



EACE23 EXHIBITOR INFORMATION

We are looking forward to having you exhibit at the 2023 EACE Annual Conference which will be held June 26-28 at the Baltimore Marriott Waterfront in Baltimore, Maryland. Included in this packet you will find important information, deadlines, and helpful tips.

On-Site Check-in / Registration

Please check-in upon arrival at the EACE23 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.

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 two 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, two chairs and wastebasket
- Basic Wi-Fi access

NOTICE: Backdrops and signage must fit behind your designated table area. Display materials cannot extend beyond your space.

Need to register additional exhibitor reps? Additional reps are \$450 which includes access to all conference programming and functions. Please contact finance@eace.org to purchase additional representative tickets.

Electricity / AV

Exhibitors are responsible for any expenses and arrangements with the hotel for electricity or audio/visual needs, if applicable. EACE does not cover exhibitor electricity expenses.

Electricity, monitors, power strips and other technology need to be ordered through Encore Global, the exclusive technology provider of the Baltimore Marriott Waterfront. **Technology must be pre-ordered using the [Encore EventNow online order form](#).**

For questions pertaining to your order, contact your on-site Encore representative:

Jasmine Griner, Senior Sales Manager

Jasmine.Griner@encoreglobal.com

(202) 810-2792

Shipping / Storage

Exhibitors are responsible for any expenses associated with shipping their materials and equipment. Exhibitor packages should be labeled as such:

<i>Baltimore Marriott Waterfront Hotel</i>

Baltimore Marriott Waterfront Hotel C/O The UPS Store Receiver's Name 700 Aliceanna Street Baltimore, MD 21202 (410) 895-1806
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In addition please include this information on the package:

EVENT NAME BOOTH/ TABLE # EVENT DATE(S)

For more information on delivery date restrictions, fees, and return shipping, view the [UPS Exhibitor Shipping Information Packet](#). All questions regarding shipments should be directed to the UPS Store. **Note, EACE does not print return shipping labels for exhibitors.**

Exhibitor-Specific Activities & Networking Opportunities

Monday, June 26	
8:00 AM – 11:00 AM <i>Marriott Floor 3 Grand Ballroom Foyer. Stop by the EACE23 Registration Desk beginning at 9:00 AM to pick up your name badge.</i>	Exhibitor Set-up. (<i>EACE Videographer will be coming around to booths between 9:00 AM - 11:00 AM to record your 30-second plug for the Exhibitor Montage Video (see example). Time-permitting, video to be played immediately following the Opening Keynote or at the Tuesday Breakfast. Participation in this video is optional.</i>)
2:00 PM – 6:00 PM	Expo Hall is Open Dedicated Exhibitor Breaks: 2:00 PM – 2:30 PM 3:30 PM – 4:00 PM
5:00 PM – 6:00 PM	DEI Welcome Reception with the Exhibitors (<i>Attendees network with exhibitors while enjoying cocktails and light appetizers in the Expo Hall.</i>)
Tuesday, June 27	
8:30 AM – 9:30 AM Grand Ballroom 5-6	Networking Breakfast with Exhibitors (Exhibitors are permitted ONE BRANDED TABLE PER REGISTERED EXHIBITOR REP . Your registration comes with one representative, so if you did not register additional exhibitors, you are allowed one table. If you are participating, come 10-15 minutes early to add table signage, handouts, giveaways etc.) EACE does not provide signage for tables. Exhibitor is responsible for removing signage after the breakfast.
9:30 AM – 4:15 PM	Expo Hall is Open Dedicated Exhibitor Breaks: 10:30 AM – 11:00 AM 2:30 PM – 3:00 PM 4:00 PM – 4:15 PM
4:15 PM	Exhibitor Break-down and Move Out

Conference Attendee List

Registered exhibitor reps receive an attendee list 1-2 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 policy does not provide this list in Excel format or additional lists upon request.**

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 Apple AirPods. **EACE will have colored sticker dots on site for exhibitors to use. Bring a Sharpie or stamp as backup. The deadline to register and be included in the printed passport is June 1, 2023.**

If your company is donating prizes for the Exhibitor Passport, contact EACE23 Exhibitors & Sponsors Co-Chairs Jeannine Morber (jmorber@stevenson.edu) and Matt Seiler (mseiler@stevenson.edu) to coordinate. Additional prizes will be used as raffles for the main passport drawings and exhibitor will be recognized in front of the conference for donations.

