



2019 MTUG Summit & Tradeshow Logistics

**Summit Tradeshow Date & Times:**

Thursday, June 13, 2019, 7:30am to 4:00pm.

IT Summit Coordinator:

Kate Carpenter
Phone: 207-370-5327
E-mail: kcarpenter@mtug.org

Summit Location:

Holiday Inn By The Bay
88 Spring Street
Portland, ME 04101-3924
Local: 207-775-2311
Reservations: 1-800-345-5050
Facility Contact: Keith Young (x2119)

THIS DOCUMENT INCLUDES THE FOLLOWING SECTIONS:

Event Directions	Exhibit Deliveries & Shipping	Exhibit Space Dimensions, Furnishings
Event Parking	Exhibit Electricity & Internet	Lead Retrieval / List Policy
Event Hotel Accommodations	Exhibit Setup & Breakdown	Prize Giveaways (Door Prize Finale)

Event Directions:

The Holiday Inn by the Bay is in downtown/peninsula Portland, on Spring Street just off High Street or 1 large block from State Street.

In Portland, from I-295, take Exit 6a (Forest Ave/Rt 100 South). Stay in right lane, and take 1st right onto State St/Route 77 South. Follow State Street for about 1 mile, past 3 lights (Park Av., Cumberland Av, Congress Av, where it curves leftward). At the 4th light, take a left onto Spring Street. Follow Spring Street past 1 blinking light (Park St.) and 1 regular light (High St.) – after High Street, the Holiday Inn, will be on the right, with the main parking garage just beyond.

Event Parking:

Event parking is available on a first-come-first-served basis (white gated area adjacent to the hotel on Spring Street) for \$5.00 only during the hours of the Summit. After 5:30pm, the discount will NOT apply. DO NOT PARK UNDER THE HOTEL unless you are a registered overnight guest. Updates to parking will be on the MTUG Summit page. *Exhibitors loading in the night before (Wed. 5/30 6-10p only) can get the parking fee waived with – ask for a validation “chaser” ticket from event staff.*

Event Hotel Accommodations:

Sponsor/Booth fees do NOT include hotel, transport, or other services. Please make hotel reservations directly with the Holiday Inn by the Bay (1-800-345-5050). A limited block of rooms are available for reservation until ~~May 13, 2019~~ **EXTENDED RESERVE-BY DATE of May 20, 2019** for rooms on the night of Wednesday, June 12, 2019 at \$159/night + 9% tax if you mention you're with MTUG.

Exhibit Deliveries & Shipping:

Due to limited storage space, the Holiday Inn will only accept shipments arriving NO EARLIER than Saturday, June 8th, 2019. **All packages must be labeled "MTUG SUMMIT"**. Please note: the hotel will not be responsible for unloading items over 100 pounds.

After the show, labelled locations will be available near the front of the Exhibit Hall to leave shipments for pickup by Fedex and UPS.

Exhibit Booth Electricity and Internet:

The Holiday Inn provides one 10 amp duplex electrical outlet to each 8x10 booth at no additional charge. hotel had wireless upgrades in 2017 and service is 100MB up/down. This connectivity is available throughout the hotel, including all booths. **The wifi password will be available in your Summit Folder, OR at the front desk.**

Exhibit Setup & Breakdown:

Recommended set-up time is 6-10pm on Wednesday, June 12th – please NO earlier arrivals! Another brief window for set-up of simple displays runs 6-7:30am on the event day (June 13th). Set-up MUST be complete by 7:30am on Thurs. 6/13. NOTE: there is no hotel security *during* either set-up time and there is NO hotel security overnight for Foyer booths 57, 58 & 59. The Casco Bay Hall will be locked at 10pm (foyer booths 57,58,59 are outside this secure space – you may store items under a non-booth table that will be just inside the CBHall doors) Everyone loading in must vacate the CB Hall by 10pm the night before the show.

Breakdown starts at the close of the Summit at 4:00pm (please wait until after door prize drawings). Please have your material removed from the Casco Bay Hall by 6pm. Return shipment of materials must be within 24 hours after the Summit. A daily charge of \$50 will apply to materials remaining after June 17.

Exhibit Space Dimensions (incl. height), Furnishings, Draping:

All booths are 10' wide and 8' deep; exhibits must be no larger than 10' wide unless multiple adjacent spaces have been leased. All booths inside the hall have full pipe and drape; Foyer Booths (57,58,59) at the tradeshow entrance will have modified pipe and drape backgrounds to accommodate a slightly different booth shape (contact Kate for further details). **BOOTH HEIGHTS MAY VARY as follows: Booths 57, 58, 59 are 8.3 feet (Foyer Booths); booths 53, 54, 55 are 8.5 feet high; booths 43 and perhaps 42 may have only 7.5ft clearance on one side; all other booths are 9.5 feet high.** Each booth has 1 six-foot (6') skirted table and 2 chairs, included with your booth purchase -- *unless you asked us NOT to set your table/chairs when you submitted your Registration Form.* If you do not want us to set the standard table/chairs in your booth, please contact Kate Carpenter prior to the event; *we discourage people trying to relocate these items themselves.*

If you need additional items, please make arrangements directly with the Holiday Inn (contact info above).

Lead Retrieval / List Policy:

Attendee contact list. ALL attendees receive a list of pre-registered attendees **ON THE EVENT DAY** (name, company, and usually email). This list may be distributed in either paper form, or digital graphic form. **This is NOT an opt-in list. In our nonprofit users' group tradition, this list is meant to help *individuals* reconnect with other *individuals* they actually met at the MTUG event. PLEASE DO NOT scan or retype this list with the intent to distribute to third parties, create a distribution group, or mass contact.** The MTUG community has relied on an honor system of judicious list use for three decades, and we hope that everyone in the community will continue to respect that tradition. NOTE: The completeness and accuracy of this contact list is NOT guaranteed.

Attendee badges. MTUG attendee badges will have a QR barcode that can be scanned with any standard QR Code reader app for iOS or Android devices (several available for download from your device's App Store). Attendee info may include name, company, email, and a note/tag of "MTUG2019." Many QR apps will put these details into the device's native contacts app. Exhibitors will be notified if we change this method.

Prize Giveaways / Door Prize Finale:

Many vendors offer door prizes as a way to collect business cards from attendees. *You are welcome to participate in MTUG's Door Prize Finale that helps keep people around for the whole event, and brings them back down to the exhibit hall at the day's end.* **Usual Process: Exhibitors with bowls line up near the podium in Casco Bay Hall about 3:45pm (after final remarks) and the MTUG director draws one-by-one, checking that nobody wins twice, so there are lots of winners.** Except for the MTUG Grand Prize, typically the winner must be present to win. If you want Kate to announce otherwise, please let her know in advance.

Thank you for joining us for the MTUG IT Summit & Tradeshow! We look forward to seeing you there!

Kind regards,

Kate Carpenter, Executive Director, Maine Technology Users Group
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