

**Exhibitor Handbook**

Thank you for supporting the UPCEA Mid Atlantic Regional Conference in Annapolis! We are looking forward to an engaging and innovative event. The following pages include helpful information to make your experience as an exhibitor a great one. If you have any questions or need further assistance, please contact Kim Zaski, kzaski@upcea.edu

Best wishes,

UPCEA

**Location**

THE WESTIN ANNAPOLIS

100 Westgate Circle, Annapolis, Maryland 21401

UPCEA has secured a discounted rate of $160 per night for UPCEA attendees.

The deadline for this discount is September 5, 2016. To reserve your room [click here](https://www.starwoodmeeting.com/events/start.action?id=1605272940&key=1E04A68D).

**Exhibit Space**

To ensure you have the maximum opportunity to connect with conference attendees, the exhibitor area for the 2016 UPCEA Mid-Atlantic Regional Conference will be in the Capital Pre-Function, directly outside of the general and concurrent session rooms.

Arrangement of Exhibits

UPCEA will provide one (1) 6 foot draped table and one chair, which will be supplied by the hotel.

Height Limitation for Displays

Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving or other construction that extends the size of the table, 72” x 30”. Height is not to exceed more than 48 inches from the table top/8 feet from the floor. Free standing displays may be placed behind the tabletop ONLY and must pertain to the height restrictions.

**Exhibit Hall Hours**

**Please note the follow Exhibit Hall hours. For the complete conference schedule,** [**click here.**](http://conferences.upcea.edu/mid-atlantic/schedule.html)

**WEDNESDAY, October 5**

8:00–11:30 a.m. Exhibitor Setup

12:00–6:00 p.m. Exhibit Hall Open

**THURSDAY, October 6**

7:30 a.m.–5:00 p.m. Exhibit Hall Open

**FRIDAY, October 7**

7:30–10:30 a.m. Exhibit Hall Open

10:30 a.m.–1:00 p.m. Exhibit Hall Dismantle

**Important Deadlines**

Company Logo

* The UPCEA Mid-Atlantic Region values your support of its 2016 regional conference. To promote your logo on the conference website, mobile app, and program, please submit your [logo via the wufoo form](https://upcea.wufoo.com/forms/q1xn1sob0c2ohj1/) by **September 1, 2016**.

Exhibit Booth Representative

* If you have not already done so, [please click here](https://upcea.wufoo.com/forms/q1xn1sob0c2ohj1/) to provide the name of your booth representative by **September 1, 2016**.

**Note:** Tabletops include one full conference registration. Additional registrations can be purchased at the corporate member or non-member attendee registration rate [via the conference website](http://www.upcea.edu/ev_calendar_day.asp?date=10/5/2016&eventid=16)

Bag Stuffing Items

The UPCEA Mid-Atlantic Region would like to extend the opportunity for you to provide one item to be included in the conference attendee bag. **If you would like to take advantage of this opportunity, items must be received no later than October 3, 2016, and be addressed to:**

Convention/Group Name (UPCEA)

Bag Stuffing

C/O: Convention Services Manager name c/o Courtney Mullen

Westin Annapolis

100 Westgate Circle

Annapolis, MD 21401

**Shipments**

Exhibitors wanting to ship items in advance may do so by shipping to the facility directly. **To ensure that your package arrives in time, please schedule your shipment to arrive no later than Monday, October 3, 2016, at the following address:**

Guest Name/Company and arrival Date

Convention/Group Name (UPCEA)

C/O: Convention Services Manager name c/o Courtney Mullen

Westin Annapolis

100 Westgate Circle

Annapolis, MD 21401

**Pre & Post Attendee List**

Exhibitors will receive one pre and post list of all the conference attendee’s names and mailing addresses. You can expect the pre-conference attendee list on 12 September and the post-conference list 7 business days after the conference on 18 October.

**Audio Visual, Electric and Internet**

Basic wireless internet is available complimentary in ALL UPCEA space for exhibitors and attendees. If you require additional internet (streaming/hard wired) you will be responsible for ordering and all charges. Electric and Audio visual is not included in the exhibitor package, if you need these items please order using the form attached through the hotel PSAV team.