

# 2023 EXHIBITOR CHECKLIST

## ASGA NATIONAL STUDENT GOVERNMENT SUMMIT

### Register as an exhibitor ([exhibitor page link](#))

You can choose between exhibitor locations on the ballroom or meeting rooms levels.

### Book your hotel rooms ([hotel page link](#))

The official conference hotel, the Hyatt Regency Washington on Capitol Hill, offers discounted rates to conference exhibitors.

### Provide your fliers, company logo, and description

Please send your materials to be included in the conference programs and PowerPoints and at the conference Website.

1. Send 750 copies of your fliers (8 ½ x 11", three-hole-punched, full-color, two-sided) to arrive no later than September 22, 2023. Send to ASGA, 410 NW 16th Avenue, Suite 4, Gainesville, FL 32601.
2. Send a high resolution version of your logo (EPS, TIF or PNG) to [conferences@asgaonline.com](mailto:conferences@asgaonline.com) no later than September 22, 2023.

### Review Critical Exhibitor Times

See the [National Summit Program Page](#), which shows each day-by-day timeline with breaks.

1. Registration on Thursday
2. Breaks between workshops throughout conference
3. Breakfast Friday, Saturday, Sunday
4. Lunch breaks on Friday and Saturday

### Review Set-Up and Tear-Down Times

1. Setup is between 2:00 p.m. to 4:00 p.m. on Thursday. Set-up must be complete by 4:00 p.m. on Thursday.
2. Tear-down is between 12:30 p.m. to 1:30 p.m. on Sunday. Tear-down must be completed by 1:30 p.m. on Sunday.

### Review Shipping Instructions

#### Shipping of Your Materials to the Hotel

You may ship materials to the hotel for arrival up to two days before the conference. Arrival on Tuesday, October 3, or Wednesday, October 4, are acceptable.

#### Here is the hotel's address:

Hyatt Regency Washington on Capitol Hill  
ATTN: ASGA or name of your representative  
400 New Jersey Avenue NW  
Washington, D.C. 2000

#### Drop-off of Materials at the Hotel

You may drop-off materials at the conference hotel. There is no self-parking (only valet parking).

#### Return Shipping of Your Materials from the Hotel

The hotel can arrange for your materials to be shipped after the conference concludes (please bring your own boxes and shipping materials, as well as pre-printed shipping labels for FedEx or UPS). All boxes must be picked up within two days after the conference concludes on October 8.

### We also recommend informing the hotel of your shipment and expected delivery times:

Event Planning Manager  
Hyatt Regency Washington on Capitol Hill  
400 New Jersey Avenue NW  
Washington, D.C. 20001  
**Phone:** 202-719-8425 • **FAX:** 202-737-5773



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