

2024 MALSCCE Convention

Exhibit Space Rental Agreement

Exhibit at the 2024 MALSCCE Convention!

Promote your organization's products and/or services to MALSCCE members by exhibiting during the 2024 MALSCCE Convention, which is taking place on Friday and Saturday, March 1 & 2 at the Boxboro Regency Hotel & Conference Center. The convention exhibit is open from 8:00 AM to 4:30 PM on Friday. To register as a convention exhibitor complete and return both pages of this form with payment by **Monday, February 19, 2024**.

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

Organization _____
 Name _____
 Address _____
 Telephone _____ Email _____

Organization Representatives: Exhibiting organizations are allowed two (2) designated representatives per exhibit space reserved to staff their exhibit. Double spaced exhibits are allowed four (4) representatives. Please provide the names below:

1) Primary Exhibitor _____ Name for Badge _____
 Work Telephone _____ Cellphone _____
 Email Address _____
 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"/> \$550	<input type="checkbox"/> \$650	\$ _____
Double Space	<input type="checkbox"/> \$800	<input type="checkbox"/> \$950	\$ _____
Triple Space	<input type="checkbox"/> \$925	<input type="checkbox"/> \$1,010	\$ _____
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: _____ Security Code: _____
 Billing Address _____

Registration Deadline: Monday, February 19, 2024. Space is limited and available on a first-come, first-served basis. Payment is required with this agreement. Please fax or email both pages of this form with credit card payment to 617/227-6783 or malsce@engineers.org. You can also send the signed agreement along with your check to: MALSCCE, One Walnut Street, Boston, MA 02108-3616.

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

Need an overnight room? Make your reservation by Thursday, February 8, 2024!

[Click here](#) to learn how to reserve an overnight room at the Boxboro Regency Hotel & Conference Center for Thursday and/or Friday, February 29 and March 1 at the \$102 MALSCCE Convention attendee rate.

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MALSCCE agrees to:

- ❑ Furnish Exhibitor with space in the Exhibit Area of the 2024 MALSCCE Convention on Friday, March 1, 2024, at the Boxboro Regency Hotel & Conference Center, 242 Adams Place, Boxborough, MA 01719; 978/263-8701.
- ❑ Provide Exhibitor with one (1) six-foot skirted table, two (2) chairs per single space.
- ❑ 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 organization name*) agrees to:

- ❑ Keep Exhibit open from 8:00 AM to 4:30 PM on Friday, March 1, 2024. Setup is from 6:45 AM to 7:45 AM on Friday. 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 Boxboro Regency Hotel & Conference Center Parade Room. Space will be assigned as exhibitors arrive for setup.
- ❑ Pay any expenses related to exhibiting at the 2024 MALSCCE Convention including exhibitor registration fee, cost of electrical service, audiovisual equipment, labor, moving, shipping and travel expenses, and the cost to repair any damage to the hotel's facilities. If you require electrical service and/or audiovisual equipment, you may pay for access to electrical service and/or rent audiovisual equipment from the Regency and should contact the hotel's sales office at 978/263-8701.
- ❑ If you plan on shipping materials directly to the Boxboro Regency Hotel & Conference Center, you should contact the hotel's sales office (978/263-8701) to arrange for their receipt. The Boxboro Regency Hotel & Conference Center, which has limited storage capacity, will not accept any drayage, packages or exhibits prior to February 29, 2024 and these items must be picked up within 24 hours of the exhibition's completion. Should your items arrive early, the Regency reserves the right to refuse the shipment. The Boxboro Regency Hotel & Conference Center is not an insurer of property that is received and is not responsible for any loss or damage to materials sent to the hotel before February 29, 2024.

All shipped items must be mailed to the Boxboro Regency Hotel & Conference Center, 242 Adams Place, Boxborough, MA 01719, Attn: Sales Office. The item's mailing label must also contain: 1) return address; 2) name of exhibiting organization; 3) organization contact name and telephone number; and 4) event name and date (i.e., MALSCCE Convention, March 1, 2024). Multiple packages should be numbered. The hotel is not responsible for theft of or damage to exhibitors' property.

- ❑ Indemnify MALSCCE and its representatives against any and all claims due to loss or damage to any person or property in the placing, exhibiting or removal of exhibits.
- ❑ For setup purposes, please provide the following information by checking the appropriate boxes below:
 - I require electrical service and will be contacting the Boxboro Regency directly to pay for access. Please note it is advisable you bring an extension cord or power strip.
 - I have audiovisual requirements and will be contacting the Boxboro Regency directly to arrange it.
 - I do not require access to electrical service.
 - I do not have any audiovisual requirements.
- ❑ For more information and questions, contact Michelle Monette at 617/305-4113 or mmonette@engineers.org or Rich Keenan at 617/305-4110 or rkeenan@engineers.org

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

Name

Signature

Date