

**Exhibitor Handbook**

Thank you for supporting the UPCEA New England Regional Conference in Newport! 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**

Hyatt Regency Newport

1 Goat Island

Newport, RI ,02840

UPCEA has secured a discounted rate of $159 per night for UPCEA attendees.

The deadline for this discount is October 4, 2016. To reserve your room [click here.](https://aws.passkey.com/event/14419621/owner/14598/home)

**Exhibit Space**

To ensure you have the maximum opportunity to connect with conference attendees, the exhibitor area for the 2016 UPCEA New England Regional Conference will be in the Rose Royer, 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/new-england/schedule.html)**.**

**WEDNESDAY, October 26**

8:00–11:30 a.m. Exhibitor Setup

12:00–6:00 p.m. Exhibit Hall Open

**THURSDAY, October 27**

7:30 a.m.–5:00 p.m. Exhibit Hall Open

**FRIDAY, October 28**

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 New England 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/q13nusma1r5nbn1/) by **September 20, 2016**.

Exhibit Booth Representative

* If you have not already done so, [please click here](https://upcea.wufoo.com/forms/q13nusma1r5nbn1/) to provide the name of your booth representative by **September 20, 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=10/26/2016&eventid=18)

Bag Stuffing Items

The UPCEA New England 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 24, 2016, and be addressed to:**

Please label each piece and address all shipping documents/bills of lading as follows:

Bag Stuffing

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**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, October 25, 2016, at the following address:**

Please label each piece and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Table No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Pre hotel policy items will not be delivered until attached Exhibit Shipping Form is complete for handling fees. For sufficient delivery please complete and fax/email the form before arrival*

**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 3 September and the post-conference list 7 business days after the conference on 4 November.

**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.