



**MASSACHUSETTS COALITION FOR ADULT EDUCATION**  
**NETWORK Conference**  
Friday, May 10, 2019  
Best Western Royal Plaza Hotel, Marlborough, MA



**EXHIBITOR RESERVATION FORM**

**GENERAL INFORMATION**

Contact Person: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Email: \_\_\_\_\_

**VENDOR EXHIBITING INFORMATION**

**Exhibit Times:** Friday, May 10, 2019 from 7:30 a.m. to 5:30 p.m.

**Exhibitor Rates:** Cost per 6' skirted table: \$350.00  
Number of tables required for exhibit: \_\_\_\_\_ @ \$350/each  
Total amount enclosed: \_\_\_\_\_

**List all personnel who will work at the exhibit (for name tags and complimentary lunches):**

\_\_\_\_\_  
\_\_\_\_\_

**DONATIONS OF ITEMS WITH COMPANY LOGO**

**We encourage vendors to donate items featuring their company logo. Attendees appreciate receiving them and they make a lasting impression long after the conference. Please let us know if you would like to make an in-kind donation of any items in a quantity of 550. Thank you.**

Conference folders  
Conference bags  
Pens  
Notepads  
Lanyards  
Other: \_\_\_\_\_

**Please ship your donation to the MCAE office so it arrives no later than May 3, 2019.**

NETWORK Conference  
c/o Massachusetts Coalition for Adult Education  
44 Farnsworth Street  
Boston, MA 02210

**SHIPPING INFORMATION FOR PACKAGES FOR YOUR EXHIBIT (not in-kind donations)**

The hotel does not accept packages, pallets or containers larger than envelope size. If you need to ship any items, please contact the hotel's exclusive provider for package management services:

Capital Convention Contractors  
35 Lyman Street  
Northborough, MA 01532  
T: 877-335-3700  
F: 508-481-1150

*Please note: if you plan to ship smaller packages to arrive no earlier than May 9, the day before the conference, they can be shipped directly to the hotel to the attention of Angela Lyman, Director of Catering, Best Western Royal Plaza Hotel, 181 Boston Post Road West, Marlborough, MA 01752. Any items that will arrive earlier must be sent to Capital Convention Contractors.*

**AUTHORIZED SIGNATURE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**PLEASE RETURN FORM BY APRIL 19, 2019**

**Please either mail a completed version of this form, along with your payment, to:**

NETWORK Conference  
c/o Massachusetts Coalition for Adult Education  
44 Farnsworth Street  
Boston, MA 02210

**OR email a completed version of this form to [network@mcae.net](mailto:network@mcae.net) and submit payment electronically [here](#).**