



NETWORK CONFERENCE

MAY 1, 2024

Best Western Royal Plaza Hotel, Marlborough, MA

EXHIBITOR FAQ

We are delighted to announce that NETWORK will return to being an in-person event. Your company’s products and services are of great interest to our more than 500 attendees who work in basic literacy, adult education, ESOL, citizenship, HiSET, GED, job and career training, and transitions to college programs in Massachusetts. Make your reservation now to showcase your company’s products and services at the adult education event of the year!

QUESTIONS

Caryn Kelley, NETWORK 2024 Conference Coordinator; E: mcaenetwork@gmail.com; C: 508-245-2827

IMPORTANT DATES

DEADLINE FOR EXHIBITOR SUBMISSION	FEBRUARY 9, 2024
DEADLINE FOR WORKSHOP PROPOSAL SUBMISSION	FEBRUARY 9, 2024
DEADLINE FOR PAYMENT	MARCH 5, 2024
DEADLINE FOR PROMOTIONAL ITEMS TO ARRIVE	APRIL 15, 2024
NETWORK 2024	MAY 1, 2024 (WEDNESDAY)

EXHIBITOR BENEFITS

- A dedicated exhibitor’s booth with 1 six-foot long skirted table
- Exhibitor hall located near coffee and breakfast area
- Schedule includes morning and afternoon break time for attendees to visit exhibitors
- Promotional offers and participant contests to increase traffic to your booth
- Complimentary Wi-Fi and electrical service available
- Company logo with link to your website prominently displayed on MCAE’s NETWORK 2024 Conference website page and in online registration booklet sent to 4000+ contacts
- Exhibitor ribbon on conference name badge for your company’s participants
- Company logo in Awards Luncheon Program Booklet and prominent mention during awards program

ADDITIONAL OPPORTUNITIES TO EXPAND VISIBILITY

- Expand your booth by adding tables
- Conduct a workshop session for your company
- Donate promotional items for attendee swag bags and/or for participant contests to receive increased visibility for your company that continues after the event

EXHIBIT HALL HOURS – ALL IN-PERSON

- 8:00 a.m. to 4:45 p.m. on May 1, 2024 (Wednesday)
- In addition to anytime throughout the day, specific times when attendees are encouraged to visit exhibitors are from 8:00 – 8:30 am, 10:15 – 10:45 am, and 12:15 – 12:45 pm.

EXHIBITOR'S FEES

- \$400 for exhibitor benefits
- \$300 for exhibitor benefits for a **nonprofit organization**
(Please note that verification of nonprofit status through either a valid IRS determination letter or a valid state certificate of exemption such as a Massachusetts ST-2 letter will be required for the nonprofit rate).
- \$100/additional booth table
- \$150/workshop session conducted for your company

KEEP YOUR COMPANY'S NAME IN FRONT OF 500+ ATTENDEES LONG AFTER THE CONFERENCE ENDS BY DONATING PROMOTIONAL ITEMS

- Increase your visibility during and after the conference by providing promotional items, discount promotional offers, donated company items, various company gift cards or product gift bags to be used as contest prizes and for attendee swag bags (550).
- Please let us know on your submission form if you would like to provide items and the quantities of each item if you can.
- All **promotional items** must be shipped to NETWORK 2024, c/o Caryn Kelley, 50 Old Pottery Lane, Norwell, MA 02061 or emailed to mcaenetwork@gmail.com for arrival no later than **April 15, 2024**.
- If you need to ship items for your **exhibit booth**, please request further instructions by emailing mcaenetwork@gmail.com

CONFIRM YOUR EXHIBITOR BOOTH AND MAKE PAYMENT

- The exhibitor reservation deadline is **February 9, 2024**.
- The payment deadline is **March 5, 2024**.
- **Exhibitors will not be listed on the MCAE website or in promotional materials until confirmation and payment are received.**
- Reservations made after the deadline are welcome, but we are unable to guarantee maximum visibility on pre-conference promotional materials, location in the exhibitor hall or a workshop session slot.

Exhibitor Confirmation Form and online payment	https://lp.constantcontactpages.com/ev/reg/xz8c2yv
Pay by check	MCAE, 44 Farnsworth Street, Boston, MA 02210
Workshop proposal form	https://forms.gle/qjUFi45zBFNH7vAZ7
If you can't exhibit but would like to sponsor	https://lp.constantcontactpages.com/ev/reg/j38chta/lp/017dcad6-acc6-4ad3-ab33-9f4433589f9c
Questions, sponsorship ideas, advertising or exhibiting	mcaenetwork@gmail.com
More information about MCAE	www.mcae.net
If you are unable to exhibit and would like to donate	https://mcae.net/get-involved/donate/

