



90th Annual Meeting

OCTOBER 14-16, 2021

Doubletree Hilton Hotel
Burlington, Vermont



EXHIBITOR INFORMATION SHEET

EXHIBIT HALL LOCATION

The exhibits will be located in the Lake Champlain Exhibition Hall, directly next to the Scientific Sessions in the Emerald Ballroom and Diamond Ballroom.

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
- ✓ Wastebasket
- ✓ One 7" x 44" booth ID sign

Table Space*:

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

*The Exhibit Hall is carpeted

EXHIBIT HALL HOURS AND FUNCTIONS**

Thursday, October 14	3:30 pm – 7:00 pm
Coffee Break	3:30 pm – 4:00 pm
Welcome Reception.....	5:30 pm – 7:00 pm
Friday October 15	7:30 am – 12:30 pm
Reopens	2:00 pm – 8:00 pm
Continental Breakfast	7:30 am – 8:30 am
Coffee Break.....	10:30 am – 11:00 am
Coffee Break	4:00 pm – 4:30 pm
Attendee Reception	6:30 pm – 8:00 pm
Saturday, October 16	6:30 am – 10:30 am
Continental Breakfast	6:30 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 Capital Convention Contractors. To outfit your booth, you can order online via <https://capitalconventions.boomerecommerce.com>. Once you have your login information. This will be sent by September 3. You can also submit your order forms via email or fax.

ELECTRICAL AND AV RENTALS

Electrical and AV rentals must be ordered through Capital Conventions website.

To receive advance order discounts all payments must be received by September 29, 2021.

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, September 27, 2021**.

SOCIAL EVENT REGISTRATION FORMS

Saturday, October 16 **5:00 pm – 8:30 pm**

Exhibiting companies are invited to register for the **President's Reception & Dinner**. There is a fee of \$100 per ticket. Please see the event registration form in the service kit.

Location: Boarding the Spirit of Ethan Allen from 5:00 pm until 5:25 pm

PRE-REGISTRATION MAILING LIST

Mailing List Agreement Forms are **due September 27**. The pre-registration list, in Excel format***, is available for a \$100 fee. All mailing pieces must 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

Thursday, October 14 **11:00 am – 3:00 pm**

The exhibit hall will be available for set-up from 11:00 a.m. - 3:00 p.m. on Thursday, October 14, 2021. All exhibits must be set by 3:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

Saturday, October 16 **10:30 am – 12:00 pm**

All exhibits must remain intact until the official closing time of 10:30 am on Saturday, October 16, 2021, 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 12:00 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

ADVANCED shipping: Capitol Convention Contractors will accept crated, boxed or skidded materials starting September 14th until October 6, 2021

Advanced shipping labels must include:

To: Exhibitor Name & Booth #
NEUA Annual Meeting
Capitol Convention Contractors
153 Northboro Rd | Ste 6
Southboro MA 01772

DIRECT shipping: Capitol Convention Contractors will receive shipments at the exhibit facility only on October 14, 2021. Shipments sent directly to the DoubleTree by Hilton Burlington Hotel in Burlington VT **earlier than move-in day will be refused.**

Direct shipping labels must include:

To: Exhibitor Name & Booth #
NEAUA Annual Meeting
Capitol Convention Contractors
870 Williston Rd
South Burlington, VT 05403

Please review the full Shipping Information in the Capitol Convention Contractors online ordering platform:

<https://capitalconventions.boomerecommerce.com>

OUTBOUND SHIPPING

Please work with the onsite Capitol Convention Contractors service center.

HOUSING

NEAUA is pleased to offer a block of discounted housing at DoubleTree by Hilton Burlington Hotel. The discounted group rate is \$185 and is available until the **housing deadline of September 20, 2021** 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 September, 27th.

NEAUA CONTACTS

NEAUA
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