



Exhibitor Handbook

Thank you for supporting the 2017 UPCEA West Region Conference in Seattle, WA. We are looking forward to an exciting and engaging event. The following pages include helpful information about your experience as an exhibitor. If you have any questions or need further assistance, please contact Varsha Patel at vpatel@upcea.edu or 202.659.3130



Location

The 2017 UPCEA West Region Conference will take place at:

Renaissance Seattle Hotel
515 Madison Street
Seattle, WA 98104

UPCEA has secured a discounted rate of \$199 per night for UPCEA attendees. To book your hotel room please click this [link](#).

Important Deadline: The cut-off for this discount is **Monday, August 28, 2017**

Exhibitor Conference Registration and Logo

Per your exhibit tabletop package, each exhibitor receives (1) complimentary full conference registration and logo placement. Please use the following link to complete this information:

<https://upcea.wufoo.com/forms/qzufati0m3b9bx/>

Important Deadline: September 11, 2017. The above form must be complete by September 11, 2017 to assure your logo 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 Institution/Exhibitor attendee registration rate via <http://conferences.upcea.edu/west/registration.html>

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,

institution, professional title and physical address. Email addresses and phone numbers will NOT be present. This information may be found in the event's mobile application. Our members and attendees have made clear their distaste for "blanket" promotional emails. You can expect the pre-conference attendee list the week of August 28th and the post-conference list 7 business days after the conference on October 6th.

Exhibit Space

The exhibit hall for the West Conference will be located in Courtyard Foyer outside of the general and concurrent session rooms. This will give exhibitors the opportunity to network with attendees. UPCEA will provide one (1) 6 foot draped table and two chairs, which will be supplied by the hotel. The Exhibit hall is carpeted.

Guidelines Display

Exhibitors shall not display or place any product, sign, partition, apparatus, shelving or other construction that extends the beyond 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 and Activities

Exhibitors are not required to be present at their booth the entire time; UPCEA encourages exhibitors to participate in education sessions and meals with attendees to learn firsthand from potential customer's challenges, strategies and new developments in their institutions. For the complete conference schedule, please click this [link](#).

Monday, Sept. 25

7:00 AM – 11:00 AM
1:00 PM – 6:30 PM
1:00 PM – 1:30 PM
3:45 PM – 4:15 PM

Exhibitor Setup (*all exhibitors must be set up by 11:00 am*)
Exhibit Hall Open
Networking Break with Exhibitors
Networking Break with Exhibitors

Tuesday, Sept. 26

8:00 AM – 4:00 PM
8:00 AM– 9:00 AM
10:00 AM – 10:30 AM
2:15 PM– 2:45 PM

Exhibit Hall Open
Breakfast in Exhibit Hall
Networking Break with Exhibitors
Networking Break with Exhibitors

Wednesday, Sept. 27

8:00 AM – 12:15 PM
10:15 AM – 5:00 PM

Exhibit Hall Open
Exhibit Hall Tear Down (*tear down may not begin until 10:15 am*)

Installation & Dismantling

Unless given permission by UPCEA,

1) All exhibit installations must be complete by 11:00 a.m. on Monday, September 25, 2017. 2) Dismantling of displays must not begin before 10:15 a.m. on Wednesday, September 27th. Exhibitors disobeying dismantling rules will lose seniority. 3) Any unattended exhibits or materials remaining in the exhibit hall on September 27th, will be returned to the hotel storage at the exhibitor's sole risk and expense.

Shipments

Exhibitors wanting to ship items in advance to the Renaissance Seattle Hotel may do so by shipping to the hotel directly. Please ship materials two (2) weeks prior to the start of the conference and all boxes must be labeled as shown below to be accepted.

Handling fees are assessed for each package received by the Hotel. Please [click here](#) for more detailed information on shipping. Exhibitors will be responsible for the packing of all return packages.

Attn: Exhibitor/Guest Name - Company
2017 UPCEA West Region Conference
Renaissance Seattle Hotel
515 Madison Street
Seattle, WA 98104
Box 1 of X

* Please note that boxes will not be accepted by the hotel without a recipient name

Audio Visual, Internet and Electric

Audio visual services, electric, and internet will be provided by PSAV Services. If you need AV for your booth and are interested in enhancing your booth by ordering monitors, laptops, or other items please reference the attached AV order form for pricing.

**For the West Region Conference Only, the hotel offers complimentary receiving/handling of packages if delivered within 72 hours of the event, however if there are any large pallets shipped there is a \$100 per pallet fee as they do need to be broken down completely to be moved to the hotel meeting space.

****Basic Wi-Fi will be available complimentary onsite in all UPCEA meeting space (includes exhibit area), however, if you are depending on large bandwidth or streaming you will need to purchase this from the hotel.***

To place your orders please click this [link](#).

Contact Us!

Partners and Sponsorship

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See you in Seattle!