



# ACPA Convention Showcase

*Welcome to ACPA. Your Journey Starts Here.*

## Frequently Asked Questions

### What is the Showcase?

The Convention Showcase serves to provide an opportunity for association entities like standing committees, state/international divisions, commissions, and task forces to highlight their contributions to the association and the field, while also highlighting opportunities for member involvement.

### Does the Showcase have a theme?

Yes - the theme is *Welcome to ACPA. Your Journey Starts Here*. It reflects the desire to create a welcoming and festive environment for our members (new and old) that allows them to explore the myriad opportunities for involvement across our association. Similar to an Orientation Welcome Week, convention participants should gain an understanding of the different ways to become involved in the association.

### What happens at the Showcase?

Each ACPA entity (commission, task force, state/international division, or standing committee) will host a table at the Convention Showcase. Fun activities are planned at each table to introduce convention attendees to each of the organizations.

Often groups offer literature about the purpose of that organization. Groups are encouraged to offer some way for attendees to indicate interest in their organization - consider a sign-up sheet, or a business card drop-off. *Groups offering prizes or giveaways are asked to follow the sustainability guidelines included at the end of this document.*

There will be live entertainment throughout the Showcase, including music. Additionally, light snacks will be served around a “Ballpark Theme”.

### What sort of activities should we be planning?

Many groups use the Showcase theme to plan their activities. Seek the advice of colleagues - get creative! Groups will plan games or trivia contests and offer prizes. Some groups have organized raffles. Activities should be brief and fun - the intent is to engage attendees in conversation about what your organization does and how they may get involved.

A note about raffles: If you plan to facilitate a raffle, please collect attendees’ information so that you may follow-up with them post-Showcase. We will not be able to make announcements at the Showcase.

Due to the live entertainment, groups are asked not to plan “loud” activities.

### What about give-aways and food?

Give-aways are discouraged, though if groups choose to offer a give-away, we ask that that items are practical. All give-aways should meet the suggested *Sustainability Guidelines* (see below).

Groups are asked not to give-away food, candy, beverages or gum. Stickers should also be avoided , however, name-badge stickers are permissible.

### Can we request more than one table?

Due to space restrictions in the Marriott Ballroom, only one table will be available for each group.

### What are the display guidelines?

- You will be provided with one folding table measuring approximately 6'. Displays should be kept to the table area, and not disrupt walkways.
- Two chairs will be provided for each table.
- Display items must be free standings - no items may be taped or stapled to walls or carpet.
- Helium-filled balloons are not permitted.
- You will not have access to electricity.
- Groups are asked not to use items involving water, sand, or dirt.
- No music or other sound effects that could potentially disrupt other displays.

### Will there be access to a wireless signal?

- There is no access to a wireless signal in the Marriott ballroom.

### Can I ship Showcase items ahead of time?

- Groups wishing to send items ahead of time must send packages directly to the hotel where the group's representative is staying. Please contact your hotel for details.

### What are the expectations for sustainability?

Sustainability Guidelines are provided on the ACPA Showcase website at <http://convention.mycpa.org/program/showcase.php>.