

EACE19 EXHIBITOR INFORMATION

We are looking forward to having you exhibit at EACE's 2019 Annual Conference which will be held June 24-26 at the Connecticut Convention Center in Hartford, Connecticut. Included in this packet you will find important information and helpful tips.

On-Site Check-in

Please check-in upon arrival at the EACE19 registration desk to pick up your name badge. You must wear your name badge at all times, as this will serve as your ticket to access the exhibit floor and all conference functions and social events. The EACE19 registration desk and all conference activities are located on the sixth floor of the Connecticut Convention Center (CTCC) which is attached to the Hartford Marriott Downtown. Transferring of name badges on-site is not permitted. Any changes to registered exhibitor reps need to be made by emailing admin@eace.org no later than 2 weeks prior to the event.

What's included in your exhibitor registration?

- ONE name badge with full conference access to all sessions, events and food functions
- One skirted, 6-foot table
- Internet Access:
 - Marriott quest rooms EACE hotel quests receive complimentary basic wireless internet
 - Marriott lobby and public areas Complimentary wireless
 - Connecticut Convention Center Complimentary wireless during the conference will be available to all attendees

Electricity and A/V needs are not included and should be ordered using the forms attached to this packet.

Need to register additional exhibitor reps? Additional reps are \$250 and includes access to all access to conference programming and functions. Please contact EACE Financial Coordinator at finance@eace.org to purchase additional representative tickets.

Hotel Information

The Hartford Marriott Downtown | 200 Columbus Blvd. Hartford, CT 06103

Conference attendees and exhibitors can receive a discounted standard room rate of \$199 (plus taxes and fees) per night on dates from June 21 to June 29, 2019. The group rate deadline is May 31, 2019. Please note, the room block rate is subject to availability and is likely to sell-out prior to cut-off date. Click here to book online or call (877) 901-6632.

Parking

On-site parking, fee: \$3 USD hourly, \$19 USD daily

Valet parking, free: \$23 USD daily

Parking fee is from check-in until 6:00 PM on check-out day. The garage for the Marriott and Connecticut Convention Center is located behind the hotel at the back entrance. <u>Click here</u> for driving directions.

OVERFLOW HOTEL: If your desired dates are unavailable at the Hartford Marriott Downtown, please book at our overflow hotel, Hampton Inn & Suites Hartford / East Hartford (351 Pitkin St. East Hartford). EACE Annual Conference attendees can received a discounted standard room group rate of \$149/night plus tax and fees from June 22 to June 28, 2019. The group rate deadline is June 9, 2019. Click here to book online or call (860) 282-2500 and mention you are part of the EACE group to receive the discounted rate.

Shipping and Loading

Exhibitors are responsible for any expenses associated with shipping their materials and equipment. All shipments must be coordinated though the Demers Audio/Visual Services (DAVS) Business Center located at the Connecticut Convention Center. DAVS Business Center will receive shipments and provide storage up to 14 days prior to your event. Any shipment received more than 14 days prior to your event will be subject to a storage fee, actual charge to be determined. There is a handling charge on all packages in and outbound of the CTCC as outlined in the back of this packet. PLEASE READ THESE SHIPPING INSTRUCTIONS THOROUGHLY. Exhibitors should use the attached labels, and return the credit card authorization form to ashley@demers-av.com, prior to the freight's arrival. Exhibitors can email the attached order forms to mwichowski@ctconventions.com, order the **CTCC** website visiting or place an directly on by https://www.ctconventions.com/exhibitors/order-services/. The pre-paid discount expires on Friday, June 21, 2019.

Exhibitors are permitted to perform their own drayage provided their freight is delivered to the loading dock via their own personally owned vehicles. Freight being delivered in vehicles over 14 feet will require exhibitors to hire labor from DAVS. Exhibitors will have up to 30 minutes to load/unload their materials. In the event they will require more than 30 minutes, they may be required to contract additional labor to assist them.

Exhibitors can hand carry or roll their equipment into the building and to their booth. The CTCC will no longer be providing dollies, handcarts etc. to assist exhibitors with transporting their materials to their booth. Exhibitors can elect to bring their own dollies and handcarts or hire labor to perform these services. Exhibitors may have up to three (3) of their own employees to load-in, unpack, erect, assemble, dismantle and load out their own exhibits and displays.

All questions regarding shipping and electricity/AV needs should be directed to Mary Wichowski, Exhibitor Services Manager, Connecticut Convention Center at (860) 728-2603 or mwichowski@ctconventions.com.

