



## **2022 Annual Convention and Exposition**

Kentucky International Convention Center

Louisville, Kentucky

Show Days: September 20-21 | Convention: September 18-21

## **2022 TRADE SHOW FACTS**

### **ADMISSION AND BADGES:**

Badges will be available for pick up at the Registration Counter located in the Kentucky International Convention Center. Please bring your registration confirmation. Registration information can be found online at [NAECConvention.com](http://NAECConvention.com).

Direct any questions you may have concerning registration to Danielle Miller at 800.900.6232, 770.760.9660, or [Danielle@naec.org](mailto:Danielle@naec.org).

### **EXPO ONLY REGISTRATION:**

Admission to the Expo is \$80.00, with the exception of non-exhibiting suppliers. Each Exhibitor can provide a complimentary exhibit only registration code to their customers (not including Suppliers) and other key buyers to visit the exposition. Please note that these complimentary registrations are available through exhibitors only and may not be used by non-exhibiting Suppliers. Any Suppliers, or Exhibitors who register using this complimentary code will be marked invalid, and notified that their registration has been removed. These registrations are complimentary if the attendee registers by August 19, 2022. After August 19, 2022, the registration fee for the exposition will be \$80.00 for Members, \$110.00 for Non-Members. The registration is good for both show days. Attendees can register with the special exhibitor code online at [naecconvention.com](http://naecconvention.com); by mailing the form directly to 2022 EXPO Registration, 1500 Klondike Road, Suite A211, Conyers, GA 30094 or by faxing the completed form to 770-760-9714.

### **SPOUSE/GUEST REGISTRATION**

Please note that individuals registered as Spouse/Guests will not be allowed to enter the hall during exhibitor setup and dismantling. Spouse/Guests who will assist in the exhibit booth must register on a separate form as Exhibitor Personnel.

## **CONVENTION CENTER**

Kentucky International Convention Center  
221 S. 4th Street  
Louisville, KY 40202  
Phone: 502-595-4381

The Kentucky International Convention Center (KICC) is located at the center of Louisville's bustling downtown. Having recently gone through a \$207 million renovation and expansion, the KICC is a top tier convention center. It is walking distance to dozens of fine dining and casual restaurants, museums, distilleries, and other attractions. The KICC prides itself on being a Leadership in Energy and Environmental Design (LEED) facility. The facility was first in Kentucky to receive accreditation from the Global Biorisk Advisory Council (GBAC) for sanitization and operating procedures.

## **AIRPORT TRANSPORTATION**

The Louisville Muhammad Ali International Airport offers service from 8 major airlines, serving 37 nonstop destinations. A listing of destinations served can be found here:  
<https://www.flylouisville.com/destinations>.

## **CAR RENTAL**

Nine rental car companies operate at the Louisville Muhammad Ali International Airport through the Rental Car Center located at the baggage claim with easy access to the new facility on Level 1 of the attached parking garage.

Alamo: 800-462-5266

Avis: 800-331-1212

Budget: 800-527-0700

Dollar Rent A Car: 800-800-4000

Enterprise: 800-261-7331

Hertz: 800-654-3131

National: 800-227-7368

Payless Car Rental: 800-729-5377

Thrifty Car Rental: 800-847-4389

## **TAXI SERVICE**

Taxicabs are readily available through zTrip and provide service within the Louisville area. Contact zTrip to book a ride prior to your arrival by calling 502-777-7777 or [ztrip.com/Louisville](http://ztrip.com/Louisville).

Taxicabs can be accessed at the airport on the lower level outside baggage claim at the commercial curb.

## **RIDE SHARE**

Ride Share pick up is located on the baggage claim level on the west side of the terminal.

To ride with Lyft, access using the phone app or [lyft.com](https://www.lyft.com) to book a ride.

To ride with Uber, access using the phone app or [uber.com](https://www.uber.com) to book a ride.

It is recommended to request your ride when you have your bags and are ready to go. You will meet your driver on the middle curb outside of Baggage Claim. Verify vehicle and driver details before you get into the vehicle.

## **SHUTTLE SERVICE**

Louisville has many hotels conveniently located near Louisville Muhammad Ali International Airport. Many provide courtesy vans to-and-from the airport. All hotel courtesy vans will pick up their guests in the Commercial Ground Transportation Lot located on baggage claim level, on the west side of the terminal.

