

November 2013

Dear Exhibitor:

You are invited to display your company’s products and/or services at the Evergreen International Conference at the Boston Marriott Cambridge (http://www.marriott.com/hotels/travel/boscb-boston-marriott-cambridge/), to be held on Wednesday, March 19th through Saturday, March 22nd. We have arranged for an affordable room rate and convenient access to the exhibit area, so please join us!

Approximately 250-300 attendees will be there in exciting Kendall Square, Cambridge, MA. The Exhibit area will be open throughout most of the conference, and exclusive exhibit time is scheduled for Thursday and Friday. Morning and afternoon refreshments will be served in the Exhibit area.

You will also need to register for the conference. Please go to <http://evergreen-ils.org/conference/eg14/conference-registration/> and register by January 15th to get the early bird rate.

If you decide to join us, we will provide a hotel order form for your electricity and any other needs while exhibiting at the conference. This will go directly to the Marriott Cambridge.

Please review the enclosed Exhibitor Fact Sheet for all of the information you will need to know about the conference. If there are any questions, do not hesitate to ask me.

In order to guarantee a listing in the conference booklet, your registration and payment must be received by **Friday, February 7, 2014**. Please get in touch with me if you decide to exhibit so that I can provide you with the necessary paperwork.

Amy Terlaga
2014 Evergreen Conference Co-Chair
terlaga@biblio.org

EVERGREEN INTERNATIONAL CONFERENCE
2014 “TOGETHER WE GROW”
EXHIBITOR FACT SHEET

CONFERENCE DATES: Wednesday, March 19th through Saturday, March 22nd

LOCATION: Boston Marriott Cambridge, two Cambridge Center, 50 Broadway, Cambridge, MA 02142

DIRECTIONS: Visit <http://www.marriott.com/hotels/maps/directions/boscb-boston-marriott-cambridge/>

REGISTRATION PROCESS:

COSTS TO EXHIBIT: The cost for each display space is $650.00 if you commit by January 15, 2013 and $750.00 after that. Electricity will be an additional charge – see hotel order sheet for more information. Each display space comes with a table that is 6’ x 30”. Wireless Internet access in the Exhibits area will be available to every exhibitor at no cost. **In addition, each exhibitor is required to register individually for the conference at** [**http://evergreen-ils.org/conference/eg14/conference-registration/**](http://evergreen-ils.org/conference/eg14/conference-registration/)**. Early bird registration is $220 until January 15, 2014 and $270 after that. Registration includes a continental breakfast on March 20th-March 22nd.**

EXHIBIT OPEN TIMES:

Thursday, March 20: 10:30am-11:00am; 2:45pm-3:15pm
Friday, Marcy 21: 9:30am-10am; 3pm-3:30pm

SET-UP TIME:

Wednesday evening, March 19: From 5pm on
(NOTE: Area cannot be locked. Materials left out is at your own risk.)
Thursday morning, March 20: From 6am on

DISMANTLING TIME:

Friday, March 21: From 3:30pm until 9pm

REFUND POLICY:

FOR INDIVIDUAL REGISTRATIONS: Full refunds, less a $30 processing fee, will be issued up to 50 days after registration. Unfortunately we are unable to issue any refunds beyond 50 days after a registration. After March 12, 2014, we will be unable to offer any refunds.

Invoiced registrations are non-refundable.

FOR EXHIBIT SPACE: Exhibit fees are non-refundable unless the conference itself is cancelled. See the “Evergreen 2014 International Conference: Sponsorship & Exhibitor Application & Agreement.”

LIABILITY AND INSURANCE: See the “Evergreen 2014 International Conference: Sponsorship & Exhibitor Application & Agreement.”

SPONSORSHIP OPPORTUNITIES: If you are interested in sponsoring the conference event, a number of opportunities are available to brand and promote your business. Contact Amy Terlaga at terlaga@biblio.org with SPONSORSHIP in your email subject line. We thank you for helping to underwrite the cost of our annual conference!

PACKAGE RECEIVING: Should you be shipping boxes, they must be addressed to our Event Manager, Shannon Kent, and marked with the name and date of the conference. Shipments must not arrive any earlier than 3 days before the conference.

PARKING:

VALET PARKING:

Up to 3 hours: $18.00
3-8 hours: $25.00
Overnight: $33.00

SELF-PARKING:

Up to 1 hour: $10.00
Up to 3 hours: $20.00
Up to 24 hours: $30.00
Lost tickets per maximum rate per day: $30.00

LODGING:
Rooms at the Boston Cambridge Marriott are offered at our special group rate of $179.00 until February 26, 2014 and available between the dates of March 18 and March 22, 2014. If you stay before or after these dates, you will need to call the Marriott Central Reservations at 1-888-236-2427 to reserve your rooms. The group rate may or may not be available on those additional dates based on general room availability in the hotel. To book, go to <http://evergreen-ils.org/conference/eg14/venue/>.

Questions? Please contact:

Amy Terlaga, Conference Co-Chair
Evergreen 2014 International Conference
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