Exhibitor-Specific Activities & Networking Opportunities

Monday, June 24	
8:00 AM – 11:30 AM	Exhibitor Set-up. EACE Videographer will be coming around to booths between 9:30-
EACE19 Exhibitor Hall is located	11:30 AM to film your company's 30-second introduction. The exhibitor welcome
in Ballrooms B/C Prefunction	compilation will be played at the General Breakfast on Tuesday, June 25. Click here to
Foyer	watch last year's video as an example.
12:00 PM – 1:00 PM	Opening Welcome & Lunch Exhibitors are welcome to attend.
Ballrooms B/C	
3:15 PM – 4:00 PM	Exhibitor Showcase & Dessert Bar EACE19 attendees to meet the exhibitors while
Ballrooms B/C Prefunction Foyer	enjoying desserts.
5:00 PM – 6:00 PM	Exhibitor Networking Reception EACE19 attendees network with exhibitors while
Ballrooms B/C Prefunction Foyer	enjoying cocktails and light appetizers.
Tuesday, June 25	
8:15 AM – 9:15 AM	General Breakfast with the Exhibitors
Ballroom C	
10:30 AM – 11:00 AM	Exhibitor Networking Coffee Break
Ballrooms B/C Prefunction Foyer	
4:00 PM – 4:30 PM	Exhibitor Networking Coffee Break
Ballrooms B/C Prefunction Foyer	
5:00 PM – 8:00 PM	Exhibitor Break-down and Move Out
Ballrooms B/C Prefunction Foyer	
7:00 PM – 10:00 PM	Entertainment Night Exhibitors are welcome to attend and enjoy more networking
Connecticut Science Center	opportunities! <u>Click here</u> for details.

^{**}Schedule is subject to change. To view the full conference schedule of events and details, please visit the website.

Exhibitor Passport

All conference attendees receive the exhibitor passport with registration materials. They need to have a certain number of exhibitors marked off to enter their passport into the final conference raffle to win a grand prize Apple iWatch. **EACE will have stamps on site for exhibitors to use.** If you have a branded stamp or sticker you prefer to use to mark your space, please bring with you.

Exhibitor Floorplan and Booth Assignment

The exhibitor floorplan is attached to this packet. Booth assignments will be assigned based on sponsorship level and <u>date of</u> payment. Non-sponsor exhibitors can expect to receive booth assignments in June 2019.

Conference Attendee List

All conference registrants receive an attendee list about 2 weeks prior to the event in a "Tips for Your Trip" email. (If you do not receive this, please check your spam!) The attendee list will include name, organization, email, city and state in PDF format. EACE does not provide this list in Excel format. For an up-to-date list of your fellow 2019 exhibitors, click here to visit the exhibitor homepage. If you are an EACE member, you can view the attendee list at any time! This list updates in real time and includes contact information. If you are logged into the EACE website as a member, you will see EACE19 Attendees as a submenu option under the EACE19 main menu on the website.

Giveaways/Raffles

Exhibitors are welcome, and typically do, bring promotional materials (brochures, flyers, etc.) as well as branded giveaways to attract attendees (water bottles, chap sticks, chip clips, etc.) to their booths. You are also permitted to have raffles at your booth.

You may distribute wrapped candy/mints at your booth. You may NOT distribute any food/beverages that are not wrapped.

8 Tips for Exhibitors

- Download the EACE19 Mobile App. Search "EACE Events" in your app store to download. The 2019 edition should be
 available for download by June 1, 2019. Visit the <u>EACE website</u> for more details. Make sure your profile is public so
 attendees can connect with you. You can expect to receive an email from EACE HQ closer to the date of the event with
 instructions for completing your company's app profile.
- 2. **Attend the social events.** The best way to network with attendees is to attend the Entertainment Night and other social events.
- 3. **Engage in social media.** EACE attendees are very active on social media. Use #EACE and #EACE19 to get your name out there! Here are the links to EACE's channels: Twitter | Facebook | LinkedIn | Instagram | Blog
- 4. Bring branded giveaways to attract people to your booth. Examples can include magnet clips, pens, power banks etc.
- 5. **Boost your brand recognition** by adding on an <u>a la carte sponsorship item</u>. Something as simple as an EACE19 Mobile App alert can really increase your traffic. Example: "EACE19 attendees: Stop by booth 25 today for a chance to win an iPad!"
- 6. **Use a raffle or contest** to attract people to your booth. It's also a great way to get contact information.
- 7. **Get out from behind your booth** and get off your phone/computer. Nothing is worse than watching one of our exhibitors miss valuable time because he or she is one the phone/computer.
- 8. **Stand, don't sit.** Don't sit behind your table get up and engage!

