



American Evaluation Association
31st Annual Conference
Washington Marriott Wardman Park
November 6-11, 2017
Washington, D.C.

Thank you again for your continued support of AEA and of Evaluation 2017! We have updated the [Exhibitor Resource Center](#) with the deadlines coming up throughout the summer. Please make sure to read the information below and look for more emails from me in the coming weeks.

Housing Information

All housing accommodation information is listed [here](#). Make your housing reservation by calling the Marriott Wardman Park or making your reservation [online](#). 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!

Program Description

The 50-word program description for your company is due by **Friday, September 4, 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.

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.

Please note the following important dates and deadlines:

<u>Date</u>	<u>Event</u>
Monday, September 4, 2017	Exhibitor Description deadline Conference Advertisement Submission Deadline Last day to submit names for onsite badges
Thursday, October 6, 2017	Housing Cut-Off Date

Questions or Concerns?

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

Sincerely,

The AEA Exhibit Management Team

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