



Exhibit Information and Pricing

EXHIBITOR INFORMATION

All booths are standard 10 feet deep by 10 feet wide, unless otherwise indicated on the floor plan. Please note carpeting and furnishings are not included with the rental of booth space.

Electricity and water are available through the Music City Center. Check the Hargrove Exhibitor Kit for details.

PRICING FOR COMMERCIAL BUSINESSES

All exhibitors are allotted a 10' x 10' booth space. Prices for booth spaces, shown in the legend below, range depending on booth location in conference exhibit hall. Please refer to the [Exhibitor Floor Plan on page 16](#) for specific booth pricing.

Prices range from \$1,995 to \$3,295.

BOOTH FEE INCLUDES

- 10' x 10' booth space with draped 8' back wall and 3' side rails.
- Company identification sign.
- Two 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 complimentary floor passes limited to individuals directly employed as staff of your company.
- Additional passes available for individuals directly employed as staff of your company for a fee of \$50 each.
- 24-hour security service.
- Daily aisle maintenance.
- Complimentary meeting space.
- Listing in ACA's 154th Congress of Correction Program Book (deadline June 17, 2024).

Note: The Music City Center Exhibit Hall is not carpeted. Booth space does not come with furnishings. Booth elements must be professional. Badges must be worn in the exhibit hall at all times.

EXHIBIT DATES AND HOURS*

** Hours are tentative and subject to change*

EXHIBITOR MOVE-IN

Thursday, Aug. 15, 2024 8 a.m.–5 p.m.
Friday, Aug. 16, 2024 7–9 a.m.

EXHIBITOR-ONLY ACCESS

Friday, Aug. 16, 2024 9–10 a.m.
Saturday, Aug. 17, 2024 10:30–11:15 a.m.
Sunday, Aug. 18, 2024 8–9 a.m.

Note: Exhibitors will not be allowed in the Exhibit Hall prior to Thursday, Aug. 15th, at 8 a.m. 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.

SHOW HOURS**

Friday, Aug. 16, 2024 10:30 a.m.–1 p.m. (non-compete times)
Saturday, Aug. 17, 2024 11:30 a.m.–2:30 p.m. with lunch
Sunday, Aug. 18, 2024 9 a.m.–12 p.m. with breakfast
11:45 a.m. Grand Prize Drawing
1 p.m. (decorator removes aisle carpet)

EXHIBITOR MOVE-OUT

Sunday, Aug. 18, 2024 12:30–8 p.m.***

** Hours are tentative and subject to change*

*** Exhibitors are allowed in the Exhibit Hall only during the noted hours. Exhibitors will be allowed to set up at least one hour prior to the Exhibit Hall's opening each day.*

**** Exhibitors must wait for aisle carpet to be removed by decorator before move out can begin.*

RESERVING EXHIBIT SPACE

The exposition will take place at the Music City Center, **Aug. 16–18, 2024**. You may select your preferred booths using the exhibit hall floor plan. Complete and sign the booth reservation contract and send to the American Correctional Association via email, fax or mail with a **50% deposit for the total booth space**. Deposit is not refundable and nontransferable. Upon receipt of your contract and payment, ACA will send a letter by email acknowledging receipt. A copy of the booth reservation contract with booth space confirmed by ACA, will be returned to you electronically upon booth assignment.

CANCELLATIONS

Should it become necessary to cancel the booth reservation, the booth rental fee, less the nonrefundable deposit, will be refunded only upon **written request** received on or before **June 17, 2024**. **After June 17, 2024**, no refunds will be made nor will previously paid monies be applied to any future ACA exhibits or other marketing areas. Exhibitors applying after the **June 17, 2024**, cut-off date must submit the **full booth rental fee**, none of which is refundable, with the application.

NOTE: Exhibit booths are not transferable and cannot be shared, sold, rented or given gratis to another company by the original contracting company.

ACA'S 154TH CONGRESS OF CORRECTION PROGRAM BOOK

All exhibitors reserving booth space on or before **June 17, 2024**, will be given a complimentary description listing in the official ACA 154th Congress of Correction Program Book. Only current exhibiting companies may advertise in the Program Book and Planning Guide.

*NOTE: PURPOSE OF THE EXHIBIT

To disseminate knowledge and promote the development and application of the principles of corrections and criminal justice. The comprehensive technical exhibition will serve to introduce new products and services to the corrections market and to educate individuals in the field of corrections with regard to these products and services. Only exhibitors whose materials are related to those purposes will be allowed to maintain displays. ACA Show Management reserves the right to determine whether exhibitor's materials are related to the purpose of the exhibition and the overall goals of the ACA Conference.