



NETWORK CONFERENCE

MAY 7, 2025

Best Western Royal Plaza Hotel, Marlborough, MA

EXHIBITOR FAQ

ABOUT NETWORK

- NETWORK is one of the largest adult education conferences in the country, attended by more than 600 teachers, tutors, counselors, administrators, students and advocates.
- NETWORK is the perfect opportunity to personally and directly showcase your company’s products and services to conference attendees from adult education programs.
- NETWORK is the best chance all year to strengthen relationships with current customers and reach out to new prospects in Massachusetts.

GENERAL QUESTIONS

- Email: mcaenetwork@gmail.com

IMPORTANT DATES

DEADLINE FOR EXHIBITOR SUBMISSION	FEBRUARY 24, 2025
DEADLINE FOR WORKSHOP PROPOSAL SUBMISSION	FEBRUARY 24, 2025
DEADLINE FOR PAYMENT	MARCH 5, 2025
DEADLINE FOR PROMOTIONAL ITEMS TO ARRIVE	APRIL 23, 2025
NETWORK 2025	MAY 7, 2025 (WEDNESDAY)

EXHIBITOR BENEFITS

- A dedicated exhibitor’s booth with 1 six-foot long skirted table
- Exhibitor Hall located near highly trafficked coffee and breakfast area
- Morning break times specifically for attendees to visit exhibitors
- Complimentary Wi-Fi and electrical service available
- Company logo with link to your website prominently displayed on MCAE’s NETWORK 2025 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 (additional fee applies)
- Conduct a workshop session for your company (spaces are limited; additional fee applies)
- Donate promotional items for attendees so they’ll remember your company long after the event ends

EXHIBIT HALL HOURS – ALL IN-PERSON

- 8:00 a.m. to 5:00 p.m. on May 7, 2025 (Wednesday)
- Specific break times when attendees are encouraged to visit exhibitors are from 8:00 – 8:45 am and 10:15 – 10:45 am. Please note these break times may be subject to change.

EXHIBITOR'S FEES

- \$400 for exhibitor benefits
- \$300 for exhibitor benefits (nonprofit rate)
(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
- \$200 to conduct a workshop session for your company (spaces are limited; fee will be adjusted if your proposal is not included in the program)

KEEP YOUR COMPANY'S NAME IN FRONT OF 600+ 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 distributed to attendees.
- Please let us know on your submission form if you will provide items and the quantities of each item if you know at the time of submission.
- **All promotional items must be shipped to NETWORK 2025**, c/o Caryn Kelley, 50 Old Pottery Lane, Norwell, MA 02061 or emailed to mcaenetwork@gmail.com for arrival no later than **April 23, 2025**.
- **If you need to ship items for your exhibit booth, they must be shipped to Capital Convention Contractors.** Please call Capital Convention Contractors directly at 877-335-3700 for further instructions. The hotel will not accept shipments.

CONFIRM YOUR EXHIBITOR BOOTH AND MAKE PAYMENT

- **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 Exhibit Hall.

Exhibitor Confirmation Form and online payment	https://lp.constantcontactpages.com/ev/reg/5tkj6eg/lp/b074183b-43ab-45fb-95f4-2be3283b5e7b
Application to submit workshop proposal	https://forms.gle/XxPnfP4Qnf6ZPkMU8
Pay by check	MCAE, 44 Farnsworth Street, Boston, MA 02210
Questions, promotional ideas, advertising or exhibiting	mcaenetwork@gmail.com
More information about MCAE	www.mcae.net
If you are unable to exhibit or sponsor and would like to donate online	https://mcae.net/get-involved/donate/