



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

Thank you for registering as an Exhibitor for the 2023 NEAA Conference at the Westin Boston Seaport District, Boston, MA March 29th thru 30th, 2023.

SHIPPING INSTRUCTIONS: Ship your boxes directly to the Westin to arrive no sooner than 4 business days before i.e. **no sooner than March 25th, 2023**. Should your package arrive earlier a storage fee will apply see fee schedule below. You must call FED EX prior to your shipping the boxes out and provide payment for shipment incoming and outgoing. If there is no card on file the FED EX staff will be checking in all vendors and those who have not paid will be charged prior to entering the exhibit hall. Please address all boxes and packages in the following manner:

(Guest Name) (Guest Cell Number)

425 Summer St

Boston, MA 02210

2023 NEAA - Company Name

Fed Ex Westin

Box ____ of ____

Shipments with special requirements: Please contact FED EX office in advance of shipping any items with special needs. Phone 857 338 2258.

All packages will be delivered to the ballroom and will be placed at your booth. At the conclusion of the conference, you will pack up your boxes and attach your label(s) and leave them at your booth. Fed Ex will pick them up and take them to the loading area for pick up by carriers.

EXHIBITOR SETUP: Wednesday, March 29th 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 will place on your tables. The fees and instructions are as follows:

SIZE OF BOX	COST DELIVERY PICKUP
(Incoming Packages) (Outgoing Packages) (4 or more days prior)	
ENVELOPE up to 1 lb.	\$2 -\$5
BOXES 0 -1 lb.	\$2-\$5
BOXES 1.1 -10 lbs.	\$10- \$15
BOXES 10.1 -20 lbs.	\$15 -\$20
BOXES 20.1 -30 lbs.	\$20-\$30
BOXES 30.1 – 40 lbs.	\$25 - \$40
BOXES 40.1 – 50 lbs.	\$25 - \$50
BOXES 50.1 – 60 lbs.	\$35 - \$50
BOXES 60.1 -150 lbs.	\$35 -\$70
PALLETS & CRATES*	\$150 or \$0.75/lb.> 200lbs

Package weights will be rounded-up to the nearest pound. *For inbound/outbound Pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150 or \$0.75/lb. > 200 lbs., which applies to each pallet/ crate handled.

Storage Fees:

Package Weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30lbs.	\$10.00
30.1 – 60 lbs.	\$15.00
60.1 – 150.lbs.	\$25.00
Pallets and Crates	\$50.00
Over 6.5' in size	\$25.00

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 draped six (6) foot table. Due to the fluidity of the circumstances we will provide more booth specifications closer to the time of the show. 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 wireless internet connections at no extra charge. If you need additional electrical or AV needs please contact Jenna at Jenna.Zannino@westinbostonseaport.com or 617 532 4851.

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 2023) for your iPhone or Android device for up to date information as the date of the Conference gets closer.

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. **IF YOU TEAR DOWN PRIOR TO END OF CLOSING RECEPTION YOU WILL BE PROHIBITED FROM EXHIBITING IN 2024.**

HOTEL RESERVATIONS: Please use the reservation link on our website www.northeastacquirers.com under the NEAA 2023 tab then choose the "Make Hotel Reservations by Clicking Here".

PARKING: Is 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.