



ECNE FALL ENGINEERING & OPERATIONS CONFERENCE

Thursday, November 5, 2015

DoubleTree Hotel, 99 Erdman Way, Leominster, MA 01453

EXHIBITOR FAQ

Lodging:

Lodging must be arranged directly with the hotel. Mention the Energy Council of the Northeast to get the negotiated rate. **Rooms and rates are guaranteed until Sunday October 18th.**

DoubleTree Hotel - \$119/night + tax
99 Erdman Way
Leominster, MA 01453
(978) 534-9000

You may also book online at <http://www.leominster.doubletree.com> using the **Group Code: ENC.**

Meet & Greet Reception: Exhibitors and utility attendees are invited to an informal Meet & Greet Reception on Wednesday, Nov. 4th from 5:00 - 6:00 pm. Drinks and light hors d'oeuvres will be available. Attendance is free of charge, but you must register with ECNE prior to the event.

If you want to sponsor Wednesday's Meet & Greet, contact ECNE.

Exhibitor Registration: Registration & Set-up begins at 9:00 am.

Pick up your conference packet and name badge at the registration desk after 9:00 am. A name badge is required for entry into exhibit hall and for meals. Two beverage tickets for Thursday evening's reception are included in the Exhibitor and Guest fees.

Attendee Contact Info: Utility Attendees contact information is emailed 1-2 weeks prior to the conference. An updated spreadsheet will be available on-site, and distributed again after the conference.

Exhibit Set Up: Thursday from 9:00 AM - Noon. NOTE: we do not assign booth numbers in advance. Layout is done on-site the day before the exhibit. Exhibitors should not move their signs once layout has been arranged. See on-site staff for assistance.

Exhibit Hours: Thursday, November 5th, Noon – 2:00 pm and 4:30 – 6:00 pm. Lunch is in the Exhibit Hall from Noon until 2:00 PM. Lunch is served from stations in the exhibit hall and attendees view exhibits while eating. At 2:00 pm the conference sessions resume until 4:30 pm. At 4:30 pm the reception begins in the exhibit hall. **Tear down immediately follows the end of the reception at 6:00 pm.**

If you want to sponsor Thursday's Reception, contact ECNE.

Door Prizes: ECNE and/or conference sponsors supply door prizes for utility attendees. Attendees will have a "Bingo Card" with the names of each exhibiting company. As they visit your display, initial their card. Completed cards are entered into the drawing for door prizes.

If you want to sponsor a Door Prize, contact ECNE.

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Exhibit Table Fees:

Each Exhibit Table includes: One (1) Hall Pass, 6 ft. skirted table, 2 chairs, and electrical charges. Space is available for Trailer Exhibits at the same cost of an Exhibit Table. If you want ECNE to supply a sign for your table, contact us to see if we have one already. If not, **we'll notify you before ordering a sign.**

If you plan to bring a trailer, please let ECNE know. Space is limited.

Exhibit Hall Pass

All staff assisting with your exhibit must purchase an Exhibit Hall Pass (Members \$185/Non-Members \$260). Each additional table purchase includes one exhibit hall pass. Additional passes may be purchased online or by filing out an Exhibit Hall Pass form.

Invoicing

Non-Members are required to provide payment in advance. Invoicing is typically processed the week before or the week after the conference. Invoices will be emailed to the individual noted on your registration form. **Payment is expected no more than 30 days after invoices are sent.**

Shipping Info:

Please have your items arrive NO SOONER than Tuesday, November 3rd. The DoubleTree Hotel DOES NOT HAVE A LOADING DOCK OR FORK LIFT. Please be cognizant of that when preparing your exhibit and shipping materials.

Shipping Labels should include the following:

DoubleTree Hotel
99 Erdman Way
Leominster, MA 01453

ECNE Conference November 5, 2015
c/o Joanne Rossley
Your Company Name
Name of Person Who is in Charge of Your Exhibit
Box number (1 of X, 2 of X, etc.)

Shipping and fees must be arranged directly with your carrier, including return shipping. Be sure to **arrange pick-up no later than Friday, November 6th.**

Return Shipping:

Bring your own return shipping labels. **Carriers do not regularly stop** at the hotel, so you will have to call your carrier to arrange pick up, no later than Friday, November 6th.

Liability:

The Energy Council of the Northeast and the DoubleTree Hotel are not responsible or liable for any damage that occurs to exhibitor and/or equipment through operator negligence or any act of God.

Have we missed something?

Contact Sarah Klingler at sklingler@ecne.org or call our office at (603) 626-4602.