



Exhibitor Guidelines

October 3-6, 2023

Join us at the 2023 National Symposium on Juvenile Services for the opportunity to showcase your products and services to juvenile services professionals from across the nation.

The conference will provide visibility for your business or organization and the opportunity to interact with hundreds of attendees.

Exhibitor Booths include the following:

- 1 Skirted 6' Table
- 2 Chairs
- 1 Symposium Registration

Benefits:

- Opportunity to Exhibit
- Networking Opportunities
- Access to Educational Workshops
- Exhibitor Profile in Conference App
- Ability to add promotional offers and giveaways in Conference App
- Ability to schedule virtual or in-person meetings with attendees in Conference App
- Option to create a live virtual booth with a live stream connection in Conference App

Conference App (Whova):

To maximize your ROI, we invite you to edit your exhibitor booth profile on our official conference app. By setting up the booth profile, you can better showcase your company and your products to attract more visitors to your booth. In particular, we highly recommend you to:

- Update your Exhibitor Profile
- Upload video or brochures about your products or companies
- Schedule live info sessions or demos
- Provide coupons, giveaways, raffles to generate more leads
- Schedule virtual or in-person meeting with conference attendees.

A personalized link will be sent via event-noreply@whova.io

If you need more guidance on how to set up your booth profile, please visit [Whova Exhibitor Guide](#).

Access to Whova App will be available in September 2023

Please note: A printed program booklet **WILL NOT BE AVAILABLE**. Please download the Whova App to access the workshop/meeting rooms.

Exhibitor Passport:

Last year, the new Exhibitor Passport Contest in our Conference App (Whova) was a huge success! It's a tool that will help drive traffic to your booth.

It's simple, attendees will receive a digital stamp from each participating booths they visit and the attendees who collect every stamp are entered into a door prize drawing. Each exhibitor will need to scan the attendee's QR code with Whova's lead retrieval app.

Exhibitor Passport Instructions: [Click Here](#)

The door prize drawings will take place on **Friday, October 6, 2023**, during the General Session in the morning.

Door Prizes: *Coming soon!*

Symposium Agenda: *Coming Soon!*

Exhibitor Showcase: Marriott Grand Ballroom Pre-Function Area

Setup + Dismantling:

- **Setup:** Tuesday, October 3, 2023 – 12:00pm – 5:00pm
- **Dismantling:** Thursday, October 5, 2023 – 4:00pm

Inbound Shipping: Packages will be delivered to your Exhibit Booth prior to arrival. The hotel will not accept packages more than three days prior to your event date and notification of deliveries must be in writing. \$5 handling fee for each box. \$50 per skid received by the hotel.

Please address the packages as follows:

- Your Company Name /Event name (National Symposium on Juvenile Service)
- Event Dates (October 2-6, 2023)
- Event Manager (Shannon Bschor)
- Number of boxes in shipment

Hotel Shipping Address: 1801 N. Naper Blvd, Naperville, Illinois 60563 (We cannot store boxes more than 5 days after the conclusion of your event)

Outbound Shipping: All outgoing shipments must be properly labeled with a return address, a delivery address and a contact phone number for the sender. Exhibitors are responsible for scheduling pick up with delivery service of choice. The hotel staff will pick up your shipment from your Exhibit Booth.

Audio Visual Productions:

AV Form: can be found [here](#)

Electrical Form: can be found [here](#)

Contact: Jason Rauen [630-687-6493](tel:630-687-6493) | jason@avproductions.com

Symposium Questions:

Abby Schrum, CMP

Meeting Planner

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