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| Between Wed, Apr 2–Fri, Apr 4 | Any items shipped to venue should arrive within this time. |
| Mon, Apr 7–Tue, Apr 8 | DEAC 2025 Annual Conference |

Contact Information:

Jess Anderson, janderson@executiveevents.com

Exhibit Space:

Your table assignment in the Ironwood Terrace will be provided a week prior to the conference.

AV/Power/Internet:

All AV equipment and power can be ordered through the hotel. Please submit AV requests to the hotel directly using [this link](#) by March 24, 2025.

Exhibit Hours:

Please plan to staff the exhibitor table during the following times,

| Day / Date | Item |
|------------|--|
| Mon, Apr 7 | <ul style="list-style-type: none"> - Exhibitor Table Setup from 7am–8am - Staff booth during Breakfast, Lunch, and Breaks - Your team is welcome to attend the sessions |
| Tue, Apr 8 | <ul style="list-style-type: none"> - Staff booth during Breakfast, Lunch, and Breaks - Your team is welcome to attend the sessions - Exhibitor Teardown at 5pm |

Conference Agenda:

| Day / Date | Item |
|------------|-----------------------------------|
| Wed, Apr 6 | Welcome Reception 6:00pm–8:00pm |
| Mon, Apr 7 | Day 1 of Conference 9:00am–5:00pm |
| Tue, Apr 8 | Day 2 of Conference 9:00am–5:00pm |

Incoming Shipping Details:

If you are sending items for your table, please address the shipping label to the person that will be setting up your space. Please do not have shipments delivered to the hotel earlier than **Wednesday, April 2**, or each package will be subject to a \$15 storage fee. Please include the following information when shipping:

Attention: DEAC

Name of person picking up the shipment

2727 West Club Drive

Tucson, AZ 85742

1 out of ___packages shipped

*****Packages will be delivered to your exhibitor table during setup***

Outgoing Shipping Details (post-conference):

At the end of the conference, packages ready for FedEx Ground and UPS can be left on top of the exhibitor table for pick-up. Packages considered ready for shipping must meet all of the criteria:

- Package is secured with packing tape or strapping material (hotel will not provide)
- Package is labeled with carrier shipping information (hotel does not provide labels)
- The carriers shipping label is filled out completely and clearly – including payment information

Shipments arranged by Fedex Express or other 3rd parties, couriers, and delivery services must be made privately between the exhibitor and shipping vendor and arranged to be picked up on April 8th or 9th.

Please let the Planning Team (janderson@executiveevents.com) know if you have any questions.

We appreciate your time and dedication to the 2025 DEAC Annual Conference!