



Exhibitor FAQ

Who is my contact for NACE25?

Katrina Schreefer, Senior Manager, Business Development & Outreach, is your contact for sponsorship and exhibiting. She can be reached at businessdevelopment@naceweb.org, 610.625.1020.

What are the official Expo Hall dates and hours? Where will it be held?

The Expo Hall will be held at the **Pennsylvania Convention Center** in Philadelphia, PA during these hours:

Monday, June 9: 5:30 - 7:30 p.m. ET | Tuesday, June 10: 8 a.m. - 4 p.m. ET | Wednesday, June 11: 8 a.m. - 2 p.m. ET

Is there a deadline for exhibit sales?

Online orders are taken until the exhibit space is sold out. Reserve your spot as early as possible.

How do I reserve my booth at the 2025 NACE Conference & Expo?

What forms of payment are acceptable?

Booth assignments are on a first-come, first-served basis. We must have your full payment by check or credit card (Visa, Mastercard, Discover, American Express) to reserve your booth.

When is exhibitor registration and move in and move out?

Exhibitor Registration/Move In Monday, June 9 from 7 a.m. - 5 p.m. ET

Exhibitor Move Out Wednesday, June 11 from 2 - 6 p.m. ET

View the full exhibitor schedule at naceweb.org/NACE25 > [Exhibit](#).

How do I order electrical, internet, tables, chairs, and other services for my booth?

When will I receive the GES Exhibitor Services Kit?

GES is the official decorator for NACE25.

In December 2024, you will be emailed a link to the NACE25 Exhibitor Services Kit. This kit will include shipping information and forms to order furniture, electric, internet, advanced warehouse information, and more.

If you have questions about GES and its services before you receive your kit, please contact GES Customer Service at 800.801.7648.

How many representatives are allowed per booth?

For each 10' X 10' booth, you may have up to four (4) representatives in your booth at any one time.

Your registration includes one (1) complimentary, full-conference registration and two (2) complimentary, booth personnel registrations. If you would like to bring more staff, you can purchase an additional booth personnel registration for \$299 per person or a full-conference registration for \$999 per person.



What's the difference?

Full-conference registration provides access to all conference workshops, food functions, special events, and networking activities. **Booth personnel registration** provides access to the Expo Hall only. Booth personnel are welcome at the opening reception, beverage breaks, and lunches served in the Expo Hall.

How and when do I register my staff?

Exhibitors receive one (1) complimentary, full-conference registration and two (2) complimentary booth personnel registration for each 10' x 10' booth.

Managing your complimentary booth personnel is easy and self-serve. Follow these [easy-to-follow instructions](#) to purchase additional booth personnel or full conference registrations.

All complimentary and paid booth registrations are due by May 16, 2025. All invoices, including exhibit staff registrations, must be PAID IN FULL by May 23, 2025.

Does my organization need to be a NACE member to qualify for the member rate?

Yes. Membership is open to organizations that serve the field, as well as to career services and university relations and recruiting professionals.

Not a member? Join now for members-only pricing, discounts, and resources at NACE25. Visit naceweb.org/membership to learn more or contact NACE Member Services at membership@naceweb.org, 610.625.1032.

Does NACE allow us to host events?

You must get approval from NACE to hold an event by submitting the [Host an Event Form](#) by May 1, 2025. Your event may not conflict with any NACE preconference or conference-related activities, even those scheduled during the evening. You will be notified by email if your event is approved.

How can I find out who is attending?

Exhibitors registered with a full-conference registration will have access to the conference attendee list at naceweb.org/MyNACE > [Events](#) > [2025 NACE Conference & Expo](#). Note, this list includes both the in person and virtual conference attendees combined.

New for this year, beginning on March 21, 2025, exhibitors will receive Excel spreadsheet(s) with the list of attendees for their conference event (in person, virtual, or both). The list(s) will contain attendee names, titles, and organizations. The primary booth contact will receive an email on a weekly basis with their appropriate list(s). If you have any questions, please contact us at businessdevelopment@naceweb.org.

How can I promote my booth or communicate with attendees?

NACE promotes exhibitors and the Expo Hall through a variety of conference-related communications. The most significant of these are the Expo Hall preview, and NACE25 Mobile App.

For additional opportunities to promote your booth, visit naceweb.org/NACE25 > [Sponsor](#)

Questions?

Contact NACE Business Development at businessdevelopment@naceweb.org, 610.625.1020

National Association of Colleges and Employers

1 E Broad St, Ste 130 - 1005, Bethlehem, PA 18018-5934 | 610.868.1421 | www.naceweb.org

Our office is virtual, so email is our preferred method of communication.

Please direct all inquiries to at businessdevelopment@naceweb.org.

©2024 National Association of Colleges and Employers. All rights reserved.