



AASECT Annual Conference Exhibitor & Sponsor Information **June 4 – June 7, 2026, at the Sheraton Puerto Rico Resort and Casino**

Thank you for your participation in the [2026 AASECT Annual Conference](#)! We are grateful for your support and looking forward to coming together in San Juan, Puerto Rico to celebrate our community.

Meeting Venue

Hotel reservations in the AASECT Room Block are available on a first-come first-served basis. Choosing to stay at the iconic [Sheraton Puerto Rico Resort and Casino](#) ensures you're just steps away from all conference events, allowing you to fully immerse yourself in the AASECT Annual Conference experience.

Exhibit Area

All table-top exhibits will be in the San Juan Foyer. There will not be pipe-and-drape, and the floor will be carpeted. AASECT reserves the right to select booth locations in the exhibit areas.

Only a pull-up banner/sign or tabletop display will be allowed (4' maximum width). No structure larger than this will be permitted. Nothing may be attached to hotel walls. For more details regarding your specific package, please review the [Sponsorship and Exhibitor Webpage](#).

Age Requirement: 18+

We require that conference attendees and exhibitors be adults aged 18 and above. This program is designed for mature audiences, and minors under the age of 18 are not permitted to attend. This policy is in place to ensure the appropriate content and atmosphere for all attendees, as well as compliance with legal regulations regarding minors at such events.

Note: *Our vendor/exhibit space is in a public area where hotel guests, hotel staff and other guests may be present. All exhibit materials must be appropriate for all ages and the general public. We appreciate your understanding and cooperation.*

Exhibitor & Sponsor Rules and Regulations

As a reminder, all exhibitors and sponsors are expected to review and adhere to the [Exhibitor & Sponsor Rules and Regulations](#). Please be sure to review the document provided, which helps to ensure a professional, safe and welcoming environment for all.



Exhibitor Move-In

Set-up will begin on Thursday, June 4, 2026, at 11:00 AM and must be completed by 5:00 PM.

Exhibit Hours:

Thursday, June 4

8:00 PM - 9:30 PM | Location: San Juan Foyer

Note: The Welcome Reception will take place during these hours in the Exhibit Gallery. All vendors are invited to be at their tables to connect with attendees in a relaxed, social setting.

Friday, June 5

7:30 AM – 5:30 PM | Location: San Juan Foyer

Saturday, June 6

7:30 AM - 4:00 PM | Location: San Juan Foyer

Exhibitor Move Out

Move-out will begin on Saturday, June 6, 2026, at 4:00 PM and must be completed by 6:00 PM. Exhibitors may begin dismantling displays at 4:00 PM on Saturday, June 6, 2026. We encourage exhibitors not to dismantle or remove your booth materials before that time.

If you have any questions regarding your exhibitor or sponsorship package, please contact Carla Fuqua or Jill Cox – conference@aasect.org.

Exhibitor Logo & Description

To have your organization acknowledged on our website, conference mobile app and on-site signage, please send the following to conference@aasect.org as soon as possible but no later than **May 1, 2026**:

- Company Logo: 500px wide 72dpi or higher PNG, or an EPS vector file of any size
- 100-word description of your organization for our website and mobile app
- Link to your organization's website, Facebook, Twitter, and LinkedIn (if applicable)



Exhibitor Shipping Information

Shipping To Hotel

Exhibitors are responsible for arranging the shipment of their own meeting freight to the Sheraton. Additionally, please note there will be handling fees associated with any freight received on-site and will be charged to either your room folio and/or you may pay via credit card if you are not staying at the Sheraton. Please refer to the attached shipping and logistics document provided by the Sheraton for further instructions.

Please note that some swag items (including food, beverages, alcohol, perishable goods, and items containing batteries) may be restricted or require additional documentation when shipping to Puerto Rico. Exhibitors are encouraged to confirm requirements with their shipping provider in advance.

Due to the hotel's limited on-site storage capacity, **we kindly request that items be shipped no more than three (3) business days before the scheduled start date of your event/arrival (June 4, 2026)**. There is a potential additional fee of \$250 from the hotel if the freight arrived before June 1, 2026.

Please ask the Sheraton Front Desk upon check-in for your packages.

Estimated Shipping Handling Charge – When you check-in.

0 to 5 lbs. - \$5.00
6 to 20 lbs. - \$10.00
21 to 50 lbs. - \$15.00
50 to Misc. sizes - \$35.00
Pallet Charge - \$85.00
Pallet Storage - \$250.00/day

*The above rates do not include skidding, un-skidding, shrink wrapping, or in-house movement. Labor charges may apply. Please contact conference@asect.org if you need additional information.

Shipping Address Label

Sheraton Puerto Rico Resort and Casino
Attn: Your Name - Exhibitor/Hotel Guest
200 Convention Boulevard, San Juan, Puerto Rico
Puerto Rico, 00907
PLEASE HOLD FOR: (Contact Name & Company Name)
Group: **(AASECT)**
Dates: **(June 4-7, 2026)**

PLEASE MAKE SURE YOUR CONTACT INFORMATION IS ON EACH BOX YOU SHIP.



Also, please attach a secondary label to each box of your shipment that clearly displays:

- Booth Attendee Name & Exhibitor Organization Name
- Phone Number
- Label all boxes: EXHIBIT MATERIALS

Return Shipping from Hotel

Special Note: Outgoing freight must be picked up by the following day after load-out (June 7, 2026).

