



NECTA 2017 Convention & Exhibition **NECTA 2017 - Focus on Customer Excellence**

May 2, 2017

Dear Potential Exhibitor:

**The 2017 New England Cable & Telecommunications Association, Inc.
Annual Convention and Exhibition will be held July 12 – July 14, 2017.**

NECTA and this year's Convention Committee Chairman John Sutich, *Comcast*, are extremely grateful to those who have exhibited and helped to make our show the overwhelming success it has become. Please read the following information carefully and contact the NECTA office with any questions or comments at (781) 843-3418.

Exhibit Logistics: Exhibits will be held at Gurney's Newport Resort & Marina in Newport, Rhode Island. We are offering either full booth space (6' deep x 10' wide) or tabletop exhibits. Both types of exhibit spaces are the same price. Please see the enclosed exhibit floor plan (with the map of the exhibit area and booth & tabletop locations at the hotel) and choose your top three preferences for location. Please note booth and tabletop space is 6' deep x 10' wide with a 12' high ceiling inside the exhibit area. The booth space rental fee will include a draped table, Exhibitor sign, 3' high side rail and 8' or 7' high back walls, 2 chairs and a wastebasket. Tabletop exhibits will include a 6' draped table, 2 chairs and a waste basket.

SER Exposition Services: As soon as your contract is accepted by NECTA, SER Exposition Services will send an Exhibitor Kit with all the appropriate order forms directly to you. SER Exposition Services, (508) 757-3397, will answer any questions that you may have regarding your exhibit. Included in the Exhibitor Kit are the necessary forms regarding the electrical and audio visual needs for your booth.

Hotels Will Not Accept Delivery of Exhibit Materials Prior to the Convention. Gurney's Newport Resort & Marina will **not** accept any exhibit materials larger than letter size. The Hotel will return to sender any packages that are larger than letter size.

Gurney's Newport Resort & Marina will not accept any exhibit freight when a drayage company has been contracted for this event. Any freight shipped to the hotel rather than the drayage company will be refused. All shipments must be co-signed to SER Exposition Services. SER Exposition Services will then hold the shipment for delivery to the exhibit site. All outbound shipping materials will be handled by SER Exposition Services. Gurney's will not be responsible for any outbound services. All exhibitors are responsible for scheduling carriers to pick up materials at the close of the show. There will be a show carrier available for those who have no pre-scheduled carrier. All exhibitors must complete a SER Exposition Services bill of lading before the end of the show to ensure a smooth move-out.

Exhibit Hours

Exhibit hours are as follows:

- Set-up:
Wednesday, July 12, 2017 from 1:00 pm to 4:00 pm.
- Exhibits are scheduled to be opened to the public at the following times:
Thursday, July 13, 2017 from 10:00 am to 3:00 pm.
Friday, July 14, 2017 from 8:00 am to 9:00 am.
- Breakdown hours:
Exhibit removal will begin at 9:00 am on Friday, July 14, 2017 and end at 2:00 pm. Anything left after that time will be turned over to SER and you will be held responsible for all storage costs.

Exhibit Registration

Please complete and return the 2017 Exhibit Space Order Form to NECTA in order to HOLD your exhibit space!

The Exhibit Space Order Form:

This form should be completed ASAP and faxed to (781) 849-6267 or emailed to info@necta.info. This will let us know that you intend to exhibit. This form will help us plan your space preference. Please note there is a place on this form for you to name the one person you wish to be guaranteed a sleeping room at Gurney's Newport Resort & Marina. NECTA holds one hotel room per paid exhibit space until June 16th when, if we don't have a credit card guarantee in place, we will release the room. Once we receive your Exhibit Space Order Form, we will mail out the contract for you to sign and return with payment. SER Exhibition Services will be sending you the Exhibitor Package directly.

We look forward to working with you to make *NECTA 2017: Focus on Customer Excellence* a success and ask that you contact the NECTA office (781) 843-3418 with any questions or suggestions on how we can better serve your personal and professional needs. We want to make this a productive and profitable convention for every exhibitor. Thank you again for your continued support.

Sincerely,



Carolyn Killian
Office Manager



Paul R. Cianelli
President & CEO

Our Tax ID number is 02-0278142