Thank you for participating in the 2023 North Atlantic RUG Conference!  This page outlines important details you will need to know as you prepare for the conference.

**Important Dates**

|  |  |
| --- | --- |
| **30 days after registration or March 17, 2023, whichever is sooner**  | * Booth payment due in full
 |
| **March 17, 2023** | * Bumblebee level registration closes
 |
| **March 17, 2023** | * Deadline to submit your company description and logo (see company and description section for more details)
 |
| **March 31, 2023** | * Booth space communicated to exhibitors
* Deadline for updating booth staff
* See additional booth information below
 |
| **April 14, 2023** | * Deadline for receiving giveaway items to be included in registration bags
* Deadline for indicating participation in exhibitor raffle
* Shipments to conference site accepted (see shipping section for more details)
 |
| **April 17, 2023** | * Exhibitor registration and set-up
* Exhibitor set up can begin at 8am
* Exhibitor booth must be set up by noon (exhibitor gallery will open at noon)
 |
| **April 17-19, 2023** | * Exhibitor Gallery Hours of Operation
* 4/17 – 12pm-6pm and 730pm-930pm
* 4/18 – 8am-5pm
* 4/19 – 8am-12pm
 |
| **April 19, 2023** | * Exhibitor tear-down
* Booths must stay intact until 11am
* Booth tear down must be complete by 3pm
 |

**Company Description and Logo**

Your company description and logo should be submitted by March 17th for inclusion on the conference website and promotional materials. Logo size and character limit are based on sponsorship level and are outlined below. Please submit logo and company description to Bruce.Berzenski@medstar.net and Derlene.Manfredi@medstar.net .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sponsorship Level** | **Company Name on Website** | **Logo on Website** | **Company Description on Website** | **Company Description In NARUG Booklet** |
| Bumblebee Level | Included | Included | Included | 700 words |
| Blue Violet Level  | Included | Included | Not Included | 600 words |
| Goldfinch Level | Included | Not included | Not Included | 500 words |

**Booth Selection**

Booth space at the conference will be determined by sponsorship level and date of payment.  You will be asked to provide your top 3 preferences once full payment is received.  Booth assignments will be announced by May 22nd.



**Booth Information**

* **Table Size:** 6’
* **Power:**  All exhibitors will have basic power access (outlet or extension cord).  If you require any additional power access, additional charges will apply and be paid directly to the hotel.
* **Internet:**  All exhibitors will have access to wireless internet.  If you require a hard-wired connection, additional charges will apply and be paid directly to the hotel.

**Booth Staff**

Exhibitors will receive a set number of free registrations based on sponsorship level.  Registrations for additional attendees can be purchased for $400 per person. All exhibitors must be registered and receive a badge to attend.

We need to know who from your organization will be attending the event so that we can create their badge and have materials ready for them at registration.  The deadline for updating booth staff is April 1, 2023.

**Giveaway Items**

Your organization has the option to provide a giveaway item from your company to be included in the attendee registration bags.  If you would like to provide an item, please send 250 to address below. These items must be received no later than June 3rd.

Derlene Manfredi
1058 Harvest View Court
New Freedom, PA 17349

(410) 908-5482

**Raffle Items**

Your organization has the option to provide a raffle item to be given away by your organization's representative at the end of the conference.  If you would like to provide a raffle item, please let us know by April 14th.

**Hotel Reservations**

Rates starting at $159 per night

Rates Valid from April 16th – April 22nd, 2023

Address: 555 Friendship Ln, Mt. Laurel Township, NJ 08054

Phone: [(856) 778-7300](https://www.google.com/search?q=Westin+Mt.+Laurel&rlz=1C1CHBD_enUS816US816&oq=Westin+Mt.+Laurel&aqs=chrome..69i57.3415j0j7&sourceid=chrome&ie=UTF-8)

### Link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1661450237070&key=GRP&app=resvlink>

**Mailing/Shipping Instructions**

Shipments will be accepted at the hotel starting on April 14th.

**Hotel Shipping Address**

When shipping your boxes to the hotel you **must** set up payment for these services directly with your courier. You can ship boxes directly to the hotel at the address below using the courier of your choice (USPS, FedEx, DHL or UPS).

**ALL BOXES MUST HAVE THE FOLLOWING ADDRESS INFORMATION ON EACH BOX**

The Westin Mount Laurel

555 Fellowship Rd.

Mount Laurel, NJ 08054

Attn: Melanie Gaffin c/o **North Atlantic Regional User Group Conference**

Any materials to be sent to Hotel may arrive no earlier than 3 days prior to 17-April-2023. A handling and storage fee of $10.00 per box/item will be assessed. The Westin Mount Laurel Hotel shall not be liable for safe or timely arrival of any packages. It is the Group’s/Shipper responsibility to check on the arrival of any packages and to ensure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods.

**Credit Card Authorization**

Company:

Telephone:

Contact:

Fax:

Address:

Email:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HEREBY AUTHORIZE **The Westin Mount Laurel** TO CHARGE

(Cardholder’s Name Please Print)

TO THE FOLLOWING CREDIT CARD:

\_\_\_ American Express \_\_\_Visa / Master Card \_\_\_ Discover \_\_\_ Other

CC Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO BE APPLIED TO THE FOLLOWING CHARGES:

**$10.00 Handling and Storage fee per box.**

CHARGES TO GO TO THIS CREDIT CARD:

Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of Boxes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing the present, I give The Westin Mount Laurel express authorization to charge my credit card for all charges incurred on my account as well as to obtain any necessary pre-authorization for any estimated charges on the mentioned account. Furthermore, I authorize The Westin Mount Laurel to verify the aforementioned statement and agree to hold The Westin Mount Laurel harmless of all disputes with the credit card company issuing the aforementioned card. The authorization shall survive at all times.**