

# 2024 MassCUE Spring Conference Exhibitor FAQs

## **CAN VENDORS OFFER A WORKSHOP?**

Vendors who sign up to exhibit at the MassCUE Spring Conference may additionally purchase a vendor presentation timeslot at the Innovation Fair. This is opportunity listed in the [EXHIBITOR/SPONSOR BROCHURE](#) and the price is \$450 for a 90-minute session. We limit this option to one workshop per day per vendor.

This will be an informal presentation format that should have a hands-on activity, materials, and/or slides to share your expertise that corresponds with the theme. You select which themed fair best fits your products or services.

Themes will include:

- AI Innovation Fair
- Coaching Innovation Fair
- Early Learning Innovation Fair
- Multi-lingual Learners Innovation Fair

These themed fairs will provide an opportunity for attendees to gather a variety of resources, inspiration, and information related to a single topic, but from multiple viewpoints. This will be a great opportunity to network with educators who are specifically interested in the theme of your presentation.

The conference planning team will assign the session time/date. After the registration has been confirmed an email confirmation will be sent with a link to submit your session proposal information.

## **WHO ATTENDED LAST YEAR?**

This is a brand-new conference and our first time at Polar Park! We're expecting approximately 500 attendees and we're sure there will be some great excitement about this venue.

## **WHAT OTHER OPPORTUNITIES DO YOU OFFER VENDORS TO DRIVE TRAFFIC TO OUR BOOTH?**

MassCUE offers a variety of sponsorships to recognize your company as well as encourage attendees to come to your booth. Be sure to check out the many sponsorship and ad-on options listed in the [EXHIBITOR/SPONSOR BROCHURE](#).

## **WHAT IS THE PAYMENT & CANCELLATION POLICY?**

All exhibit space and sponsorships must be paid in full before Participants will be permitted to install their exhibit. All MassCUE invoices are subject to NET 30 terms and must be received prior to the conference. **NET terms do not apply to purchases received after April 15, 2024 and must be paid no later than April 30, 2024.**

In the event that the vendor must cancel their exhibitor/sponsor registration for any reason, the vendor must put this request in writing to the Exhibits Manager, Karen Forbes [karen@delaneymeetingevent.com](mailto:karen@delaneymeetingevent.com) If this notification is received on or before April 15, 2024 all monies, less a \$100 administrative fee, will be refunded. Cancellation received after April 15, 2024 obligates the exhibitor to forfeiture of all monies paid. Failure to occupy exhibit space does not release the exhibitor from the full cost of the rental. If the exhibit space is not occupied when the exhibit area opens, show management will have the right to use the space as it sees fit to eliminate empty spaces in the exhibit area.

In the event that the MassCUE Board of Directors make a decision to cancel the conference for any reason, vendors will receive a full refund less a \$50 administrative fee.

### **CAN I GET A PRE-CONFERENCE ATTENDEE LIST?**

MassCUE does not share their attendee lists for any of their conferences. More information about effective ways to collect attendee information at the Spring Conference will be included in the Exhibitor Guide.

### **HOW DO I CLAIM THE COMPLIMENTARY CONFERENCE REGISTRATIONS THAT ARE INCLUDED WITH MY EXHIBIT BOOTH?**

In mid-April, you will receive a complete Exhibitor Guide. This will include instructions on how to register your company representatives. You will be given a discount code which you will enter in the payment section of the registration. This discount code will change the registration fee to \$0.00 for the number of complimentary registrations you are entitled to receive.

Please be aware that **ALL** exhibit staff are required to pre-register in order to gain access to the conference.

### **WHAT IF I HAVE ADDITIONAL PEOPLE FROM MY ORGANIZATION WHO ARE PLANNING TO ATTEND? DO THESE PEOPLE HAVE TO REGISTER?**

Yes, everyone must register in order to gain access to the conference. If you have additional staff that are planning to attend the conference (beyond the number of comps you are entitled to), they must register through the conference attendee registration site.

There is a discounted rate of \$100 per person, per day, for additional booth staff.

### **WHERE CAN I FIND INFORMATION ABOUT HOTEL ACCOMMODATIONS?**

Please refer to the conference website for complete information on hotel accommodations.

<https://www.masscue.org/event/springconf24/>

### **WILL THERE BE A SHOW DECORATOR?**

Capital Convention Contractors is the official show decorator. The Exhibitor Service Manual will be available by mid-April.

## **HOW DO I ORDER ELECTRICITY AND/OR A/V SERVICES FOR MY EXHIBIT TABLE?**

Electricity and a/v services may be ordered through the show decorator, Capital Convention Contractors.

**If you have any further questions, please feel free to reach out to:**

Karen Forbes, Exhibitor/Sponsor Coordinator

[karen@delaneymeetingevent.com](mailto:karen@delaneymeetingevent.com) 802-448-9078