Contact Information

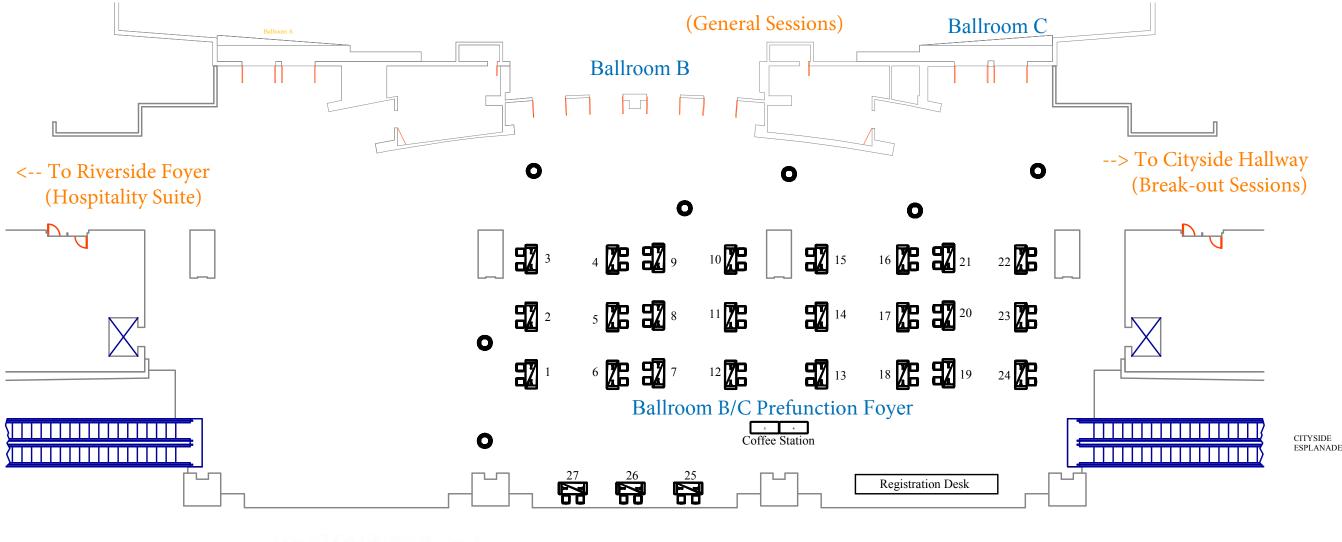
Questions and orders regarding AV/electrical needs and shipping:

Mary Wichowski, Exhibitor Services Manager, Connecticut Convention Center (860) 728-2603 | mwichowski@ctconventions.com

EACE billing and registration payments:

Kalu Azu, Financial Coordinator, EACE (410) 931-8100 | finance@eace.org

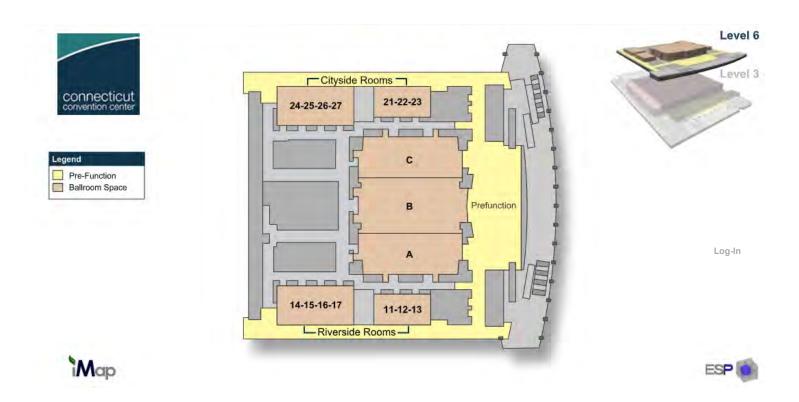
For all other EACE Annual Conference inquiries: Kim Shaw, Associate Director, EACE (410) 931-8100 | kim@eace.org





Eastern Association of Colleges and Employers 2019 Annual Conference Exhibitor Floorplan

Connecticut Convention Center 100 Columbus Blvd, Hartford, CT 06103 6th Floor Meeting Space Floorplan





INBOUND SHIPPING & HANDLING INSTRUCTIONS

The Demers Audio/Visual Services (DAVS) Business Center will receive shipments and provide storage up to 14 days prior to your event. Any shipment received more than 14 days prior to your event will be subject to a storage fee, actual charge to be determined.

