|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | |  | | **World Standards Week (WSW)**  **Sponsor Guidelines**  November 12-14, 2024  National Housing Center |  |

SPONSOR GUIDELINES

* **Diamond** **and Platinum sponsors:**
  + Receive a 6’ tabletop exhibit as a sponsor benefit
  + Have access the National Housing Center for set-up from 2:00-4:00pm on Monday, November 11 and from

8:00am – 10:00am on Tuesday, November 12 (requests for set-up outside of these time slots should be directed to Stephanie Carroll at [scarroll@ansi.org](mailto:scarroll@ansi.org))

* + May bring a freestanding banner display to accompany their tabletop exhibit display (maximum size: 6.5’ H x 4’ W)
* **Gold** **sponsors** receive space on a shared literature display; if participating, sponsors can display up to two unique print pieces and are asked to provide 125 copies of each

**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 – ***ANSI WSW (Nov 11-14)***

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 labeling guidelines noted above.

**PACKAGE TRACKING**

For all packages sent to NHC:

* Please send the tracking information to Office Services ([officeservices@nahb.org](mailto:officeservices@nahb.org)).
* In the email subject line, please include the **“*ANSI WSW (Nov 11-14)”***.
* Office Services staff can run a report prior to the event to confirm arrival of any sponsor shipments.

**POST EVENT/OUTOING SHIPMENTS**

* All WSW exhibit displays *must* be broken down immediately following lunch on Thursday, November 14**\***

**\*** Note: If your organization is also participating as a WSD sponsor with a tabletop exhibit, you do not need to break down your display.

* 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.