



New England College of  
Occupational and  
Environmental Medicine

You are cordially invited to  
**EXHIBIT**  
at the  
**NECOEM/MaAOHN**  
Occupational Health  
Conference 2009



Place:

Date: **2009**

MORE THAN 250 occupational health professionals are expected to attend this event. This is your opportunity to showcase your product and/or service to these major decision makers who want to remain on the cutting edge of their field. The conference provides them the opportunity to preview the latest products and services. You can look forward to one-on-one contact with the physicians and nurses.

**Event sponsorships are a valuable promotional tool and benefit your company with:**

- Targeted face-to-face marketing
- Image building opportunity
- Increased exposure and visibility
- Increased sales and leads
- Networking opportunities
- Listing in the program book

### **EXHIBITOR BOOTH RENTAL FEES**

The exhibit fee is a \$650 flat rate that includes both days, this includes:

- Booth space (6' X 7'), clothed & skirted
- Complimentary refreshments
- A listing in Program Directory
- Continental breakfast Thursday & Friday in exhibit area
- One lunch on Thursday and one lunch on Friday (additional persons \$45.00 per day)
- Exhibitors are welcome to attend conference
- Post-registration list of attendees
- Vendors are encouraged to provide raffle items at their booth.

### **CONFERENCE NOTES**

*Set Up: Thursday December 3 at 6AM*

*Exhibit Hours: Thursday, December 3: 7:30 am to 5 pm, Friday, December 4: 7:30 am to 3 pm*

*Break Down: Friday December 4: After 1:30 P.M.*

### **Vendor Registration**

There will be a vendor registration table available on **December 3<sup>th</sup> & 4<sup>th</sup>** for registration/ID badge pick-up. We recommend arrival by 7:00 AM for set up.

### **Vendor Liaison**

A NECOEM/MaAOHN conference member, Anne Lafontaine, will be available during the event to assist you. For further information regarding the conference visit [www.necoem.org](http://www.necoem.org).

### Storage

The Boston Marriott Newton provides storage. The hotel contact person is Mindy Baker. Her phone number is (617) 630-3514 or [Melinda.baker@marriott.com](mailto:Melinda.baker@marriott.com). Please do not schedule items to arrive any earlier than Tuesday, December 1<sup>st</sup>. For exhibitor electrical and audio visual requests, please see below.

### Lodging and Parking

Reservations may be made by calling (800) 228-9290. The hotel has graciously given conference participants and vendors a \$105.00 per night rate. Please mention NECOEM when making reservations. The deadline for this rate is November 11, 2009. Reservations made after that date will be subject to rate availability. Onsite parking is free.

### Liability

Exhibitors shall at all times protect, indemnify, defend, and hold harmless the New England College of Occupational and Environmental Medicine and the MA. Association of Occupational Health Nurses against and from any and all loss, cost, damage, liability, or expense which arises out of or from or by reason of any act or omission of exhibitor, his employees, or agents.

## Exhibitor Registration

Please complete clearly as this information will be used for the conference book.

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Web Site Address \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Additional Representative(s) \_\_\_\_\_

**EXHIBITOR BOOTH RENTAL:** \$650.00 (includes both days) \_\_\_\_\_  
Additional luncheons: \$45.00 per lunch (Thurs. 12/3) \_\_\_\_\_ (Fri. 12/4) \_\_\_\_\_

Please make checks payable to NECOEM. To pay by credit card call NECOEM at 978-373-5597

*Payments: I hereby agree to pay 50% of the rental fee with the application. The remaining balance of 50% is due on November 1, 2009. All booth space must be paid in full on or before November 1, 2009. If assigned space is not paid for in full by the specified date, exhibitor will not be permitted to set up their booth at the conference. If space is purchased after November 1, 2009 the full amount of the booth is due with the application.*

**Please mail registration and vendor checks payable to NECOEM to:**

Anne Lafontaine

PO Box 1044 Williamsburg, MA 01096-1044

Telephone: (413) 268-3879 Email: [alafontaine@brosco.com](mailto:alafontaine@brosco.com)

# Audio-Visual & Electrical Services Order Form

**Name of Group:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date of Order:** \_\_\_\_\_  
**Exhibit Date(s):** \_\_\_\_\_  
**Telephone #:** \_\_\_\_\_  
**Zip:** \_\_\_\_\_

1. All orders MUST be in 48 hours before a show opening. Last minute orders forcing installation on a night, weekend or holiday will cost 50% more than stated listings.
2. Electrical power for lights and displays will be turned on ½ hour before show opening and turned off ½ hour after show closing time, unless other arrangements are made with Marriott prior to the show.
3. No credit will be issued on outlets installed as ordered, even though not used.
4. All wiring and other installation, motors, etc. must be approved to prevent overloading of the circuits. Exhibitors shall not be permitted to add wattage except upon ordering same. All motors over 1 HP shall have a magnetic starter, manual disconnect switch and a fuse furnished by the exhibitor.
5. All questions on billing must be settled prior to closing date of show. No credits will be issued after closing date of show.
6. All connectors will be the current NEMA type for current voltage to be applied. All connectors will be grounded.
7. If using specific NEMA connector for 1-phase or 3-phase application, please endorse NEMA number, sketch and/or connector.  
NEMA #: \_\_\_\_\_
8. Voltage is 120/208, Marriott cannot be held responsible for voltage variations or "brown out" conditions caused by Boston Edison. Exhibitors having special voltage requirements should contact Marriott in advance of show.
9. Exhibitors using computers or other equipment sensitive to power dropouts should order exclusive circuits. All exclusive circuits are shared by other exhibitors. Marriott assumes no responsibility for their actions.
10. Marriott cannot be held responsible for any damage that occurs to exhibitor and/or equipment through operator negligence or any act of God.

List Requirements Below	Unit Cost	Quantity	Days	Total Price
<b>A/V Equipment</b>				
27" TV/VCR or DVD Combo	\$200.00			
DVD Player	\$100.00			
VCR	\$80.00			
LCD Projector (3K Lumens)	\$275.00			
42" Plasma Monitor	\$550.00			
50" Plasma Monitor	\$750.00			
60" Plasma Monitor	\$900.00			
18" LCD Computer Monitor	\$150.00			
20" LCD Computer Monitor	\$200.00			
22" LCD Computer Monitor	\$250.00			
24" LCD Computer Monitor	\$325.00			
Laptop Computer	\$250.00			
Laser Printer	\$175.00			
Direct Dial Phone Line	\$100.00			
High Speed Internet Connection	\$300.00			
Additional Connection	\$75.00			
Laser Pointer	\$25.00			
Wireless Presentation Mouse	\$35.00			
Computer Speakers	\$25.00			
<b>Electrical Equipment</b>				
6 Outlet Power Strip	\$10.00			
25' Extension Cord	\$10.00			
220V - 20 amp 1 Phase	\$40.00			
220V - 30 amp 1 Phase	\$50.00			
<b>Subtotal</b>				
<b>20% Taxable Labor Charge</b>				
<b>5% Sales Tax</b>				
<b>Total</b>				

**METHOD OF PAYMENT:**  
**CHECK ENCLOSED** payable to Boston Marriott Newton  
**AMEX, VISA, MASTERCARD** accepted (Circle One)  
**Card #** \_\_\_\_\_  
**Exp. Date:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_