Your company is responsible for paying all freight charges to the freight company you will be shipping with (ie. FedEx, UPS). Collect shipments will be refused.

All shipments must be consigned to the DAVS Business Center and material handling services prepaid. Shipments sent to DAVS Business Center and CT Convention Center (CTCC) without prepaid shipping and material handling services are subject to additional handling fees. Packages can be retrieved at the DAVS Business Center, or packages can be delivered to your meeting room or booth for an additional fee. Be sure to indicate delivery location and time on the Inbound Freight and Package Handling Form.

Please include your address and email address on the Inbound Freight and Package Handling Form so that you can receive tracking information once the DAVS Business Center receives your package(s).

The Inbound Freight and Package Handling Form and full payment must be emailed to shipping@demers-av.com, prior to your package(s) arriving, for you to receive up-to-date DAVS Business Center tracking information.

Fill out and attach the enclosed label on each package you are sending to the DAVS Business Center at the CTCC. Only fill out delivery location if you have opted to have your packages delivered to a specific location, and have marked the appropriate box on the Inbound Freight and Package Handling Form.

To make arrangements for outbound shipping, please go to DAVS Business Center located on in the pre-function of the exhibition hall level (Floor 3) of the CTCC.

The Inbound Freight & Package Handling Form can also be filled out online at ctconventions.com.





INBOUND FREIGHT & PACKAGE HANDLING FORM

Customer's Full Name: _					
Company Name:					
Event Name:					
Phone Number:		Date:		Time:	
Email:					
	ed on quant	ity of packages shipp	ed in eacl	h weight range.	
QUANTITY OF PACKAGES OR PALLETS/CRATES	WEIGHT	WEIGHT RANGE	SKU IN	HANDLING FEE	TOTAL
		0.0 - 1.0 lbs	SH100	\$10.00 PER PIECE	
		1.1 - 10.0 lbs	SH200	\$15.00 PER PIECE	
		10.1 - 20.0 lbs	SH300	\$22.00 PER PIECE	
		20.1 - 30.0 lbs	SH400	\$29.00 PER PIECE	
		30.1 - 40.0 lbs	SH500	\$35.00 PER PIECE	
		40.1 - 50.0 lbs	SH600	\$45.00 PER PIECE	
		Package 50.1+ lbs	SH700	\$1.25 PER POUND	
		Pallet/Crate 0 - 250 lbs	SH800	\$125.00 PER PIECE	
		Pallet/Crate 251 - 500 lbs		\$220.00 PER PIECE	
		Pallet/Crate 501 - 1000 lbs		\$470.00 PER PIECE	
		Pallet/Crate Over 1000 lbs		\$0.50 PER POUND	
	= TOTAL NUMB	ER OF PIECES	J L	SUBTOTAL	
				15% DELIVERY CHARGE	
			_	GRAND TOTAL	
1 1 1	S BOX IF YOU W	ired at the time of servic OULD LIKE YOUR PACKAGE ON PACKAGES THAT ARE D	S DELIVEREI		

Date____

Customer Signature_____



CREDIT CARD AUTHORIZATION FORM

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval.

CREDIT CARD:	VISA	MasterCard	AMEX	Discover	
ACCOUNT NUMBER	₹:				
EXPIRATION DATE:					
SECURITY CODE (Vi	sa/Master Card/Disc	over 3 digit # on back, Amex	4 digit # on front)		
CARDHOLDER'S NA	AME:				
CARDHOLDER'S SI	GNATURE:	=========	=======	DATE: HOLDER'S BILLING AD	
CARDHOLDER'S SI ADDRESS	GNATURE: BELOW	MUST MATC	CH CARDI	DATE: HOLDER'S BILLING AD	DRES
CARDHOLDER'S SI ADDRESS Company Name:	GNATURE: BELOW	MUST MATO	CH CARDI	DATE: HOLDER'S BILLING AD	DRES
CARDHOLDER'S SI ADDRESS Company Name: ard Billing Address:	GNATURE: BELOW	MUST MATO	CH CARDI	DATE: HOLDER'S BILLING AD Booth #: Authorized by:	DRES
CARDHOLDER'S SI ADDRESS Company Name: ard Billing Address: City/State/Zip:	GNATURE: BELOW	MUST MATO	CH CARDI	DATE: HOLDER'S BILLING AD Booth #: Authorized by: Signature:	DRES

