



## Exhibitor Information & Guidelines

We are delighted to have you join us at the 2011 MNN/AGM Conference & Expo at the Best Western in Marlborough on October 20!

Please see below for more information about your exhibition table and event guidelines.

Each exhibition space includes a six-foot skirted table and two chairs. All other materials should be provided by the exhibitor. Please note that there will be limited access to electrical outlets and wireless internet.

Each exhibition table may be staffed by up to two exhibitors. Unfortunately, we will not be able to accommodate mid-day exhibitor substitutions, so the chosen exhibitors must be available to stay for the duration of the event.

If two organizations jointly purchase an exhibition table, each organization may have one exhibitor for a total of two exhibitors at the table. However, if one organization chooses not to have a staffer at their table, the remaining organization may bring up to two people to staff the table.

Each exhibitor will be given a ticket to attend one selected workshop, based on space availability. Exhibitors will be notified about their workshop options the week before the event.

All exhibitors are welcome to enjoy the continental breakfast provided to conference attendees in the exhibition area.

Exhibitors may choose from two lunch options. If exhibitors would like to interact with attendees at their table during the lunch break, they may have a box lunch (with the same food options available in the ballroom) brought to them 30 minutes before the attendees are dismissed for lunch. They may also opt to have lunch with the attendees in the main ballroom. Please email your lunch selection to [sponsor@massnonprofitnet.org](mailto:sponsor@massnonprofitnet.org) **no later than September 20**. If your lunch preference is not received by that date, the exhibitor will be served a box lunch at their table.

Table location will be assigned based on sponsorship level and order of payment.

If you have any questions about exhibitor benefits, registration, or guidelines, please contact Thea Edwards at 617-330-1188 x281 or [sponsor@massnonprofitnet.org](mailto:sponsor@massnonprofitnet.org).