel one of the staff members I have already signed up. How do I do that?

Please contact Sherry Johnson at sjohnson@blue52productions.com or Chelsea Kubal at ckubal@blue52productions.com for all staff updates or changes.

10. What are the official 2024 exhibit dates and deadlines?

Please see the exhibit kit for important dates and deadlines. Need a copy? Contact the Exhibit Show Coordinator, Chelsea Kubal, at ckubal@blue52productions.com.

11. How do I sign up to Sponsor an event?

A variety of sponsorship packages are available at the show and will help you to maximize your exposure at the event. For a full listing of sponsorship packages and details, visit <https://usasymposium.com/space/sponsorship.php>. Questions may be directed to Kelli Jameson at kjameson@blue52productions.com.