



HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES
NETRC Annual Conference 2018
June 5 – 6, 2018

1. Exhibits will be transported by handcarts with rubber wheels only. No electrical or motorized carts will be allowed. This applies to your contractor for pipe and draping also.
2. Any damage to carpets, parquet flooring, tile flooring, walls, doorways or ceilings will be the sole responsibility of the exhibitor. Should any of the aforementioned occur, a bill for repairs will be forwarded to the exhibitor.
3. Exhibitors may set up: **Tuesday, June 5, 2018 from 11:00am – 4:00pm.**
4. Exhibitors dismantle: **Wednesday, June 6, 2018 after 2:30pm .**
5. Exhibitors will be responsible for supplying their own extension cords and multiple outlet boxes if necessary. Any multiple electrical needs must be approved by our Chief Engineer (see Electrical and Telephone order form) **Please disregard if the conference is providing power to your booth.**
6. Meeting support services provided by the hotel will be at a charge. This includes electricians, laborers, A/V technicians, telephones, etc.

CONDUCT:

7. Items may NOT be nailed, stapled, screwed, or otherwise affixed to the hotel walls, floors or any part of the building.. No items can be taped unless the Sales Office supplies the two-way tape (cost item/per roll) to affix and display items. We will not allow any items to be hung from our ceilings unless approved.
8. Gasoline, kerosene, acetylene, propane or other flammable or explosive substances will not be permitted in the building.
9. The hotel requests that the exhibitor obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the hotel. We would be pleased to recommend our outside security firm. Holiday Inn By the Bay is in no way liable in all paperwork sent out by the group to any exhibitors.
10. No deliveries of displays will be accepted before: **Thursday, May 31, 2018.**
11. Exhibitors will be responsible for the return shipment of displays. Due to limited space, no exhibit may be left for storage. Items must be picked up **by 5:00PM, Thursday, June 7, 2018.**

Loading In/Out: Please schedule deliveries on your set up day to avoid delays.

12. **State of Maine Grand Ballroom:** The unloading of large exhibits will be limited to our main entrance door or Curbside to the front of the building. Parking on Spring Street is limited; therefore, each exhibitor will be limited to fifteen (15) minutes. Smaller displays must be unloaded from garage level G-1 or G 2.
13. **Casco Bay Hall Room:** Hotel security will be directing by the main entrance on Spring Street to garage level G3. This is a fifteen (15) minute parking area. This is subject to change weather permitting and traffic conditions.

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Holiday Inn By The Bay
88 Spring Street
Portland, Maine 04101
Phone: 207-775-2311
Fax: 207-772-4017

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14. The Holiday Inn By the Bay will not supply labor to help with the unloading/loading or setup/breakdown of any exhibit.
15. The hotel is unable to provide water hook up of any kind.
16. **Trash Removal:** During show set up and breakdown, large rubbish barrels will be available on the floor. Please place all rubbish in these barrels (no liquids please). Pre-show bagged rubbish may be placed in the aisle for pick up. **Any items not marked for storage and placed in the aisles will be considered trash and thrown away.**
17. **EXHIBITORS MUST NOT LEAVE ANYTHING OF VALUE IN THE EXHIBIT AREA. THE HOTEL IS NOT RESPONSIBLE FOR ANYTHING LEFT IN THE EXHIBIT AREA.**

DUE TO FIRE CODES THE BALLROOM MAY NOT BE LOCKED.

EACH EXHIBITOR MUST ADHERE TO THE DIRECTIONS GIVEN BY ON-SITE HOTEL SECURITY OFFICERS.

These Exhibitor Guidelines must be given to all of your exhibitors.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to the Holiday Inn By the Bay.

Accepted and Agreed to on the _____ day of _____, 2018.

Customer: _____ Company: _____

Conference Name: NETRC Annual Conference _____

Conference Date(s): June 5-6, 2018 _____

NOTE: These Exhibitor Guidelines are subject to change at any time. You will be notified, and updated forms will be sent immediately upon any change.

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