

# Exhibit Hall Schedule

## Thursday – May 7, 2009

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

### **New since 2008:**

We are suggesting that you display raffle items at your booth starting at 3:30 pm. This will motivate participants to visit more exhibitors and provide you with added opportunities to speak with conference participants. Each exhibitor will have the responsibility of providing raffle tickets. These will be drawn at your booth. Names of winners should then be given to the Exhibit Coordinator by 4:00 pm in order for them to be announced. All raffle prizes will be announced beginning at 4:15 pm and winners will be directed to your booth. The Grand Prize Bingo drawings will be held at 4:30 PM. ***This year attendance will be 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 Website 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 (previously Four Points by Sheraton). 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 23, 2009**. 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 24, 2009.

### 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*. The costs are listed on the form. Order forms must be received no later than **April 23, 2009**. For orders received after April 23, 2009 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 the day of the event, (Thursday, May 7, 2009). Arrangements for advance shipments, labor orders, and outbound shipments must be submitted on the enclosed form and returned **directly to SER Exposition Services and addressed to MESPA c/o of SER, 35B New Street, Worcester, MA 01605**. Your booth number should also be identified on your shipping instructions and labels. Please see the enclosed forms for rates and for specific instructions for advanced shipping. **Advanced shipping may NOT arrive at SER prior to April 7, 2009 nor later than April 30, 2009.**

### BOOTH FEES / DEPOSITS / CANCELLATIONS

**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 27, 2009	\$425	February 27, 2009	March 31, 2009
<b>Booth Registration</b> After February 27, 2009	\$500	March 31, 2009	March 31, 2009

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