

## EXHIBITOR INFORMATION

By registering to exhibit at CONNECT, you agree to keep your exhibit booth open and staffed during Registration, Industry Marketplace, and Happy Hour. There are **NO** exceptions.

Please send signed acknowledgement to Allison Just at [ajust@bigict.org](mailto:ajust@bigict.org).

Name (printed): \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Exhibit Booth

8' wide by 6' deep, exhibitor sign, covered table, side rails and backdrop. Exhibitors are welcome to bring signage, backdrops, etc. as long as all items fit within the confines of the booth.

### Electrical Hookup

If an electrical outlet is required, the cost is \$100 extra. Outlets must be requested in the online registration form.

### Exhibit Setup & Teardown

Exhibitor setup is 6:30 - 8:30 AM on November 7<sup>th</sup>. All exhibits must be ready by 8:45 AM when the exhibit hall opens.

Exhibitors may tear down after 3:45 PM on November 7<sup>th</sup>. Teardown needs to be finished by 5:00 PM.

### Booth Assignment

A floor plan with booth numbers will be at the registration area when you check in on November 7<sup>th</sup>. No assignments are provided prior to CONNECT.

### Convention Hours

- 6:30 - 8:30 AM** Exhibitor Registration & Setup
- 8:45 - 9:30 AM** Registration, Coffee & 125<sup>th</sup> Gallery
- 9:30 - 11:30 AM** Morning Program\* (2 LRE)
- 11:30 AM - 1:00 PM** Industry Marketplace & 125<sup>th</sup> Gallery
- 1:00 - 2:30 PM** 125<sup>th</sup> Celebration Luncheon
- 2:30 - 3:30 PM** Happy Hour
- 3:45 PM** Exhibitor Strike

\*Exhibitors are encouraged to attend the Morning Program. CT licensed exhibitors can also earn CE.

### Name Badges

Exhibitor name badges need to be picked up at the registration desk.

### Shipping Booth Contents

If booth contents need to be shipped to Bristol Event Center, they must be shipped for receipt by Bristol Event Center no earlier than 2 days prior to the convention date. The outside of boxes must be clearly marked:

Bristol Event Center  
112 Century Drive  
Bristol, CT 06010  
Attention: Art Durbano  
CONNECT / [Your Company Name] / 11/7/24

**Please note Bristol Event Center charges a \$50 fee to accept shipments and \$250 for pallets.** This fee covers handling and delivering your shipment/pallet to your booth.

Payment can be made by completing the attached credit card authorization form and calling Art Durbano at the Bristol Event Center at 860-845-1555. For check, make payable to Bristol Event Center and mail to Art Durbano using the above address label information above.

For return shipping, you must schedule a pickup time with your preferred shipper. Pack up your materials, place the shipping label on the box(es), and leave in your booth. Bristol Event Center will bring labeled boxes to the loading dock. Your shipper must pick up your box(es) by 4:00 PM on Friday, November 8<sup>th</sup>.

There is no fee if you are carrying your own booth contents in/out on November 7<sup>th</sup>.

## EXHIBITOR INFORMATION *(continued)*

### Lunch

Lunch is included for all exhibitors. Each exhibitor will be assigned to a table. There will also be a table host to facilitate conversation between exhibitors and agents. Please note there may be more than one exhibitor at a table.

### Door Prizes

We encourage you to offer a door prize at your booth. Agents love door prizes! It's a great way to get them to your booth. Let us know what prize you're offering and we'll spread the word. As an extra incentive, we'll reward one exhibitor with a Best Booth Swag Award.

### Hotel & Room Block

Home2 Suites by Hilton Bristol, 90 Century Drive, Bristol, CT 06010 - connected directly to the Bristol Event Center!

Overnight rooms are available for \$179 plus tax per night. To book online, click special rates button and enter "BIG" under Group Code. You can also call 860-703-4663 and request the Big I CT rate. The cut-off date for discount is Friday, October 18, 2024, or if sold out before then.

### Attendee List

A list of registered attendees will be emailed to exhibitors (paid in full) the last week of October. You are welcome to reach out to attendees to ask them to visit your booth. A final list of attendees will be emailed the week after the convention. Please be respectful of their inbox.

### WiFi

Wireless internet is available to exhibitors at no charge.

### *If you have any questions, please contact:*

#### Allison Just

Phone (Office): 315-432-4249

Phone (Cell): 315-657-5841

Email: [ajust@bigict.org](mailto:ajust@bigict.org)



## Credit Card Authorization

### Credit Card Information:

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date : \_\_\_\_\_

CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Amount: \_\_\_\_\_

By signing this form, I authorize the Bristol Event Center to place all charges indicated, on my credit card noted above.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_