CREDIT AND PAYMENT POLICY

In addition to cash, check, or money order, VISA, MasterCard, Discover, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please note the following conditions:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- All services must be paid in American funds.
- By submitting this credit card authorization you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in the freight handling forms.
- You also knowingly authorize your company representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS Please email completed forms to shipping@demers-av.com

DAVS - DEMERS AUDIO VISUAL SERVICES, INC. - 100 Columbus Blvd - Hartford, CT 06108

Phone: 860-728-2592 Email: shipping@demers-av.com

www.demersexpo.com





INBOUND FREIGHT & PACKAGE LABEL

RUSH TO: COMPANY NAME **EVENT NAME & DATE** If you would like your package(s) to be delivered to a specific location, please fill out the boxes below. There is a 15% surcharge for deliveries. DELIVERY LOCATION If applicable, please provide the booth number or meeting room number. **DELIVERY DATE & TIME** c/o Demers Audio/Visual **Services (DAVS) Business Center CT Convention Center** 100 Columbus Blvd. Hartford, CT 06103 Carrier

Number _____ of ____ pieces

DAVS - DEMERS AUDIO VISUAL SERVICES, INC. - 100 Columbus Blvd - Hartford, CT 06108

Phone: 860-728-2592 Email: shipping@demers-av.com

www.demersexpo.com







Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103 **Phone:** 860.728.2603 **Fax:** 860.728.2641 **Cell:** 860.604.6790

Email: mwichowski@ctconventions.com
Forms available online at www.ctconventions.com
Services Provided by Demers

AUDIO VISUAL SERVICE ORDER FORM

|--|

Name of Event:	Da	Date of Event:				
Firm Name:	Во	Booth Number:				
Street Address:	Co	Contact Person:				
City, State, Zip:	Ot	On-Site Phone Number:				
E-mail Address:						
Payment notice – services will not be supplied until total due is paid in full.						
Tax must be included unless you submit State of CT Tax Exemption documentation with your order form. Check payment method only accepted on prepaid orders.						
All services are charged per quantity and per day. Payment Information Must Accompany Order						
Money Order #: Payment Informa Check #:		Accompany	Order			
MasterCard Discove		Visa □ Ame	erican Expres	18		
Name on Card:	ci Gaid 🗆	110a 🗆 11111	ciicaii Lapice	,,,		
Credit Card #:						
Expiration Date:						
Authorized Signature:						
Video & Computer Equipment	Rate Per		11 65	CT 6.35%	TI 1	
(per quantity/per day)	Day	Quantity	# of Days	Tax	Total	
40" LCD Monitor	\$235.00					
(Includes Table Stand)	ΨΔ33.00					
50" LCD Monitor (Includes Rolling Stand)	\$325.00					
60" LCD Monitor	\$400.00					
(Includes Rolling Stand)	\$400.00					
70" LCD Monitor (Includes Rolling Stand)	\$475.00					
LCD Support Package	Ø4.05.00	+				
(Cart, 8' Screen & All Cables)	\$195.00					
LCD Package (Meeting Room Projector, Cart, 8' Screen & All Cables)	\$685.00					
PC Laptop	\$225.00	+	+			
42" Rolling Cart	\$40.00	 	†			
Audio Equipment	Rate Per		41 65	CT 6.35%	TT 1	
(per quantity/per day)	Day	Quantity	# of Days	Tax	Total	
Wired Microphone	\$85.00					
(Handheld with Stand)	ψ03.00					
Wireless Microphone (Handheld with Stand)	\$165.00					
Wireless Microphone	\$175.00	+	+			
(Lavaliere)	\$165.00					
Powered Speaker	\$215.00					
(Includes Floor Stand)	<u> </u>				,	
*Indicate dates of service here:		/ /	<i>'</i>	/ /		

For additional Audio Visual services, pricing and information, please contact Exhibitor Services at 860.728.2603.

