



Educate, Connect, Inspire

EXHIBITOR & SPONSOR CONFIRMATION

On behalf of the Massachusetts Computer Using Educators (MassCUE) and the Massachusetts Association of School Superintendents (M.A.S.S.), thank you for registering to participate in the 2019 MassCUE Fall Conference being held October 23 & 24, at Gillette Stadium in Foxboro, Massachusetts.

Here are a few important pieces of information you should know for planning purposes:

Exhibitor Benefits:

In addition to the exhibit space, the booth fee includes:

- 6' Skirted table
- 2 Chairs
- Trash barrel
- Standard electrical (5 amps)
- 2 Complimentary staff registrations.

Show Decorator:

- **Capital Conventions** is the official service contractor. Please review the [Exhibitor Services Manual](#) to order tables, carpeting, electricity, and drayage/shipping services. All orders and payments must be made directly to Capital.
- **Move-in Regulations (strictly enforced):**
 - Unloading:** Exhibitors can use the loading dock and entrance E2. Please see the [E2 Parking](#) and [Loading Dock](#) pdfs.
 - Carts:** Exhibitors have the option of providing their own non-motorized dollies, flatbed or two wheelers for their own use during move in/out. No carts or dollies are available to borrow from either the show decorator or facility.
 - Rules:** We encourage you to review the Exhibitor Services Manual from Capital which includes detailed information on the rules and policies associated with Gillette, as well as the fees associated with optional services and items available to you. Feel free to contact Capital Convention directly for any questions or clarifications at (877) 335-3700.

Shipping Instructions:

All shipments are subject to material handling charges and the proper forms within the exhibitor services manual should be filled out and submitted to Capital, prior to the event. For additional questions please contact Capital Conventions directly at (877) 355-3700

Move-in Schedule:

- Move in times will be strictly enforced to ensure a smooth process.
- During set up, please keep aisles clear to facilitate a smooth move in and to be courteous to other exhibitors.

Tuesday October 22	Wednesday October 23	Thursday October 24
MOVE-IN/SET UP: 1:00 p.m. – 7:00 p.m.	TRADE SHOW: 7:30 a.m. – 4:30 p.m.	TRADE SHOW: 7:30 a.m. – 3:00 p.m.
VENDOR RECEPTION: 5:00 p.m. – 6:00 p.m.		TEAR DOWN: 3:00 p.m. – 5:00 p.m.
		*All vendors must comply with the rule of not dismantling their booth before 3pm on Thursday, October 24, 2019 as early breakdown is disruptive to the vendor floor activity. A fee of \$500 will be charged to any exhibitor who breaks their booth down before 3pm.

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Vendor Sessions and Suites: If you purchased ...

If you purchased a vendor session or Suite, please submit the presentation title, description and authors at:
<http://www.cvent.com/c/abstracts/db193847-cc87-4a75-9b8a-2d8d5c322b7c>

Lead Retrieval:

Lead Retrieval services are available through our contracted provider, 1st Sales. An order form is available in the Capital Convention Exhibitor Services Manual.

Trade Show Passes:

An official conference name badge is required for access to the exhibit hall. The registration you completed to reserve an exhibit booth was a booth registration only. Each booth comes with two complimentary staff registrations. (If you have reserved more than one booth you are entitled to 2 staff per booth purchased.) Please submit staff names/register online at: <http://www.cvent.com/d/pyq0c5/4W> and select the **Vendor/ Exhibitor registration type**. When you get to the payment page, use the discount code provided in your email to remove the balance due.

Note: Additional passes (up to 2 per day) are available for the fee of \$100 per day and may be purchased through this registration site as well.

Lodging:

MassCUE has secured special overnight pricing. Refer to the conference website for additional details and online reservation links. <http://www.masscue.org/accommodations/>

Parking:

Parking is available at Gillette Stadium in lot E2. Large box trucks are asked to park in lot 7, which is on the East side behind the main parking for attendees. This is a gravel lot and the best location if trucks need to stay overnight.

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