



Exhibit Hall Information

Thank you for supporting the 2018 UPCEA Annual Conference in Baltimore, MD. We are looking forward to an innovative event. The following pages include helpful information about your experience as an exhibitor.



Location

The 2018 UPCEA Annual Conference will take place at:
Baltimore Marriott Waterfront
700 Aliceanna Street
Baltimore, MD 21202

UPCEA has secured a discounted room rate of \$228 per night for UPCEA attendees.

Important Deadline: The cut-off for this discount is Wednesday, **February 14, 2018**; to reserve your room, [click here](#)

Exhibitor Conference Registration, logo and description

Per your exhibit booth package each 10x10 exhibitor booth receives two (2) complimentary full conference registrations, logo placement and company description up to 50 words in the on-site conference program, and inclusion on signage/online mobile app. Please use the following link to submit this information:

<https://upcea.wufoo.com/forms/qqodxir1cirlua/>

Important Deadline: February 1, 2018. The above form must be completed by February 1, 2018, to assure your logo and description is included in the printed program. Forms submitted after this date will only be included in the mobile app and online.

Note: Attendee must be listed on corporate roster in order to receive member rate. Additional registrations can be purchased at the corporate member or non-member attendee registration rate via <http://conferences.upcea.edu/annual2018/registration.html>

Exhibit Space and Kit

The exhibitor area for the Annual Conference will be in the Harborside Ballroom located on the fourth floor of the hotel. UPCEA will provide one (1) 6-foot draped table, two (2) chairs, one (1) wastebasket, pipe/drape and identification sign which will be supplied by UPCEA's exhibitor service company GES. The Exhibit Hall is carpeted.

Please note: All signage and exhibit materials **must** fit within the 10x10 exhibitor booth space. Signage or exhibit materials that do not fit within the designated 10x10 exhibitor space will be subject to removal.

Important Deadline: Exhibitor kits will be provided by our exhibitor service company, GES; please be sure to read through the kit. The kit will contain information on ordering additional furniture, electric, shipping and internet through GES.

*We encourage exhibitors to work with our GES for shipping services, as you may incur additional charges shipping through the hotel.

****Basic Wi-Fi will be available complimentary onsite in all UPCEA meeting space (including the exhibit area) however, if you are depending on large bandwidth or streaming you will need to purchase this from the hotel. Please refer to the last page of this handbook for additional internet forms.***

Exhibit Hall Hours*

Wednesday, March 14

8:00 AM – 1:30 PM	Exhibitor Setup (<i>all exhibitors must be set up by 1:30pm</i>)
3:30 PM – 7:00 PM	Exhibit Hall Open
3:30 PM – 4:00 PM	Networking Break in Exhibit Hall
5:30 PM – 7:00 PM	Opening Reception in Exhibit Hall

Thursday, March 15

7:30 AM – 7:00 PM	Exhibit Hall Open
7:30 AM – 8:30 AM	Breakfast and Networking with Exhibitors in Exhibit Hall
9:00 AM – 9:30 AM	Networking Break in Exhibit Hall
2:45 PM – 3:15 PM	Networking Break in Exhibit Hall

Friday, March 16

8:00 AM – 11:00 AM	Exhibit Hall Open
8:00 AM – 9:00 AM	Breakfast and Networking with Exhibitors in Exhibit Hall
10:45 AM – 11:15 AM	Networking Break in Exhibit Hall
11:15 AM – 2:00 PM	Exhibit Hall Tear Down (<i>tear down may not begin until 11:15am</i>)

Pre & Post Attendee List

Exhibitors should expect to receive a pre and post event mailing address list in Microsoft Excel format. The list will have all registered attendees' information. The list will include attendees' first and last names, institutions, the professional's title and physical address. Email addresses and phone numbers will **NOT** be present. They can be found in the event's mobile application. You can expect the pre-conference attendee list the week of February 14th and the post-conference list 5 business days after the conference on March 23rd.

Please note: Our members and attendees have made very clear their distaste for "blanket" pre-event promotional emails from exhibitors. We encourage you to connect with attendees during the conference or in other ways.

Exhibit Cancellation Policy

All registration cancellation and refund requests must be made in writing. A 40% refund will be granted for cancellations received by January 31, 2018. No refunds or credits will be granted for cancellations after January 31, 2018. Please submit all requests to Varsha Patel at vpatel@upcea.edu. Refunds will not be given for no-shows. **Please note that all cancellation fees apply even if initial invoice has yet to be paid.**

Rules and Regulations

The link below includes the full rules and regulations for reference. If you have any questions please let us know. conferences.upcea.edu/annual2018/UPCEA_RR_2018.docx

Contact Us!

Exhibiting and Membership

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See you in Baltimore!