



WSAA

CELEBRATING 20 YEARS  
OF EXCELLENCE

OMNI RESORTS  
la costa | carlsbad

Carlsbad, CA, October 31–November 2, 2023

Thank you for Registering as an Exhibitor/Sponsor for the 2023 WSAA Conference at the Omni La costa Carlsbad, November 1<sup>st</sup> through November 2<sup>nd</sup>. We are looking forward to having a successful show with you and appreciate your support! Below are details needed for shipping, hotel reservations, giveaways, table set-up and what to expect of our agenda.

**REGISTRATION PASS ASSIGNMENTS:**

Upon registering you were provided with complimentary passes to assign as you wish. If those weren't assigned at the time of registration, we ask that you do so via the following link:

<https://wsaa.swoogo.com/WSAA2023/sign-in> . It is important to note that the administrator, the person who made the original/1st pass purchase, will be responsible for assigning your tickets. In addition to assigning your tickets the administrator can login at any time and make update or edits to your attendees. If there are any concerns or issues you can email: [info@westernstatesacquirers.org](mailto:info@westernstatesacquirers.org) and we will assist you with this process.

**TABLES:**

Each Exhibitor/Sponsor will be provided **one six (6) foot table (draped). All displays must be on the table (no items may be on Exhibit Hall floor) and not exceed the surface area of the 6'x30". No part of any exhibitor display may exceed a maximum overall height of 90 inches above tabletop.** No chairs will be provided. Standing will be in front of table. Location of tables will be displayed outside of Exhibit Hall.

**EXHIBITOR SETUP:**

Wednesday, November 1<sup>st</sup> between **9:00 AM and 3:00 PM**. Tables should be ready for the Opening Reception that takes place on Wednesday evening at **4:00 PM to 7:30 PM** in the Exhibit Hall.

**HOTEL RESERVATIONS:**

Please use the Omni La Costa Conference Venue Booking Link (currently sold out, check back frequently for cancellations): [Omni La Costa Resort & Spa \(Carlsbad\) | WSAA Annual Meeting 2023 \(omnihotels.com\)](#) or Westin

Carlsbad Resort & Spa Overflow Venue Booking Link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1693000702471&key=GRP&app=resvlink> to book your hotel reservation and make sure all attendees from your organization have rooms reserved as well.

#### **GIVEAWAYS:**

Your support of WSAA is appreciated and more than enough, however, attendees are always appreciative of receiving items during the drawings throughout the conference. If you would like to contribute (equipment, gift cards, e.g.) please feel free to bring to the Show and, if possible, be in attendance to present to the attendee when their name is drawn.

#### **AGENDA:**

Our Agenda is constantly being updated with speaker and exhibit times. Please visit our website <https://westernstatesacquirers.org/agenda/> for up-to-date information as the show time gets closer. A Printed Mini Agenda is also provided to each Exhibitor and each Attendee showing Exhibit Hall and Speaker times.

#### **EXHIBITOR PACK UP:**

At the end of the Closing Reception in the Exhibit Hall, all Exhibitors should box up their displays and goods and put their return shipping labels on the boxes. **PLEASE BRING YOUR OWN RETURN SHIPPING LABELS..** Leave your boxes in the Exhibit Hall for shipping carrier pick up. **PLEASE NOTE: WSAA does not allow early tear-down and pack-up of displays to allow for all attendees and Exhibitors to benefit fully from our Closing Reception.**

#### **PARKING:**

Valet and Self-Parking are available at the hotel at the hotel's rates.

#### **SHIPPING INSTRUCTIONS:**

Point to Point Transportation (P2P) will be serving as the shipping coordinator for the WSAA Annual Conference 2023, providing consolidated warehousing services and distribution of customized shipping labels. **Regardless of your shipping method**, all inbound shipments for this event must be registered via the P2P shipping tool and must be delivered to the Point-to-Point Consolidation warehouse **no later than Monday October 23, 2023.**

**Step 1:** Register your shipment at <https://shippingtool.p2ptransportation.com/> with the Event Token: **WSAA2023**

**Step 2:** Check WSAA ANNUAL CONFERENCE 2023 and enter Company and Table Number (this is required). You can find your table number on your emailed registration confirmation or by logging into your account at <https://wsaa.swoogo.com/WSAA2023/sign-in>.

**Step 3:** Choose to ship with your own carrier (FedEX, UPS, etc.) or schedule shipping through P2P as your carrier.

**Step 4:** Complete Cargo Details; Final Delivery Location, Estimated Value of Shipment, and Commodity/General Description of Shipment (this is required). Length and Weight Unit does refer to the actual but inches/pounds or if wish to use metric. You can register your specific items being shipped now or log back in and update this site once you have details.

**Step 5:** Complete Contact Information

**Step 6:** Complete Pick-Up Address; the information entered pertains to the original shipping to P2P **NOT** pick-up at the Omni at the conclusion of the show.

**Step 7:** Review and submit. **The warehouse shipping address will be provided to you during the registration process.**

**Print the P2P Shipping Label:**

Your email confirmation will include a PDF for a P2P shipping label. Print and affix a label to each piece of your shipment. The P2P label is used in addition to your carrier's label and should be placed on one side and on top of each item included in your shipment.

**Ship to the P2P Advance Receiving Warehouse:**

All inbound and outbound shipments must be shipped via the Point-to-Point consolidation warehouse in San Diego, CA. You may select your own carrier for inbound and outbound shipping or request a shipping quote from Point to Point. Please select to ship to the San Diego, CA warehouse and include your carrier's name and tracking information. We will alert you when your shipment is received at our warehouse, and we will arrange for it to be delivered to the venue. If you have chosen to use P2P as your carrier, we will make all arrangements to pick up your shipment from its origin location, transport it to our consolidation warehouse, and then deliver it to your specified location within the event venue.

**Please do not ship directly TO or schedule pickups directly FROM the venue.**

Carriers may be turned away or incur unnecessary costs. Any outbound shipments will be picked up by P2PTransportation and taken to the San Diego, CA warehouse. If you choose to use your own carrier for the return transportation, please have them scheduled to pick up from the San Diego, CA warehouse after Monday November 06, 2023, between 9:00 AM & 3:00 PM.

**If you need assistance with Shipping you can contact P2P directly at 888-463-4923 or visit their website at [events@workp2p.com](mailto:events@workp2p.com).**

Any additional questions, please feel free to email us at [info@westernstatesacquirers.org](mailto:info@westernstatesacquirers.org) or visit our website at [www.westernstatesacquirers.org](http://www.westernstatesacquirers.org).

Sincerely,

The Western States Acquirer's Team