

154th Congress of Correction FAQ's

1. Where and when is the 154th Congress of Correction?

The 154th Congress of Correction will be held at the Music City Center in Nashville, TN from August 15 - 18, 2024. All workshops, meetings, events, and exhibits will be held at the Music City Center, unless specified otherwise.

2. What are the Exhibit dates?

The Exhibit dates are August 16, 17 and 18, 2024 in Exhibit Halls' C&D at the Music City Center.

3. What are the Exhibit Hours?

Show Hours

Friday, August 16th, 2024 10:30am – 1:00pm (non-compete times)

Saturday, August 17th, 2024..... 11:30 a.m.–2:30 p.m. with lunch

Sunday, August 18th 2024 9:00am – 12:00noon with breakfast (11:45 a.m. Grand Prize Drawing)

4. What are the Exhibitor Move-In hours?

Exhibitor Move-In:

Thursday, August 15th, 2024 8:00 am–5:00p.m.

Friday, August 16th, 2024 7:00 a.m.–9:00am

Note: Exhibitors will not be allowed in the Exhibit Hall prior to Saturday, August 15, 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 at least one (1) hour prior to the Exhibit Hall opening each day to set up.

Exhibitor Only Access:

Friday, August 16th, 2024 9:00am – 10:00am

Saturday, August 17th, 2024 10:30am–11:15 a.m.

Sunday, August 18th, 2024 8:00am–9:00am**Note: Badges must be worn at all times in the Exhibit Hall and all ACA 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 9:00am on Friday, August 16, 2024 so that Hargrove can lay aisle carpet and clean to prepare for the opening.

7. What are the Exhibitor Move-Out Hours?

Exhibitor Move-Out

Sunday, August 18, 2024 12:30pm - 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?

Exhibit booth prices range from \$1,995 to \$3,295*

***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 Exhibit Hall is not carpeted. Carpeting for booth spaces is required.

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

Yes, the exhibitor will need to have their booth carpeted. Carpeting may be ordered through the show decorator Hargrove.

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

BOOTH FEE INCLUDES:

- 10'x10'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
- Admission to social events available to full registrants only
- Access to all workshops, seminars and sessions available to full registrants only
- Four (4) complimentary floor passes are limited to individuals directly employed as staff of your company.
- 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 June 17th)

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 Services Kit which will come from our decorator Hargrove, Inc. You will receive an email from Hargrove with the link and show code to the Services Kit. This kit will be available starting mid-April.

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 Services 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.

14. Where can I find the Exhibitor Services Kit?

The Exhibitor Services Kit is electronic. It will not come in the mail. Hargrove, Inc. will provide Exhibitors with a link to the website as well as with the ACA 2024 Winter Conference show code to access the information. It will come in an email from Hargrove.

If you have any questions about the Exhibitor Services Kit, please contact Hargrove's ACA Exhibitor Help Line at (301)731-2509 or send an email to exhibitorservices@hargroveinc.com.

15. How do I register my staff for badges?

We are using MCI for our exhibitor registration provider. A link with the instructions for registering booth staff will be forthcoming.

16. How many badges come with the booth?

As an ACA Exhibitor, with your booth space, you will receive two (2) full conference registrations and four (4) Exhibit Hall only badges which equals a total of six (6) badges per booth, **limited to personnel directly employed with the company.**

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

If you have used the two full conference and four exhibit hall only badges, you can purchase additional badges for \$50 each. If you have someone who cannot man your booth, you can swap that person with someone else.

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 June 17, 2024.

19. When is the Program Book Ad deadline?

The deadline for the contract and the ad materials is June 17th.

20. Where can I find Sponsorship Information?

All of the sponsorships that are available for the 154th Congress of Correction are listed with descriptions and pricing information in the Exhibitor Prospectus.

21. To be a sponsor do I need to be an Exhibitor?

Yes, to sponsor anything at the Conference, the company must be currently exhibiting at the 154th Congress of Correction.

22. To have an Ad in the Planning Guide and/or the Program Book do I need to exhibit?

Yes, to have an Ad in the Planning Guide and/or the Program Book, the company must be currently exhibiting at the 154th Congress of Correction.

23. What Housing is available to Exhibitors and attendees? What is the pricing for hotels? **(Pricing for single/double occupancy)**

Omni - \$259 plus tax

Westin - \$289 plus tax

Hyatt Place - \$265 plus tax (breakfast included)

Renaissance - \$289 plus tax

Grand Hyatt - \$289 plus tax

24. When does Housing open?

Housing will open in late February and all the specific pricing and information will be up on our website then.

25. When and where is the 2025 Winter Conference going to be?

The 2025 Winter Conference will be held at the Orlando Convention Center in Orlando, Florida, January 10 – 14, 2025. Please check the ACA website (www.aca.org) for more information.