



NORTHEAST ACQUIRERS
 A . S . S . O . C . I . A . T . I . O . N
 CELEBRATING 35 YEARS

Thank you for registering as an Exhibitor for the 2020 NEAA Conference at the Boston Marriott Copley Place February 4th thru 6th, 2020.

SHIPPING INSTRUCTIONS: Ship your boxes directly to the Marriott to arrive no sooner than 4 business days before i.e. no sooner than January 31st, 2020 .The boxes need to be addressed as follows:

(Guest Name & Company) (Guest Cell Number)

c/o FedEx Office at Boston Marriott Copley Place

110 Huntington Ave Boston, MA, 02116

Phone: (617) 421-1890

NEAA Conference 2020

Box __ of __

EXHIBITOR SETUP: Wednesday, February 5th between 11:00 AM and 4:00 PM. Tables should be ready for the opening cocktail reception that takes place on Wednesday evening from 5:30 PM to 7:30 PM in the Exhibitor Hall.

PACKAGE HANDLING AND STORAGE FEES:

Please follow the shipping instructions so that there are no delays in getting your boxes to your table. For all your shipments, FedEx will be available all day for set-up Feb 5th. The FedEx Office will have everything brought to the exhibitor hall and the NEAA team will place on your tables. The FedEx Office team will be available inside the vendor room with a tablet to collect handling fees. They can take credit card, room charge or a FedEx account as payment, but please keep in mind their preferred method of payment is via a FedEx account. For all your outbound shipments, FedEx will be available all-day Thursday Feb 6th in the Business Center to answer any questions or collect any payments. Hotel will assist in storing your shipments Thursday night for FedEx/UPS to collect Friday morning, Feb 7th to be shipped out. Please call FedEx Office directly at (617) 421-1890 if you have any questions. The fees and instructions are as follows:

PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE	PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
\$5.00	Envelopes up to 1.0 lb.	No Charge
\$5.00	0.0 – 10.0 lbs.	\$5.00
\$15.00	10.1 – 30.0 lbs.	\$10.00
\$20.00	30.1 – 60.0 lbs.	\$15.00
\$30.00	60.1 – 150.0 lbs.	\$25.00
\$40.00	Pallets & Crates	\$50.00
\$50.00	Over 6.5' in Size	\$25.00
\$50.00		
\$70.00		
\$150.00 or \$0.75/lb. > 200 lbs.		

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

GIVEAWAYS: Attendees are always appreciative of receiving items during the classroom/speaker sessions. If you would like to contribute (equipment, gift cards, e.g.) please feel free to bring to the Show and, if possible, be in attendance to present to the attendee when their name is drawn.

TABLES: Each Exhibitor will be provided one six (6) foot table (draped in white). We ask that due to space and height restrictions, all displays must be on the table and not exceed a total height of 9 feet. No chairs will be allowed as part of the booth. Standing will be in front of your table. The location of tables will be displayed on a poster outside of the vendor hall. We do not accept requests for specific table placement, but are thoughtful of competitive vendors when arranging

ELECTRICAL and INTERNET: Each exhibitor's table will have access to electricity and "Faster than Wired" wireless internet connections at no extra charge. If you need additional electrical or AV needs please see the form on the website for more information or contact Sammi Wilson swilson@psav.com directly for pricing and availability. Please indicate that you are an Exhibitor with the 2020 NEAA Conference when speaking with PSAV.

AGENDA: Our agenda is constantly being updated with speaker and exhibit times. Please visit our website www.northeastacquirers.com or download the mobile application (the NEAA Conference Mobile App is available on the website under the tab for NEAA 2020) for your iPhone or Android device for up to date information as the date of the Conference gets closer. A printed mini agenda will also be provided to each exhibitor and each attendee showing Exhibit Hall and speaker times.

EXHIBITOR TEAR DOWN: At the end of the closing reception in the Exhibit Hall, all exhibitors should box up their displays and goods and put their return shipping labels on the boxes. Leave the boxes in the Vendor Hall. UPS or any other shipper besides FedEx needs to be called by the exhibitor for pick up.

HOTEL RESERVATIONS: Please use the reservation link on our website www.northeastacquirers.com under the NEAA 2020 tab then choose the **orange** "Make Hotel Reservations by Clicking Here".

PARKING: Valet and Self-Parking are available at the hotel at the hotel's rates.

Any additional questions, please feel free to call Ruth Gorski, NEAA Board Member (516) 427-7201.