



## 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.

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### 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](mailto: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 guest rooms - EACE hotel guests 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](mailto:finance@eace.org) to purchase additional representative tickets.

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## 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. [Click here](#) 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 receive 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.

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## Shipping and Loading

Exhibitors are responsible for any expenses associated with shipping their materials and equipment. All shipments must be coordinated through 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](mailto:ashley@demers-av.com), prior to the freight's arrival. Exhibitors can email the attached order forms to [mwichowski@ctconventions.com](mailto:mwichowski@ctconventions.com), or place an order directly on the CTCC website by visiting <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](mailto:mwichowski@ctconventions.com).

## Exhibitor-Specific Activities & Networking Opportunities

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

\*\*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 date of payment. Non-sponsor exhibitors can expect to receive booth assignments in June 2019.

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## 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.**

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## 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.**

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## 8 Tips for Exhibitors

1. **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 [EACE website](#) 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 [a la carte sponsorship item](#). 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!

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## 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](mailto:mwichowski@ctconventions.com)

EACE billing and registration payments:

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

For all other EACE Annual Conference inquiries:

Kim Shaw, Associate Director, EACE  
(410) 931-8100 | [kim@eace.org](mailto:kim@eace.org)