

**From:** AEA - [Meetings@eval.org](mailto:Meetings@eval.org)  
**Sent:** Thursday, July 6, 2017 4:26 PM  
**Subject:** Evaluation 2017 Exhibitor Bulletin - Welcome!



**American Evaluation Association**  
Evaluation 2017  
Washington Marriott Wardman Park  
November 6-11, 2017  
Washington, D.C.

## **WELCOME!**

We are pleased your company will be exhibiting at Evaluation 2017, taking place November 6-11, 2017 at the Washington Marriott Wardman Park Hotel in Washington, D.C. My name is Brigid and I will be your point of contact for the 2017 conference. Please read the information below and look for more emails from me in the coming weeks. If you have any questions, please contact me!

## **Have you paid for your Exhibit Booth?**

Companies that currently have outstanding balances for their exhibit space and sponsorships must submit their payment as soon as possible. AEA accepts payments via US Check or Credit Card (Visa, MasterCard, and American Express). Please email [meetings@aea.org](mailto:meetings@aea.org) for an updated invoice.

***Delaying payment for the conference will prohibit you from registration and other materials until we have received full payment of your invoice.***

## **Housing Information**

Make your housing accommodations by calling the [Washington Marriott Wardman Park](#). Be sure to mention AEA Evaluation 2017 to receive the discounted rate of \$239.00. **Remember** – the housing cut-off date is **Friday October 6, 2017**. Room blocks are secured on a first-come, first-serve basis. So, book today!

## **Preliminary Schedule**

The AEA Evaluation 2017 Preliminary Schedule is online and is available to view [here](#). Any updates or changes to the schedule of events can be found by visiting this page.

## **What's to Come**

[Exhibitor Registration](#)

All exhibitors for Evaluation 2017 will receive (2) exhibit only registrations for your exhibit staff. Exhibitors will be able to register staff after submitting the contract. We would be happy to assist in the process of registering additional staff members.

***Please note that exhibit staff are not automatically registered for the conference and may not attend conference sessions unless registered for the full conference. Registration will open mid-July.***

### Exhibitor Service Kit

The service kit, provided by T3 will be sent out in mid-August. This kit will provide information regarding the Marriott Wardman Park related services, electrical, phone, internet, and other general exhibit guidelines.

***Exhibitor Service Kits will only be sent to companies that are paid in full.***

## Important Items & Deadlines

### Program Description

The 50-word program description for your company is due by **Friday, September 29, 2017**. Get it out of the way and [submit today!](#)

***Please complete the form and be sure to check all spelling and grammatical errors as AEA does not make any changes or proof-read company descriptions.***

### Conference Program Ads

Those who have purchased conference guide ads will need to submit their ads to us by **Friday, September 29, 2017**. If you are interested in purchasing an advertisement, please contact us at [meetings@eval.org](mailto:meetings@eval.org) for more information.

### Sponsorships

Sponsorships are still available. If you would like to have your company featured throughout the conference, please reach out to Ryan Leach at [rleach@eval.org](mailto:rleach@eval.org) to discuss open options.

## Questions or Concerns?

Contact the AEA team today, or visit our [Exhibitors and Sponsors](#) page for more information regarding Evaluation 2017.

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Sincerely,  
*The AEA Exhibit Management Team*

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Kelly Laurie, AEA Conference Manager

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