Please come equipped with preprinted UPS or FedEx labels for your return shipments. Exhibitors are expected to affix labels and securely seal boxes before leaving the hotel. At the end of the day, please place your box(es) on top of your tables. If your returned boxes are being shipped via UPS or FedEx, please contact UPS or FedEx for a pick-up.

If you have arranged for a carrier to pick up your return freight, you must schedule that yourself and be onsite to handle payment.

Please note there will be handling fees associated with any returned freight shipped out via the Hotel – which will be charged to either your room folio and/or you may pay via credit card if you are not staying at the Sheraton.

AASECT is not responsible for any handling fees imposed by the hotel. AASECT is not responsible in any way for any shipping costs for you to display or advertise at the conference. All materials handling, delivery, packing charges or actual transportation/ shipping charges are the sole responsibility of the shipper to the hotel and not AASECT.

Tote Bag Insert

The following are entitled to a tote bag insert with their Sponsorship Package:

- Opening Welcome Reception Sponsorship
- Sponsoring Partner
- Breakfast Sponsorship
- Plenary Session Sponsor
- Gold, Silver, and Bronze Advertising Packages
- Tote Bag Sponsor
- Mobile App Sponsorship

Shipping Instructions

Please email conference@aasect.org to get a more accurate count of how many tote bag inserts to send **after May 1, 2026**

To help us locate your insert, could you please provide the tracking number via [this Google Form](#) by May 31, 2026.



- Please ship TOTE BAG INSERTS to arrive at the conference hotel no later than **Monday, June 1, 2026**.
- Tote bag inserts that arrive later than **Monday, June 1, 2026**, will not be included in the attendee tote bags. The paper should be no larger than 8-1/2" w x 11" h.
- No refunds will be given for late arrivals.
- Quantity: 800

****Please address Tote Bag Insert shipments exactly as follows:***

Shipping Address Label

Sheraton Puerto Rico Resort & Casino

Attn: Your Name/Hotel Guest

200 Convention Boulevard,

San Juan, Puerto Rico, Puerto Rico, 00907

PLEASE HOLD FOR: Carla Fuqua/Hotel Guest

Group: **AASECT Conference | Tote Bag Insert**

Dates: **(June 4-7, 2026)**

**Please be sure to include the sender's name and phone number.*

Also, please attach a secondary label to each box of your shipment that includes:

- Organization's Name
- Label all boxes: TOTE BAG INSERT
- Number all boxes: Box ___ of ___

Banner Displayed in Exhibit Hall

If you have purchased a banner in the exhibit hall, please ship Banner to arrive at the conference hotel no later than **Monday, June 1, 2026**.

- Banner must be a pull-up standalone banner – no larger than 78' X 33'

Please reference the shipping instructions noted above.

Advertising Information

Mobile App Details: Community Brands

If you have purchased a banner ad in the conference mobile app, please send the following to conference@aasect.org as soon as possible but no later than **May 1, 2026**:

Specs:

- 70-character ad message



- Graphic: 600px x 100px (.jpg or .png)
- Link URL

30-Second Commercial

If you have purchased a sponsorship that has a 30-second commercial, please send the following to conference@aasect.org as soon as possible but no later than **May 1, 2026**.

Resolution: Video resolution for the commercial must be high-resolution (MP4 file). AASECT reserves the right to suggest advertisement edits.

Security

The exhibits are accessible to the public, and 24-hour security will be provided. Please take care to secure your valuables, as neither AASECT nor the hotel can assume responsibility for damage, loss, or theft of property.

Internet & A/V Equipment

Meeting Wi-Fi will be provided, but if you need power or a hardline for a demo presentation, please contact Steve Pampinella at Steve.pampinella@conferencedirect.com to order no later than **May 1, 2026**.

Steve will also be your point of contact if you need to rent any additional audio-visual equipment/services (e.g., laptops, etc.).

Bookstore

This year our Bookstore is being hosted by Elizabeth's Bookshop & Writing Centre, an independent bookstore dedicated to amplifying diverse voices and connecting authors with readers. They also partner with businesses and organizations to bring mission-aligned books into workplace culture, professional development, and client engagement. They have partnered with the AASECT conference to manage all book sales at this year's event, inclusive of handling sales logistics and tracking so you can focus on the conference and connecting with readers.

Authors, please complete this form to opt in your book for sale. By submitting, you confirm that you have read and agree to the terms and conditions below.

Questions? Contact september@rachelcargle.com.

Registration

If your exhibitor package includes registration, please do not forget to register yourself with your promotional exhibitor code. If you did not receive this code by April 15, please email conference@aasect.org for your unique code to register.



Lead Retrieval

To learn more about our lead retrieval rental options and pricing, [Click Here](#) and enter show code: AASECT26. When ordering, please enter '0000' as your booth number for the time being, as those have not been assigned yet.

Exhibitor Liability Insurance Program

We strongly encourage all exhibitors to consider purchasing comprehensive exhibitor insurance for their participation in our trade show. This coverage can provide valuable protection against unforeseen circumstances, potential liability claims, and property damage. Exhibitor insurance offers peace of mind, allowing you to focus on showcasing your products and services without worrying about unexpected risks. It's a smart investment that can safeguard your business interests and enhance your overall trade show experience.

Questions

In the upcoming weeks leading to the meeting, we will email you with any updates. If you have any further questions, please contact us at conference@aasect.org.

Thank you for your partnership and we look forward to meeting you in San Juan, Puerto Rico!