



EXHIBITOR INFORMATION SHEET

EXHIBIT HALL LOCATION

The exhibits will be located in Ballroom B, directly next to the Scientific Sessions in Ballroom C.

Your exhibit fee includes the following:

Booth Space*:

- ✓ 8' x 10' Booth
- ✓ 8' high black back drape | 3' high side black drapes
- ✓ 6' x 30" skirted table
- ✓ 2 Chairs
- ✓ Three (3) exhibitor badges
- ✓ Lead Retrieval
- ✓ Wastebasket
- ✓ One 7" x 44" booth ID sign

Table Space*:

- ✓ 6' x 30" skirted table
- ✓ 2 chairs
- ✓ Two (2) exhibitor badges
- ✓ Lead Retrieval
- ✓ Wastebasket
- ✓ One 7" x 44" table ID sign

*The Exhibit Hall is carpeted

EXHIBIT HALL HOURS AND FUNCTIONS**

Thursday, September 6	7:30 am – 12:00 pm
Reopens	1:30 pm – 7:00 pm
Continental Breakfast	7:30 am – 8:30 am
Coffee Break.....	9:35 am – 10:00 am
Poster Viewing.....	2:00 pm – 2:15 pm
Coffee Break.....	3:30 pm – 4:00 pm
Welcome Reception.....	5:30 pm – 7:00 pm
Friday, September 7	7:00 am – 12:30 pm
Reopens	2:00 pm – 6:30 pm
Continental Breakfast	7:00 am – 8:30 am
Coffee Break.....	10:00 am – 10:30 am
Coffee Break	3:30 pm – 4:15 pm
Attendee Reception	5:00 pm – 6:30 pm
Saturday, September 8	7:00 am – 10:30 am
Continental Breakfast	7:00 am – 8:00 am
Coffee Break.....	10:00 am – 10:30 am

**Times are subject to change based on final program.

OFFICIAL CONTRACTOR

The official contractor is Demers Expo. You will find the forms you need to outfit your booth in the online service kit. Discounts available up to August 23, 2018. Orders received after this date will increase by 8%.

DEADLINE TO PLACE ORDERS IS AUGUST 31st

EXHIBITOR REGISTRATION FORMS

Exhibiting companies receive three (3) exhibit registrations per booth space and two (2) exhibit registrations per table top. Additional exhibit badges may be purchased for \$100 per badge. For pre-registration, please return the Exhibitor Personnel Registration Form by **Friday, August 24**.

PRE-REGISTRATION MAILING LIST

Mailing List Agreement Forms are **due August 24**. The pre-registration list, in Excel format***, is available for a \$100 fee. All mailing pieces need to be approved by Show Management prior to the release of the mailing list. See online order form. ***Includes Attendee name, credentials, and physical addresses only.

INSTALLATION OF EXHIBITS

Wednesday, September 5 **2:00 pm – 5:00 pm**

The exhibit hall will be available for set-up from 2:00 p.m. - 5:00 p.m. on Wednesday, September 5, 2018. All exhibits must be set by 5:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

Saturday, September 8 **10:30 am – 3:00 pm**

All exhibits must remain intact until the official closing time of 10:30 am on Saturday, September 8, 2018, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 3:00 pm: **dismantling prior to the conclusion of the morning coffee break may result in a company not being invited to exhibit in future years.**

SHIPPING INFORMATION

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

.....Shipping instructions continued

Advanced shipping labels must include:

Exhibiting Company Name / Booth # _____
NEAUA 2018
c/o Demers Exposition Services, Inc.
151A Park Ave
East Hartford, CT 06108

Direct shipping labels must include:

Exhibiting Company Name / Booth # _____
NEAUA 2018
c/o Demers Exposition Services, Inc.
Connecticut Convention Center
100 Columbus Blvd.
Hartford, CT 06103

Please review the full Shipping Information on the link to Demers Expo Service Kit via the NEAUA Exhibitor Service kit www.meeting.neaua.org/Industry

OUTBOUND SHIPPING

Please work with the onsite Demers Expo Service Center

ELECTRICAL, INTERNET & AUDIO VISUAL RENTAL

You will find order forms in the online Demers Expo service kit. Discounts available up to August 23, 2018. Orders received after this

date will increase by 8%. **Deadline to order is 8/31/18.**

HOUSING

NEAUA is pleased to offer a block of discounted housing at the Marriott Hartford Downtown hotel. The discounted group rate is \$189 and is available until the **housing deadline of August 3, 2018** or until the block is full, whichever comes first.

PRODUCT DESCRIPTIONS & GIVEAWAYS

The Product Description & Giveaway Form is located in the online service kit. This form is due no later than August, 24th.

NEAUA CONTACTS

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