



## 2022 NALA Conference & Expo

### NALA Affiliate Showcase

**Date:** Thursday, July 14, 2022, from 6:30– 8:00 p.m.

**Hotel Room:** Grand Canyon 6

**Deadline for Registration:** May 1, 2022

#### Introduction

This year, NALA is once again creating dedicated space for our NALA Affiliated Associations to showcase their work to advance the paralegal profession and invite paralegal professionals to join their local and statewide associations.

Don't miss this opportunity to have fun and network while learning what other NALA Affiliated Associations around the nation are doing. All displays are staffed by various association members who are eager to answer questions and share their experiences.

We look forward to celebrating the important role your association plays within the NALA Affiliated Association network and hope that your association will proudly participate in this opportunity.

#### Guidelines for Participation

All interested NALA Affiliates must complete an Affiliate Showcase Registration Form (see attachment) and email completed registration forms to [bharris@nala.org](mailto:bharris@nala.org). NALA Affiliate Showcase Registration Forms will be accepted by NALA through May 1, 2022, on a space available first come basis.

Participating associations are required to designate a member(s) who are on-site in-person at 2022 NALA Conference and Expo to be responsible for your association's showcase during the entire length of the NALA Affiliate Showcase event (set up to break down).

#### General Information

- There is no charge to associations to participate. NALA pays for the space and use of the tables.
- **Setup time** for the Affiliate Showcase is from 6:00 – 6:30 p.m. Thursday, July 14, 2022.



- **Location** for the Affiliate Showcase is in room Grand Canyon 6.
- The Affiliate Showcase officially opens to all conference attendees at 6:30 p.m. and closes at 8:00 p.m. on Thursday, July 14, 2022.
- All associations are responsible for their own set up and tear down. All showcase displays must be taken down after the close of the reception on Thursday, July 14, 2022, at 8:00 p.m. The hotel cleanup crew will assume anything left on the tables following the event is to be discarded and will not be retrievable.
- Affiliate Showcase displays will be arranged **to fit a six-foot table**. Table cards will identify, by name, where each affiliate should set up. It is crucial that displays, signs, handout material, and other components of each association display fit in the allotted space.

Be sure to bring any necessary set up tools and materials (tape, thumbtacks, pins, etc.) to set up your display, and to repack the display for transportation or parcel posting after the showcase ends. These items will not be made available by NALA.

- At least one association member is required to be on hand to welcome attendees and represent your association during the entire length of the NALA Affiliate Showcase.
- Selling items directly from your association's booth is prohibited. Associations may take orders for items available for sale, but because of sales tax restrictions and security issues, selling items directly from the booth is prohibited.
- Feel free to photograph your display and share other affiliate displays via social media, the NALA 2022 Conference & Expo App, don't forget to use the hashtag #NALACon22 to show our NALA Conference Pride
- Bring plenty of business cards, and informational materials to share with conference attendees.
- **Conference Schedule:** The conference schedule of events is available online

[https://nala.org/wp-content/uploads/2022/02/2022ConferenceBrochure\\_F\\_021522-1.pdf](https://nala.org/wp-content/uploads/2022/02/2022ConferenceBrochure_F_021522-1.pdf)

- **Security:** The NALA Affiliate Showcase location is an open area **it is not secure**. Do not leave anything of value (laptop computers, office machines, or giveaway items you want to save) on or under the tables unattended.



**2022 CONFERENCE & EXPO  
AFFILIATE SHOWCASE REGISTRATION FORM  
THURSDAY, JULY 14, 2022**

The 2022 NALA Conference & Expo will be held July 14-16, 2022, at the JW Marriott Phoenix Desert Ridge Resort and Spa in Phoenix, Arizona. The NALA Affiliate Showcase will be held on Thursday, July 14, 2022, from 6:30 -8:00 p.m.

To take part in this showcase, NALA Affiliated Associations must complete and submit this Affiliate Showcase Registration Form and **email to Bonnie Harris, NALA's Affiliate Member Representative at [bharris@nala.org](mailto:bharris@nala.org) by May 1, 2022**. Space is limited so be sure to submit your association's registration as soon as possible.

NALA Affiliate Showcase Registration Forms will be accepted by NALA through May 1, 2022, space will be available on a first come basis.

**Name of NALA Affiliate Association:**

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**Primary Contact Person:**

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**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Designated On-Site Association Members(s) and Telephone number(s)**

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