

Vendor MFAA/MASBO Joint EXPO FAQ's

1. How can I become a sponsor for this event?
Visit our [sponsorship/EXPO page](#) to view all sponsorship options.
2. Can I send materials/equipment to the venue?
Yes, this information is provided in the Capital Conventions Service Manual on pages 3 and 20-25.
3. How do I request power for my booth?
Power can be purchased through the [DCU center](#).
4. Will A/V equipment be provided for my booth should I need it?
No, exhibitors bring any/all booth tools and technologies.
5. Can I hold a raffle at my booth?
Yes, raffles are optional and must be respectful of the ethics laws of the Commonwealth. Please align to the Massachusetts Operational Services Division (OSD) Vendor Ethics Guidelines. The drawing must occur just prior to the end of the EXPO. You are responsible for contacting winners and delivering prizes.
6. What is included at my booth?
The booth will be set up with 1 skirted 6' table, 2 folding chairs, 1 lined waste basket, 1 ID sign with booth number, and pipe-and-drape walls.
7. Can we hang a banner at our booth?
Yes! The tables are 6' long with an 8' high back wall. The booth size is 8' x 10'.
8. What time can I set up my booth?
Set-up is on Monday, November 14, 2022, from 2:30 pm - 8:00pm or Tuesday, November 15, 2022, from 7:00am – 8:00am.
9. What time can I break down my booth?
Booth breakdown may begin at 2:30 p.m.
10. How many representatives can I bring with me to the EXPO booth?
You are allowed a total of 3 representatives per booth.
11. Are the vendors invited to the cocktail reception on November 14, 2022?
Yes, this reception is to celebrate you and kick off the MFAA conference. The reception will be held just off the exhibit floor in the Showcase Corner of the Exhibit Hall.

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12. Is breakfast and/or lunch included in my booth fee?
Yes, a light breakfast will be offered from 7:30 a.m. – 8:30 a.m. and lunch will be served on the EXPO floor from 12:15 p.m. – 2:00 p.m.
13. May I distribute literature?
Yes, you may hand out literature at your booth. Canvassing the exhibit floor, standing at an entry point, or other means of uniformly delivering literature to attendees is not allowed.
14. Will there be workshop rooms if exhibitors wish to meet privately with attendees?
No reserved meeting rooms are provided for exhibitors.
15. How do I choose my booth number/location?
MFAA & MASBO will assign booths and reach out to vendors with their spots by 10/14/2022.
16. Will there be a map for all attendees to know where to find us?
Yes, we will send all registered attendees a map prior to the event, along with having large maps throughout the EXPO floor.
17. Can I attend the Keynote speaker on Tuesday morning at 9:00 a.m.?
Yes, we encourage you to sit, listen, and enjoy our Keynote speaker to kick off the EXPO Day!
18. How do I change my registration information?
Please contact Samantha Zediker at szediker@masbo.org with any/all changes.
19. Can I cancel my registration?
If the exhibitor needs to cancel their registration, they must notify MFAA or MASBO no later than October 15, 2022 (30 days prior to the event). If the exhibitor cancels it's participation in the show 30 or fewer days prior to the show or fails to utilize the exhibit space, the exhibitor shall remain liable for the full amount of its exhibit space fee.
20. Is there hotel accommodation nearby for venue?
Yes! There is a hotel block at the AC Marriot just across the street. Register online here or contact them at 774-420-7555. Hotel costs are not included in payment for the EXPO; they are paid directly to the hotel by you for your stay.
[Book your group rate for MFAA Fall Conference 2022](#)
21. Will I receive a list of registered attendees as part of my booth fee?
Yes, you will receive a full list of attendees a week after the show.