



ANNUAL TRADE FAIR  
Friday & Saturday—October 27th & 28th  
Marriott Hotel , Copley Place, Boston, MA

## EXHIBITOR CHECKLIST

### HAVE YOU:

- ⇒ Reviewed the [Floor Plan](#) at massagent.com?
- ⇒ Selected & submitted [your booth](#)?
- ⇒ Received & filled out the Exhibitor Application/Contract? (Provided by Sheron Gagnon)
- ⇒ Submitted the required payment in full?
- ⇒ Submitted a brief description of your company's product/service? (online submission coming soon!)
- ⇒ Purchased a [Full Convention Registration](#) at the "Exhibitor Discount" price of \$175.00/person?
- ⇒ Reserved a hotel room, if necessary, at the Marriott Hotel, Copley Place, Boston, MA? (Rooms do sell out quickly.)
- ⇒ Received [information](#) on location, set up times, exhibit times and directions to the exhibit hall?
- ⇒ Explored our affordable [Advertising Opportunities](#)?

### ONE MONTH OUT FROM THE SHOW:

An email will be sent in October to request booth workers' names. You may pre-register an unlimited number of booth workers. **There will be a \$10 fee for each AT-DOOR booth worker registration.**

*After you've received an informational email one month out from the show, have you...*

1. Ordered your table(s) & chair(s) from Capital Convention Contractors Inc.?
2. Ordered electricity and/or a dedicated telephone line for your booth, if necessary, with the Marriott Hotel?
3. Reviewed the information

for questions or additional information contact ...

Sheron Gagnon, Trade Fair Manager

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