To see if your hotel offers a courtesy van, visit [flylouisville.com/passenger/courtesy-vans/](https://flylouisville.com/passenger/courtesy-vans/).

## **SEDAN AND LIMOUSINE SERVICE**

Sedan and Limousine services can be arranged directly with your preferred option. For a listing of limousine companies, please visit: <https://www.flylouisville.com/passenger/limos/>.

For driving directions from the Louisville Muhammad Ali International Airport, see below in convention center information.

## **DRIVING DIRECTIONS**

From Louisville International Airport:

Take I-65 N to S Brook St. Take exit 136B from I-65N. Continue on S Brook St. Turn left onto E. Jefferson St. Turn right onto S 4th St. Turn right at the 1st cross street onto W Market St.

Find a map of available parking here: [kyconvention.com/attend/maps-parking/](https://kyconvention.com/attend/maps-parking/)

## **PARKING**

Parking is available in the Cowger Garage at 4th & Market Street (next to FedEx).

Commonwealth Garage is located on Jefferson Street (middle of the block on the left hand side) between 3rd & 4th Streets and connected to Hyatt Regency. Parking fees vary but max at \$10/ day.

More information can be found here: [kyconvention.com/attend/maps-parking/](https://kyconvention.com/attend/maps-parking/)

**SUIT-CASING POLICY:**

**What is Suit-casing?** Suitcasing is when a non-exhibiting company solicits business in exhibit hall aisles, another company's booth or public spaces within the convention center. Suit-casing practices include passing out brochures and business cards in the aisles or conducting meetings in special areas of the show floor such as the Delegate Lounge and Food Court.

**What is NAEC's Suit-casing Policy?** Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the NAEC Exhibition Policy will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to show management.

**Attendee Awareness:** Show management has alerted attendees of the policy on suit-casing through the registration brochures, confirmation letters, the program book, the exhibit hall guide and signs posted on the show floor. If approached by non-exhibiting companies soliciting their business during the trade show, we ask attendees to support the show's exhibitors and not engage in a business matter with them at that time. They are asked to report the incident to show management.

**SUPPLIER MEMBERS AND THE NAEC CONVENTION AND EXPO:**

Last year, the Exhibitors Advisory Committee recommended policy amendments that were adopted by the NAEC Board of Directors regarding changes in the participation of Supplier Members in the annual NAEC Convention and Exposition. These changes include the following items:

1. All Supplier Members registering for the annual Convention and Exposition must either a) register for the lowest available booth package cost offered in the respective year, which includes a minimum standard booth package, or b) register as a full exhibitor at an early registration cost of not less than \$5,000.
2. New and Non-member Supplier Member companies who wish to register for the NAEC Convention and Exposition must register for convention only, with an \$800 pass and will be escorted by a designated member on the expo floor for no more than one hour.
3. Prospective new Supplier Members may also schedule to tour the floor only, with an escort, for no fee.
4. Consistent with the standing policy, Supplier Members are prohibited from doing business of any kind outside of their designated exhibit space.

## HOUSING

There is an official hotel room block for the 2022 Convention and Expo available to event attendees. Please note, however, that this year there is a change in how room blocks are reserved. *Each attendee must register for the event first and then the information on how to access the discounted room blocks will be sent along with the registration confirmation via a private access link.*

**Important:** While Show Management has a number of rooms blocked at the convention hotel, any unsold rooms will be released for sale to the public after their respective reservation deadlines. The last day to book a room: August 29, 2022 or until hotel is sold out. Waiting until this date will not ensure that you will get a room. Rooms are sold on a first-come, first-served basis. **PLEASE MAKE YOUR HOTEL RESERVATIONS IMMEDIATELY AFTER YOUR CONVENTION REGISTRATION IS CONFIRMED!**

## BEWARE OF HOUSING SCAM!

NAEC has partnered directly with a host hotel as the exclusive hotel of the Annual NAEC Convention and Exposition in Louisville. All accommodations booking should be done directly through the hotel. NAEC does not endorse or have a relationship with any other housing company! Follow your Convention Registration Confirmation information for direct links to the hotel site.

## WEATHER IN LOUISVILLE:

Expect the average daytime temperature to be in the high 70s and low 80s with the average minimum temperature of 60°F.