



Dear Sponsors and Exhibitors,

Thank you again for your participation in the WSAA 2025 Conference, which will be held from September 8th to 10th at the Fairmont Scottsdale Princess in Scottsdale, AZ. We want to ensure you have all the necessary details for a smooth experience.

Hotel Reservations:

Regarding hotel reservations, you will find the specific booking link within your confirmation email. Please remember that the special WSAA hotel room block is exclusively for those registered for the conference. Rooms reserved by individuals not attending the event may be released.

Parking:

Valet and Self-Parking are available at the Fairmont at the hotel's prevailing rates. More information can be found on their website. <https://www.scottsdaleprincess.com/faqs>

Table Exhibitor Display:

Each Exhibitor will be provided ***one six-foot (6') table (draped in dark brown or black) and one standard power outlet.*** We ask that due to space and height, ***all displays must be on the table and not exceed the table surface area of the 6'x30" or exceed an overall height of 90" above the table.*** No part of any exhibitor display may exceed the footprint of the table. No chairs will be provided and may not be used; individuals will stand in front of the table. Location of tables will be displayed outside of the Exhibit Hall.

Agenda:

Please visit our [website](#) for the most up-to-date agenda, as it is constantly being updated. You can also access current information on our mobile app once it is launched.

Social Media Templates:

[Download premade templates here](#)

Exhibitor Setup and Tear Down:

You will have ample time to set up your booth on Tuesday, September 9th, between the hours of 9:00 AM and 2:00 PM, and to tear it down after the exhibit hall closes on Wednesday, September 10th between the hours of 7:30 PM and 8:30 PM. Please refer to our agenda for a full schedule of times. Kindly note that your table must be ready for the Opening Reception so please plan accordingly.

Registration Details, Passes and Table Assignments :

Please log in to the registration site [HERE](#) using your email address to verify the accuracy of the name, company, and title on your ticket(s). Creating a password will allow you to log back in to modify your registration or print your purchase invoice as needed. You can also update or assign any unassigned tickets.

For detailed information about the number of passes included in your exhibitor package, or any other details of your package, please visit this link [HERE](#). Please note that the original pass purchaser (the administrator) is responsible for assigning tickets and can log in at any time to update or edit attendee information.

You can review our interactive floor plan [HERE](#). If you do not see your booth listed or you have questions about your chosen assignment, please contact our registration team at:

- **Email:** questions@american-tradeshow.com
 - Include "WSAA REGISTRATION" in the subject line.
- **Call:** 985-240-5511 **Monday - Friday 8 AM -5 PM CST.**

SHIPPING:

- ⇒ Starting on **Tuesday July 1st, 2025**, you can begin the shipping process by registering with P2P for your shipments. **The warehouse shipping address will be provided to you during the shipping registration process.**

Point to Point Transportation (P2P) will be serving as the shipping coordinator for the WSAA Annual Conference 2025, providing consolidated warehousing services and distribution of customized shipping labels prior to the event. **Regardless of your shipping carrier**, all inbound shipments for this event must be registered via the P2P shipping tool and must be delivered to their consolidation warehouse no later than Wednesday September 3rd, 2025. Your packages will be delivered directly to your table in the exhibit hall at the Fairmont Scottsdale Princess.

REMINDER:

Please **DO NOT** ship directly TO or schedule pickups directly FROM the event venue (Fairmont Scottsdale Princess). **Carriers may be turned away or incur unnecessary costs.**

Packed and sealed outbound shipments will be picked up by P2P after teardown and taken to the Phoenix warehouse for carrier shipping.

HOW TO SHIP YOUR ITEMS:

Step 1: Register your shipment on the [P2P TOOL](#) using the event token **WSAA25**, anytime on or after July 1st, 2025.

Step 2: Enter your table number. Please note that this is required to ensure your items are logged correctly and delivered to your table. You can find your table number on your registration confirmation email, [logging into your account](#), or reviewing the [map](#).

Step 3: Choose to ship with your own carrier (FedEX, UPS, etc.) or schedule shipping through P2P. P2P has negotiated favorable rates with several carriers and will use the most expedient and cost-effective option.

Step 4: Complete the cargo shipping details. Enter Final Delivery Location, Estimated Value of Shipment, and Commodity/General Description of Shipment (this is required). Select a unit of measurement that you will be using for box/package/crate length and weight. At this point, you can register individual items being shipped now or log back in and update this site once you have specific details.

Step 5: Complete Contact Information.

Step 6: Complete Pick-Up Address. The information entered here pertains to the origin shipping location to P2P, **NOT** pick-up at the resort 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 of the P2P shipping label. Print and affix a label to each item/box you are shipping. 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.

If you have chosen to use P2P as your inbound carrier, P2P will make all arrangements to pick up your shipment from its location of origin, transport it to our consolidation warehouse, and then deliver it to your specified location within the event venue exhibit hall on the desired date and time.

If you choose to use your own carrier for return outbound transportation, please schedule pick up from the P2P Phoenix warehouse on Monday September 15th

between 9:00 AM & 3:00 PM local time. **If you do not specify your own carrier for return outbound transportation**, P2P will arrange to transport your shipment to back to the location of origin from the Phoenix consolidation warehouse and bill you the shipping costs.

P2P Material Handling Fees:

All WSAA exhibitors will be charged a material handling fee for shipments based on shipment weight:

0 to 112 lbs. = \$250.00 (minimum fee)

113 lbs. and above = \$2.25/lb.

Please direct any shipping questions to Point to Point:

events@workp2p.com

888-463-4923

Should you have any questions about our upcoming event, please feel free to contact us at info@westernstatesacquirers.org.

We truly value your contribution to the WSAA community and appreciate your support in making this a valuable event for education and networking within the payments industry. We are excited to welcome you to Scottsdale in September!

Sincerely,
WSAA Board of Directors