ORDER TOTAL:	



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103 **Phone:** 860.728.2603 **Fax:** 860.728.2641 **Cell:** 860.604.6790

Email: mwichowski@ctconventions.com Forms available online at www.ctconventions.com

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Forms available offline at <u>www.ctconventions.com</u>				
ELECTRICAL SERVICE ORDER FORM				
Name of Event:	Date of Event:			
Company Name:	Booth Number:			
Street Address:	Contact Person:			
City, State, Zip:	On-Site Phone Number:			
E-mail Address:				
Payment notice – services will not be supplied until total due is paid in full. Tax must be included unless you submit State of CT Tax Exemption documentation with your order form. Check payment method only accepted on prepaid orders.				

Pre-Paid rates apply to orders paid in full and received 1 day prior to first scheduled move in day. On-Site rates apply after the 1 day cut off rate. No exceptions

Payment Information Must Accompany Order ** Online Checkout -> Instant Email Confirmation ** 1) Visit www.ctconventions.com 2) Select Exhibitors 3) Select Order Services Money Order #: Check #: ☐ MasterCard ☐ Discover Card ☐ Visa ☐ American Express Name on card: Credit Card #: Expiration Date: Authorized Signature: ** Please submit a floor plan with your order form if you have special requests for where you would like your power to be connected. ** Standard Electrical Service Pre-Paid On-Site CT 6.35% Total Quantity Subtotal Rate Rate Tax *120 volts – per single outlet 5 amp (550 watts) \$80.00 \$94.00 10 amp (1100 watts) \$90.00 \$104.00 15 amp (1650 watts) \$110.00 \$124.00 \$125.00 20 amp (2200 watts) \$139.00 Special Electrical Service – requires a minimum charge of 1 hour labor at \$65 per hour per connection. *208 volts – single phase – per single outlet Pre-Paid Quantity CT 6.35% Tax Total On-Site Labor Rate Rate 20 amp \$130.00 \$152.00 30 amp \$220.00 \$264.00 40 amp \$250.00 \$314.00 50 amp \$325.00 \$380.00 60 amp \$400.00 \$465.00 **Service Accessories** – accessory prices do not include power Pre-Paid On-Site Quantity Subtotal CT 6.35% Tax Total Rate Rate Extension Cord (25 feet) \$20.00 \$15.00 Power Strip (15 amp max) \$22.00 \$26.00

ORDER TOTAL:



Name of Event:

Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103 **Phone:** 860.728.2603 **Fax:** 860.728.2641 **Cell:** 860.604.6790

Email: mwichowski@ctconventions.com
Forms available online at www.ctconventions.com

TELECOMMUNICATIONS SERVICE ORDER FORM

Date of Event:

T

Firm Name:		Booth Nu	mber:			
reet Address: Contact Person:						
City, State, Zip: On-Site Phone Number:						
E-mail Address:						
Payment notice – services will not be supplied until total due is paid in full. Tax must be included unless you submit State of CT Tax Exemption documentation with your order form. Check payment method only accepted on prepaid orders. Internet codes are charged per computer and per day. Pre-Paid rates apply order paid in full and received 1 day prior to first scheduled move in day. On-Site rates apply to after the 1 day cut off rate. No exceptions.						
Payment Information Must Accompany Order						
** Online Checkou				or Sorvices		
Money Order #:		neck #:	b) Sciect Old	ci ocivices		
☐ MasterCard ☐ Discove	er Card	Visa 🗆	American	Express		
Name on card:				•		
Credit Card #:						
Expiration Date:						
Authorized Signature:						
Internet Daily Rates Pre-Paid On-Site Quantity # of CT 6.35% Tax To				Total		
Wireless Internet (per device/per day) Fi will be available in the theeting space during the conference					rence.	
Wired Internet – Initial Connection (per line/per day)	\$45	\$65				
Dedicated Bandwidth	Please Call for Pricing and Other Information					
Phone Line Daily Rates	Pre-Paid On-Site Rate Quantity # of CT 6.35% Total					
Phone Line *Please Circle: Phone Fax Credit Card \$75 \$100 (per device/per day) *The CTCC Does NOT Provide Phone, Credit Card or Fax Machines*						
Additional Phone Services Available	e Services Available Please Call for Pricing and Other Information					
*Indicate dates of activation here:/				_		
*Will this service be used for a Sma	rt					

Yes_

TV? (Apple TV, Google Chrome

Stick, Amazon Fire Stick, Gaming Console, etc.)

ORDER TOTAL:	

^{*}Exhibitor Packages to satisfy larger groups are available.

^{*}Please contact Exhibitor Services at 860.728.2603 for additional pricing and information.