

NEWHEUG ALLIANCE 2017 CONFERENCE

EXHIBITOR FACT SHEET

NEW ENGLAND HIGHER EDUCATION REGIONAL USER GROUP

August 14-15, 2017 - Springfield, Massachusetts

LOCATION

[Sheraton Monarch Place](#)

One Monarch Place
Springfield, MA 01144

SCHEDULE/EXHIBITOR HOURS

Monday, August 14

6:00 PM – 7:30 PM Welcome Reception

Tuesday, August 15

6:15 AM – 8:00 AM Exhibit check-in and table top set up

7:15 AM – 8:00 AM Attendees registration check-in and breakfast

8:00 AM – 10:10 AM Exhibit table top set up

7:15 AM – 3:20 PM Exhibitor hours (tear down cannot take place prior to 3:20 PM)

Conference agenda: <https://www.heug.org/p/cm/ld/fid=2058>

EXHIBITOR AREA

Included with your Exhibitor package is a draped 6' table, 2 chairs, electrical service, wireless internet access, and two (2) full registrations. Tables are not assigned and available on a first come, first served basis. You may also provide giveaways and/or door prizes (value must be less than \$50 in accordance with conference rules). The projected number of attendees is 120 not including vendors.

REGISTRATION

Please make sure to use your vendor code to register for the conference prior to arriving onsite. If you need additional registrations, they are available for \$180 each. Please register here when registration open June 23rd: <https://www.heug.org/e/in/eid=354>. If you need your vendor code, please contact the person at your company who registered to become an exhibitor at the conference.

SHIPPING

Inbound shipping

The shipping address is:
Sheraton Monarch Place
One Monarch Place
Springfield, MA 01144

Include your company name, the name of the group and date of program: NEWHEUG 8/15 on the address label.

Outbound shipping

It is the Exhibitor's responsibility to schedule pick-up of all materials 24 hours in advance via your preferred carrier (UPS, FedEx, USPS). Once pick-up is scheduled with the carrier and after Exhibitor hours on the second day, please leave items to be picked up at your table.

VENUE/PARKING/TRAVEL ACCOMMODATIONS

Please click on this link for more info: <https://www.heug.org/p/cm/ld/fid=2065>.

HEUG VENDOR QUESTIONS

Please contact Tom Chambers, exhibitors@heug.org or 602-845-5972.

ONSITE CONFERENCE HEUG CONTACT:

If you need assistance while onsite, please contact Jennifer Tucker, jtucker@heug.org, 602-792-9196.