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|  | **SPONSOR GUIDELINES****World Standards Day (WSD)**Thursday, November 14, 2024 National Housing Center**Administrating Organization:** National Institute of Building Sciences (NIBS)  |

SPONSOR GUIDELINES

* Sponsors will have access the National Housing Center / Atrium for set-up on Thursday, **November 14 beginning at 2:00pm**.
	+ *Please note: If you are a World Standards Week (WSW) sponsor and already have an exhibit set-up at the National Housing Center, you may use the same table for your WSD display.*
* **Hero** **sponsors** receive an enhanced exhibit display and are permitted to bring a free-standing banner display (maximum size: 6’w x 8’h) to accompany their 6’ tabletop exhibit display.
* **Champion, Advocate, and Supporter** sponsors receive a 6’ tabletop exhibit display. Free-standing banners are not permitted.
* Handouts and promotional items may be distributed only at an exhibitor’s table. With the exception of each year’s administrating organization, no other exhibitors will be permitted to distribute materials outside of their own exhibit.

**IMPORTANT: SPONSOR SHIPPING INSTRUCTIONS**

* Please be sure to label all boxes and packages that will be shipped to the National Housing Center as follows:

Katrina Mbaye, Managing Director

National Association of Home Builders

c/o National Housing Center – ***WSD (Nov 14, 2024)***

1201 15th Street, NW

Washington DC 20005

*Be sure to include the* ***SPONSORING ORG’S NAME*** *on all packages that are shipped!*

* The National Housing Center will allow packages to arrive within one week prior to the event date.
* The National Housing Center also accepts courier packages; please follow the same shipping guidelines noted above.

**PACKAGE TRACKING**

For packages sent to NHC:

* Please provide the tracking information to Office Services at officeservices@nahb.org.
* In the subject line, include **“*WSD (Nov 14, 2024)”***.
* Office Services staff can run a report prior to the event to confirm arrival of any sponsor shipments.

**POST EVENT/OUTOING SHIPMENTS**

* All exhibit displays *must* be broken down immediately following the conclusion of the event.
* Sponsors are responsible for supplying all necessary shipping materials (packing tape, scissors, bubble wrap, etc.).
* Sponsors must print out all necessary shipping labels, and securely tape up all packages and boxes.
* Shipping labels must reference the account number of the preferred shipping vendor.
* The National Housing Center staff will manage the outbound shipping of all pre-labeled packages.