



Reserve Your Space!

2017 MALSCCE Convention Exhibit Space Rental Agreement

March 24, 2017, DoubleTree by Hilton Hotel Leominster, 99 Erdman Way, Leominster, MA 01453

Promote your company's products and/or services at the 2017 MALSCCE Convention by taking advantage of the following exhibiting opportunities.

Company: Provide information below as you would like it to appear in the Convention's Exhibitor Program.

Company _____
 Address _____
 Telephone _____ Email _____

Company Representatives: Exhibiting Companies are allowed two (2) designated representatives per booth reserved to staff their exhibit. Double spaced booths are allowed four (4) representatives. Please provide the names below:

1) Primary Exhibitor _____
 Name for Badge _____
 Mailing Address _____
 Telephone _____ Email _____

2) Secondary Exhibitor(s) _____
 Name(s) for Badge _____

Exhibit Size: Check the applicable exhibit size and price.

	MALSCCE Sustaining Member	Non-Member	Fees
Single Space	<input type="checkbox"/> \$400	<input type="checkbox"/> \$550	\$ _____
Double Space	<input type="checkbox"/> \$600	<input type="checkbox"/> \$800	\$ _____
Number of Extra Lunch Tickets (\$35 each)		_____	\$ _____
Number of Friday Dinner Tickets (\$65 each)		_____	\$ _____
Total Due			\$ _____

Payment: Please make check payable to MALSCCE or enter your credit card number below.

Visa MC AMEX Card #: _____ Exp. Date: _____
 Name on Card: _____
 Billing Address _____

Space is limited and available on a first-come, first-served basis. Prepayment is required with this space rental agreement. Please fax or email both sides of this sheet with credit card payment to 617/227-6783 or alum@engineers.org. You can also send the signed agreement along with your check to: MALSCCE, The Engineering Center Education Trust, One Walnut Street, Boston, MA 02108-3616

Exhibitor Program Listing: How you would like your company described in the Convention's Exhibitor Program (fifty words or less)

2017 MALSCCE Convention Exhibit Space Rental Agreement

MALSCCE agrees to:

- Furnish Exhibitor with space in the Exhibit Area of the 2017 MALSCCE Convention on Friday, March 24, 2017, at the DoubleTree by Hilton Hotel Leominster, 99 Erdman Way, Leominster, MA 01453; Telephone: 978/534-9000.
- Provide Exhibitor with one (1) six-foot skirted table, two (2) chairs per single booth and access to electrical service provided electrical service is requested prior to the convention by checking the appropriate box below.
- Provide Exhibitor with two (2) Friday lunch tickets per exhibit space reserved (four lunch tickets for a double space, etc.). Additional Friday lunch and dinner tickets may be purchased at a cost of \$35 and \$65 per ticket, respectively.

Exhibitor _____ (*insert company name*) agrees to:

- Keep Exhibit open from 8:00 AM to 4:30 PM on Friday, March 24, 2017. Setup is from 7:00 AM to 8:00 AM. Breakdown is from 4:30 PM to 5:00 PM.
- Confine the display to the 6' x 8' exhibit space reserved for this purpose and located in the DoubleTree by Hilton Hotel Leominster Beethoven/Brahms/Mozart. Space will be assigned as exhibitors arrive for setup.
- Pay any expenses related to exhibiting at the 2017 MALSCCE Convention including exhibitor registration fee, cost of audiovisual equipment, labor, moving, shipping and travel expenses, and the cost to repair any damage to the DoubleTree's facilities. If you require electrical and/or audiovisual equipment, and do not have your own, you may rent that equipment from the DoubleTree Hotel and should contact Group Sales Manager, Joanne Rossley directly at 978/840-5537.
- If you plan on shipping materials directly to the DoubleTree by Hilton Hotel Leominster, you should contact Joanne Rossley (978/840-5537) to arrange for their receipt. The DoubleTree by Hilton Hotel Leominster, which has limited storage capacity, will only accept prepaid packages delivered **one** day prior to the Convention date. The DoubleTree by Hilton Hotel Leominster will charge a \$75 per day storage fee for all shipped material stored more than one day. Depending upon the number of packages received, there may also be a \$5.00 per package charge for delivering each package to the convention exhibit area. The hotel does not have a loading dock or equipment to remove packages from freight trucks. Your freight company must have a tailgate lift. The DoubleTree by Hilton Hotel Leominster is not an insurer of property that is received and is not responsible for the loss, theft, damage, or destruction of any property shipped to or stored at its premises.

Any package delivered by C.O.D. will be refused by the DoubleTree by Hilton Hotel Leominster and no notification will be made by them to the shipper. All packages must be mailed to the DoubleTree by Hilton Hotel Leominster, 99 Erdman Way, Leominster, MA 01453, ATTN: Joanne Rossley, Sales Manager. The package's mailing label must also contain: 1) return address; 2) name exhibiting company; 3) exhibiting company contact name and telephone number; and 4) event name and date (i.e., MALSCCE Convention, March 24, 2017).

- Indemnify MALSCCE and its representatives against any and all claims due to loss or damages to any person or property in the placing, exhibiting or removal of exhibits.
- Please provide the following information by checking the appropriate boxes below:
 - I require electrical service and will provide the extension cord and power strip that may be required to access and/or use this electrical service.
 - I will be contacting the DoubleTree by Hilton Hotel Leominster directly to rent electrical/audiovisual equipment.
 - I do not require access to electrical service.
 - I do not have any audiovisual requirements.
- For more information or questions, contact Rich Keenan at 617/305-4110 or rkeenan@engineers.org, or Anita Lum at 617/227-5551 or alum@engineers.org.

I have read and agree to abide by the terms of this agreement.

Name

Signature

Date