Giveaways

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

Mobile App

Download the EACE23 Mobile App:

Search the App Store or Google Play for “**EACE Events**.” Then choose the EACE 2023 Annual Conference app in the list of available shows. [DOWNLOAD HERE](#)

Already have the EACE App on your phone from a past conference? Click on the EACE App icon from your mobile device. From the main dashboard, select the button on the bottom of your screen called “Exit to Conference List.” From here, you can select the EACE 2023 Annual Conference Event.

Enhance your mobile app exhibitor listing!

The primary exhibitor contact receives an email directly from EACE’s app provider, Core-Apps on or around May 18, 2023. Check your spam folder for this message which contains your login to the exhibitor portal: <https://exhibitors.core-apps.com/eace23>

Exhibitors have access to upload a company logo and/or handouts (.pdf format) to the company’s Exhibitor Listing which are available for download by conference attendees.

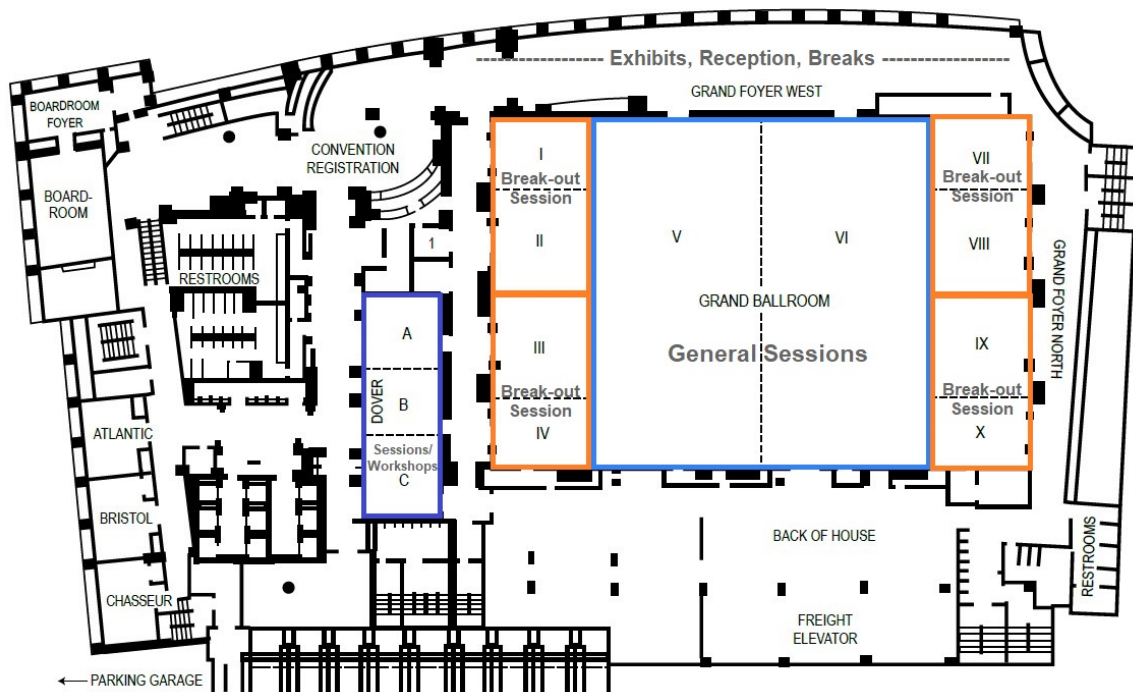
Additional changes to your exhibitor listing must be sent to EACE HQ at admin@eace.org no later than June 9, 2023.

For technical support or help logging in to the exhibitor portal, contact support@core-apps.com.

5 Tips for Exhibitors

1. **Attend social events.** The best way to network with attendees is to attend the Entertainment Night and other social events.
2. **Engage in social media.** Use #EACE and #EACE23 to get your name out there! Here are the links to EACE's channels: [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)
3. **Bring branded giveaways** to attract people to your booth. Examples can include magnet clips, pens, power banks etc.
4. **Bring return shipping labels with you.** Make your life easier on site and skip the line at the UPS Store.
5. **Stand, don't sit.** Don't sit behind your table – get up and engage!

EACE23 Meeting Space Floorplan (Marriott Floor 3):



Additional Questions:

Please visit the EACE23 FAQ page: https://www.eace.org/eace23_faq