



# 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](mailto:mcaenetwork@gmail.com); C: 508-245-2827

#### IMPORTANT DATES

<b>DEADLINE FOR EXHIBITOR SUBMISSION</b>	<b>STILL ACCEPTING EXHIBITORS</b>
<b>DEADLINE FOR PAYMENT</b>	<b>MARCH 5, 2024</b>
<b>DEADLINE FOR PROMOTIONAL ITEMS TO ARRIVE</b>	<b>APRIL 15, 2024</b>
<b>NETWORK 2024</b>	<b>MAY 1, 2024 (WEDNESDAY)</b>

#### 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
- 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 – 8:45 am and 10:15 – 10:45 am.

## 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

## 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](mailto: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](mailto:mcaenetwork@gmail.com)

## CONFIRM YOUR EXHIBITOR BOOTH AND MAKE PAYMENT

- 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 payment deadline are welcome**, but we are unable to guarantee maximum visibility on pre-conference promotional materials or location in the exhibitor hall.

Exhibitor Confirmation Form and online payment	<a href="https://lp.constantcontactpages.com/ev/reg/xz8c2yv">https://lp.constantcontactpages.com/ev/reg/xz8c2yv</a>
Pay by check	MCAE, 44 Farnsworth Street, Boston, MA 02210
If you can't exhibit but would like to sponsor	<a href="https://lp.constantcontactpages.com/ev/reg/i38chta/lp/017dcad6-acc6-4ad3-ab33-9f4433589f9c">https://lp.constantcontactpages.com/ev/reg/i38chta/lp/017dcad6-acc6-4ad3-ab33-9f4433589f9c</a>
Questions, sponsorship ideas, advertising or exhibiting	<a href="mailto:mcaenetwork@gmail.com">mcaenetwork@gmail.com</a>
More information about MCAE	<a href="http://www.mcae.net">www.mcae.net</a>
If you are unable to exhibit or sponsor and would like to donate	<a href="https://mcae.net/get-involved/donate/">https://mcae.net/get-involved/donate/</a>