

# Exhibit Hall Schedule

## Thursday – May 6, 2010

7:30 AM - 11:00 AM	Registration and Set-up
12:00 PM - 2:30 PM	Exhibits Open – <b>No Workshop Sessions Scheduled</b>
12:00 PM - 12:30 PM	Exhibit viewing only
12:30 PM - 2:30 PM	Exhibit viewing and luncheon in exhibit hall
2:30 PM - 4:00 PM	Exhibits Open – Concurrent Sessions
4:00 PM - 4:45 PM	Exhibits Open – <b>No Workshop Sessions Scheduled</b> Reception for exhibitors and participants
4:15 PM - 4:45 PM	All Raffles and Grand Prize Bingo Drawings
4:45 PM	Exhibits Close / Breakdown Begins

Exhibitors will have the opportunity to raffle item(s) at their individual booth. Raffle guidelines will be enclosed with your exhibitor confirmation. The Grand Prize Bingo drawings will be held at 4:30 PM. *Attendance is required for attendees to win any prize.*

### **Special Note:**

Dining tables for the attendees will be located in the exhibit hall in order to provide maximum exposure to exhibitors throughout the Exhibit/Luncheon time block. At the afternoon reception, participants have another opportunity to network throughout the exhibit with beverages and snacks strategically located.

**Exhibitors may not begin to dismantle their booths until 4:45 PM.**

## **EXHIBITOR BENEFITS**

MESPA recognizes that our exhibitors expend both time and monies to participate in the MESPA Spring Conference. With this in mind, MESPA will provide exhibitors with additional exposure to our membership in the following ways:

- Times for exclusive exhibit viewing are available
- Presence on the MESPA Web site for one month prior to and one month after the Conference
- Recognition in the *Principal View*, the official quarterly newsletter of the Association, reaching over 2000 educators statewide and nationally
- One Exhibitor luncheon is included in the registration fee
- Participation in the afternoon reception in the exhibit hall
- Listing in an Exhibitor Booklet that is provided to all participants

## GENERAL EXHIBITOR INFORMATION

### REGISTRATION

Exhibitor Registration will be located at the MESPA booth in the center of the Grand Ballroom of The Resort and Conference Center at Hyannis. Registration and set-up is scheduled from 7:30AM to 11:00AM.

### FURNISHINGS

All booths include one 6' skirted table, 3' side pole and drape, 8' back pole and drape, two chairs, and a wastebasket. Additional tables may be ordered with the enclosed order form. Orders for additional tables must be pre-paid and **received at MESPA no later than April 22, 2010**. There will be no additional tables available at the time of show. Exhibit hall colors are plum and cream. Exhibitors may give three (3) choices for booth location preference.

### GUEST ROOM ACCOMMODATIONS

Exhibitor guest rooms are available at The Resort and Conference Center at Hyannis after April 15, 2010. The form is enclosed and can be mailed or faxed to the reservations department.

### TELEPHONE AND ELECTRICAL ARRANGEMENTS

The Engineering Department of The Resort and Conference Center at Hyannis is able to set up outside phone lines and electricity at your booth. Arrangements can be made by filling out the ***Exhibitor Electrical Order Form***. Order forms must be received no later than **April 22, 2010**. For orders received after April 22, 2010 a \$50 late fee will automatically be applied. If you have any questions, please contact *Dina Maligno*, the Conference Planner at the Resort and Conference Center at Hyannis at 508.862.6923. Completed forms can be faxed to Dina Maligno at 508.790.4221.

### SHIPPING / DRAYAGE / LABOR

The Resort and Conference Center at Hyannis cannot accept any exhibitor goods or equipment that require storage prior to Thursday, May 6, 2010. For complete shipping instructions, please contact Eileen Gallant, MESPA Exhibit Coordinator at 508.624.0500.

### BOOTH FEES

**NOTE: If your display is larger than the standard 8' x 6' booth space, an additional booth must be purchased. A discounted rate is offered for early bird registrations.** Booth fees are as follows:

	<b>Booth Fee</b>	<b>Due Date</b>	<b>Cancellation Deadline for Full Refund</b>

<b>Early Bird</b> Deadline: February 26, 2010	\$425	February 26, 2010	March 31, 2010
<b>Booth Registration</b> After February 26, 2010	\$500		March 31, 2010

*Booths will be reserved and a booth number assigned only upon receipt of full payment.*