



NORTHEAST ACQUIRERS A . S . S . O . C . I . A . T . I . O . N

Thank you for registering as an Exhibitor for the 2021 NEAA Conference at the Sheraton Philadelphia Downtown April 6th thru 8th, 2021.

SHIPPING INSTRUCTIONS: Ship your boxes directly to the Sheraton to arrive no sooner than 3 business days before i.e. no sooner than April 3rd, 2021 . The boxes need to be addressed as follows:

(Guest Name) (Guest Cell Number)

2021 NEAA - Company Name

Sheraton Philadelphia Downtown

201 N. 17th Street Philadelphia, PA 19103

Phone: (215) 448-2000

Box ___ of ___

EXHIBITOR SETUP: Wednesday, April 7th 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. The hotel will have everything brought to the exhibitor hall and the NEAA team will place on your tables. For all your outbound shipments, the hotel staff will be available all-day Thursday April 8th to answer any questions or collect any payments. Hotel will assist in storing your shipments Thursday night for FedEx/UPS to collect Friday morning, April 9th to be shipped out. Please call Sheraton Philadelphia Downtown directly at (215) 448-2000 if you have any questions. The fees and instructions are as follows:

SIZE OF BOX	COST	DELIVERY	PICKUP	STORAGE	X #'S BOX	= TOTAL
(Incoming Packages)						
(Outgoing Packages)						
ENVELOPE:	\$3.00	\$2.00	\$2.00/Day	X _____	= _____	
BOXES 1-25LBS	\$7.00	\$5.00	\$5.00/Day	X _____	= _____	
BOXES 26-50LBS	\$15.00	\$10.00	\$10.00/Day	X _____	= _____	
BOXES 51-75LBS	\$25.00	\$15.00	\$15.00/Day	X _____	= _____	
BOXES 75-100LBS	\$35.00	\$20.00	\$15.00/Day	X _____	= _____	
BOXES 100 +LBS	\$50.00	\$25.00	\$15.00/Day	X _____	= _____	
GOLFCLUBS/DISPLAYCASES	\$35.00	\$20.00	\$20.00 /Day	X _____	= _____	
PALLETS ½ UNDER 36"	\$100.00	\$75.00	\$75.00/Day	X _____	= _____	
PALLETS FULL	\$150.00	\$100.00	\$100.00/Day	X _____	= _____	
CRATES UNDER 150LBS	\$100.00	\$75.00	\$75.00 /Day	X _____	= _____	
CRATES OVER 150LBS	\$150.00	\$100.00	\$100.00 Day	X _____	= _____	

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 Maya McGeathey at mmcgeathey@psav.com directly for pricing and availability. Please indicate that you are an Exhibitor with the 2021 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 2021) 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.

HOTEL RESERVATIONS: Please use the reservation link on our website www.northeastacquirers.com under the NEAA 2021 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.