

NAEA National Convention 2025 Pre-Show Information


Exhibitor Service Team <ExhibitorService@theexpogroup.com>

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THE EXPO GROUP

Architects for connecting communities™



It's almost time to head to the 2025 NAEA National Convention!

Proper planning can make or break your exhibiting experience. Review the information below in preparation for the show.

Can I ship my materials ahead of time?

Yes! The Advance Warehouse will accept shipments between Monday, February 24 and Wednesday, March 12. Shipments arriving to the warehouse after Wednesday, March 12 will be received with an [after deadline charge](#). Make sure your exhibit materials are correctly labeled, with the name of the show, your company name, and booth number. **Need labels?** Use our [Advance Warehouse Shipping Labels](#).

What happens if I ship my materials direct to the venue?

Direct shipments will be accepted beginning on Wednesday, March 19. Early shipments will not be accepted. Like advance shipments, direct shipments must be labeled clearly. We recommend using our [Direct the Show Site Shipping Labels](#).

Who is the official show carrier?

Ship with the official carrier, EXPOGISTICS, to simplify shipping for the 2025 NAEA National Convention. [Contact us for a quote!](#)

How do I store my empty containers?

Empty labels will be available onsite at the Exhibitor Service Center upon arrival. After unpacking, ensure that all items are removed from crates and containers before attaching empty labels. Please note, there will be a retrieval fee to access items from empty storage after they are removed. So double check that you don't leave anything behind! After the show closes and aisles are clear, empty containers will be returned for packing.

Do I need to submit a Material Handling Agreement?

All outbound shipments require a completed Material Handling Agreement (MHA). Please log into your account if you haven't already and submit your MHA prior to exhibitor move in. We will deliver your MHA to your booth onsite for you to complete and turn in to the Exhibitor Service Center.

Please let us know if we can assist in any way. We look forward to seeing you at the 2025 NAEA National Convention!

Exhibitor Service Team

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