



NORTHEAST GREENHOUSE CONFERENCE AND EXPO 2023

Exhibitor Frequently Asked Questions:

Can I select my booth location/number?

- During the exhibitor registration process, you will be asked to submit your first, second, and third preferences of booth numbers/locations. Booth assignments will be made on a first registered/paid basis. We will do our very best to give you one of your top 3 booth choices. Your booth number will be included in the Exhibitor Guide that you will receive by mid-September.

Do I need to register my booth staff? How many staff are we allowed to have at our booth?

- By mid-September, you will receive a complete Exhibitor Guide. This will include instructions on how to obtain credentials for your booth staff. We do not limit the number of booth staff exhibitors are allowed to bring.

Will there be a show decorator?

- Yes, Capital Convention Contractors is our contracted show decorator. They will be responsible for setting up the exhibit hall. Each 8'x10' exhibit booth will include 8' high back drape and 3' high side drape, and a booth identification sign. Display space does not include a table or any other furniture. All furniture will need to be ordered directly with the show decorator.
- The show decorator is your resource to order all ancillary services for the event (furniture, electricity, A/V, etc.)

How do I order electricity and/or A/V services for my exhibit booth?

- There is an electrical order form included in the Capital Convention Contractors Exhibitor Services Manual.

Is the exhibit hall carpeted?

- No, there will be no carpeting in the exhibit hall. Carpet is not permitted in the Armory Room. This room has a polished hardwood floor. Carpeting is not allowed to be affixed to this flooring in any way.

What is the Cancellation Policy?

- In the event that the vendor must cancel their exhibitor/sponsor registration for any reason, the vendor must put this request in writing to the Exhibits Manager, Karen Forbes karen@delaneymeetingevent.com . If this notification is received on or before August 7, 2023, all monies, less a \$100 administrative fee, will be refunded. Cancellation received after August 7, 2023, obligates the exhibitor to forfeiture of all monies paid. Failure to submit required vendor assets and occupy the booth space does not release the exhibitor from the full cost of the rental. If the booth space is not occupied when the conference begins, show management will have the right to eliminate empty spaces in the exhibit hall.

Where can I find information about hotel accommodations?

- The host hotel for the Northeast Greenhouse Conference is the DoubleTree by Hilton in Downtown Manchester, NH. The discounted group rate is \$159 per night plus tax. Reservations must be received by October 15, 2023 to receive the reduced rate or until the block sells out. For reservations, please call the hotel directly at 603-625-1000 and be sure to mention you're with the Northeast Greenhouse Conference. Make your reservation early before they sell out.

What are the exhibit hours?

- Set Up: Tuesday, November 7th, 10:00 a.m. - 8:00 p.m.
- Trade Show: Wednesday, November 8th 10:00 a.m. - 5:00 p.m. and
Thursday, November 9th, 8:00 a.m. - 3:00 p.m.
- Tear Down: Thursday, November 9th, 8:00 a.m. - 9:00 p.m.

Where can I find Load in/out and parking information?

- Details will be provided in the Exhibitor Guide that will be emailed by mid-September, to the primary contact person listed on your exhibitor registration.

If you have any further questions, please feel free to reach out to Karen Forbes, Exhibitor/Sponsor Coordinator karen@delaneymeetingevent.com 802-448-9078