

**Exhibitor Handbook**

Thank you for supporting the UPCEA New England Regional Conference in New Castle.  We are looking forward to an innovative event.  The following pages include helpful information about your experience as an exhibitor. If you have any questions or need further assistance please contact Patrick O’Rourke

[porourke@upcea.edu](mailto:porourke@upcea.edu) or 202.400.2684.

Thanks,

Patrick O’Rourke

Associate Director, Membership and Corporate Engagement

UPCEA – Leaders in Professional, Continuing, and Online Education

**Location**

2015 UPCEA New England Regional Conference will take place at:

Wentworth by the Sea, A Marriott Hotel & Spa

588 Wentworth Rd

New Castle, NH 03854

UPCEA has secured a discounted rate of $149 per night for UPCEA attendees.

The cut-off for this discount is October 6, 2015; Reserve your room [click here](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=UPCEA%20New%20England%20Regional%20Conference%5ePSMWW%60UPCUPCA%60149.00%60USD%60false%6010/27/15%6010/30/15%6010/6/15&app=resvlink&stop_mobi=yes).

**Exhibit Space**

The exhibitor area for the 2015 UPCEA New England Regional Conference will be in the Wentworth Pre-Function outside of the education general and concurrent session rooms giving exhibitors opportunities to mingle with attendees.

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**](http://conferences.upcea.edu/new-england/schedule.html)

**WEDNESDAY, October 28**

10:00 AM – 12:00 PM Exhibitor Setup

1:15 – 6:30 PM Exhibit Hall Open

**THURSDAY, October 29**

9:00 AM – 4:15 PM Exhibit Hall Open

**FRIDAY, October 30**

7:30 – 11:00 AM Exhibit Hall open

12:00 – 2:00 PM Exhibit Hall Dismantle

**Important Deadlines**

**Company Logo**

* It is important to the regions to promote their supporters on the website, mobile app and program. Please submit your [logo via the wufoo form](https://upcea.wufoo.com/forms/new-england-2015-regional-conference-exhibit/) by **September 11, 2015**.

**Exhibit Booth Representative**

* If you have not already, please provide the names of your booth representative by **September 11, 2015**: [Click here to submit representative](https://upcea.wufoo.com/forms/new-england-2015-regional-conference-exhibit/)

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://conferences.upcea.edu/new-england/registration.html).

**Shipments**

Exhibitors wanting to ship items in advance to the Equinox Resort and Spa may do so by shipping to the hotel directly. To ensure that your package arrive in time please schedule your shipment to arrive 1 or 2 days before set up on **October 28, 2015**.

588 Wentworth Rd

New Castle, NH 03854

Attn: Guest name, arrival date & cell phone

**Pre & Post Attendee List**

Exhibitors should expect to receive a pre and posting list of all the conference attendee’s names and mailing addresses. You can expect the pre-conference attendee list on 9 October and the post-conference list 7 business days after the conference on 9 November.

**Electric, Internet and Audio Visual Needs**

To order electric, internet or audio visual needs. Please contact the hotel directly for all inquiries and orders:

John F Wade

Director of AV Services

Wentworth By The Sea/A Marriott Hotel and Spa

Tel: 603-422-7322

[jwade@massav.com](mailto:jwade@massav.com)

Thank you for your support!

If you have any questions or need further assistance please contact Patrick O’Rourke

[porourke@upcea.edu](mailto:porourke@upcea.edu) or 202.400.2684