Exhibitor Information Packet

Everything you need to reserve exhibit space at the 46th Annual Middle Level Conference & Exhibits to be held on March 18 & 19, 2027 at the Sheraton Springfield Monarch Place, Springfield, MA.

Exhibit Information

The NELMS Annual Conference remains the premier middle level education conference in New England and the largest regional middle school event in America anticipating over 500 attendees.

- **Dedicated exhibit time** to increase exhibit area traffic, the exhibit will be located on the 3rd Floor, outside the Grand Ballroom.

Price

Single Booth	$ 700.00 – Early Rate until December 3, 2026
	$ 850.00 – After December 3, 2026

Helping You Save Money and Gain Exposure

Your booth at the NELMS Annual Conference includes:

- One 6' draped table and 2 chairs
- Registrations for up to 2 people per booth space and lunch each day for registered exhibitor representatives
- Exhibitor registration includes access to all concurrent, general sessions and receptions during the conference.
- Mention in the Annual Conference Program Book available to all attendees
- Listing in the Annual Conference Program Book
- Copy of the attendee list provided 10 business days before **or** 14 business days after (List only includes Attendee Name, School and School Address-**NO** email address)
- **Workshop Sessions Reserved for Exhibitors**-must submit a presenter proposal prior to December 7, 2026. Our Call for Presenters form can be found on our website at https://www.nelms.org/ac-presentercall

Sponsorship Opportunities

Gain additional exposure by sponsoring an event during the Annual Conference (i.e. keynote speaker, luncheon speaker, presenter) or product (i.e. tote bags, pens, etc.) – Please contact Jeff Rodman (jrodman@nelms.org) for more information.

Finally, NELMS Annual Conference gives you access to hundreds of middle level educators! It also provides an opportunity for your organization to show their support and appreciation of middle level education.

NEW ENGLAND LEAGUE OF MIDDLE SCHOOLS
PO Box 13
Rumford, ME 04276-0013
877-402-7627
nelms@nelms.org
www.nelms.org

Conference Exhibit Contract

46th Annual Middle Level Conference

Sheraton Springfield Monarch Place, Springfield, MA ~ March 18 & 19, 2027

Please complete the entire contract and return it with your payment.

Booth Number (For NELMS use only)	Date:	
Company Name		
Contact Person		
Title		
Address		
City State Zip		
Phone		
Fax		
Website		
E-Mail		

Please contact me about the following opportunities:

☐Partnership ☐Program Book ☐MidLines

Submit a description of your products and services via email to nelms@nelms.org.
To be printed in the Exhibitor Guide information must be received prior to **February 4, 2027.**
(Maximum: **250 characters, including spaces**)

FOR REGISTRATION & BADGES – Name and email address of ***all*** booth representatives. You are allowed to have 2 representatives per booth space. Registration includes a box lunch each day (we will contact you for lunch options available.) Submit names by **February 4, 2027**. (If you require additional individuals to help at your booth, they can be registered for the conference as attendees at the member price.)

Attendee Name	**Email Address**
1)	
2)	

All 3 pages must be submitted for the contract to be valid.

Exhibit Price		
Booths Rates	**Early Rates*** **until 12/3/2026**	**Standard Rates*** **After 12/3/2026**
SINGLE Booth	$ 700.00	$ 850.00

Attendee List: Please select one	☐ 10 business days **BEFORE** ☐ 14 business days **AFTER**	No Charge for 1
Please enclose check for this amount	**GRAND TOTAL**	$

Exhibit Contract Terms and Conditions:

Exhibit Hours (Tentative)		
Thursday, March 18	**General Setup**	**7:30 am – 9:30 am**
Thursday, March 18	**Exhibits Open**	**9:30 am – 4:30 pm**
Friday, March 19	**Exhibits Open**	**8:00 am – 2:00 pm**
Friday, March 19	**Move Out**	**2:00 pm – 3:30 pm**

Exhibit Hours: Booths are asked to remain open and fully set up during the listed and published exhibit hours. Booths **cannot** be set up prior to Thursday, March 18, 2027.

Location assignment, pricing, and amenities: Location assignments will be made after February 4, 2027. Priority for location is determined partnership level and then by the date of receipt of contract with payment. Location preferences will be honored, if possible, but cannot be guaranteed. Purchase includes 6' draped table, and 2 chairs for each booth. Please let NELMS know if you require additional amenities & services from the hotel, such as electrical, so that we can give the hotel your contact information. **NELMS reserves the right to alter the Exhibit layout which may require a change in booth assignments.**

Agreements & Disclaimers: Exhibitor agrees that their display will remain open for all hours of the exhibit. NELMS and the Sheraton Springfield Monarch Place will not be responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's employees or property or to any other person prior to, during, or subsequent to the exhibit period. Each exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save NELMS and Sheraton Springfield Monarch Place against: all claims, losses or damage to persons or property; governmental charges or fines; and/or attorneys' fees arising out of or caused by exhibitor's installation, dismantling, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of NELMS and Sheraton Springfield Monarch Place and their employees and/or agents. NELMS will provide security overnight starting at 4:30 pm on Thursday, March 18, until 7:30 am on Friday, March 19.

Cancellation Policy: The fee is fully refundable, less a required processing fee of $35, through 12/21/2026. A fee of $150 will be charged for cancellations between 12/21/2026 – 1/15/2027. NO REFUNDS will be given for cancellations made after 1/15/2027.

All 3 pages must be submitted for the contract to be valid.

Signifying agreement with all terms and conditions outlined herein:

Print Name:	**Date**
Sign Name: **(Signature Required)**	

Payment Options:

☐ Check ☐ Purchase Order #_____ (Must be attached to this form)

☐ Credit Card (we only accept, MasterCard, Visa or Discover)
If paying by credit card, complete information below.

Credit Card #: _____

Expiration Date (MM/YY): ____/_____ Security Code (from back of card): _____

Billing Street Address: _____

Billing City, State and Zip Code: _____

Billing Telephone Number: _____

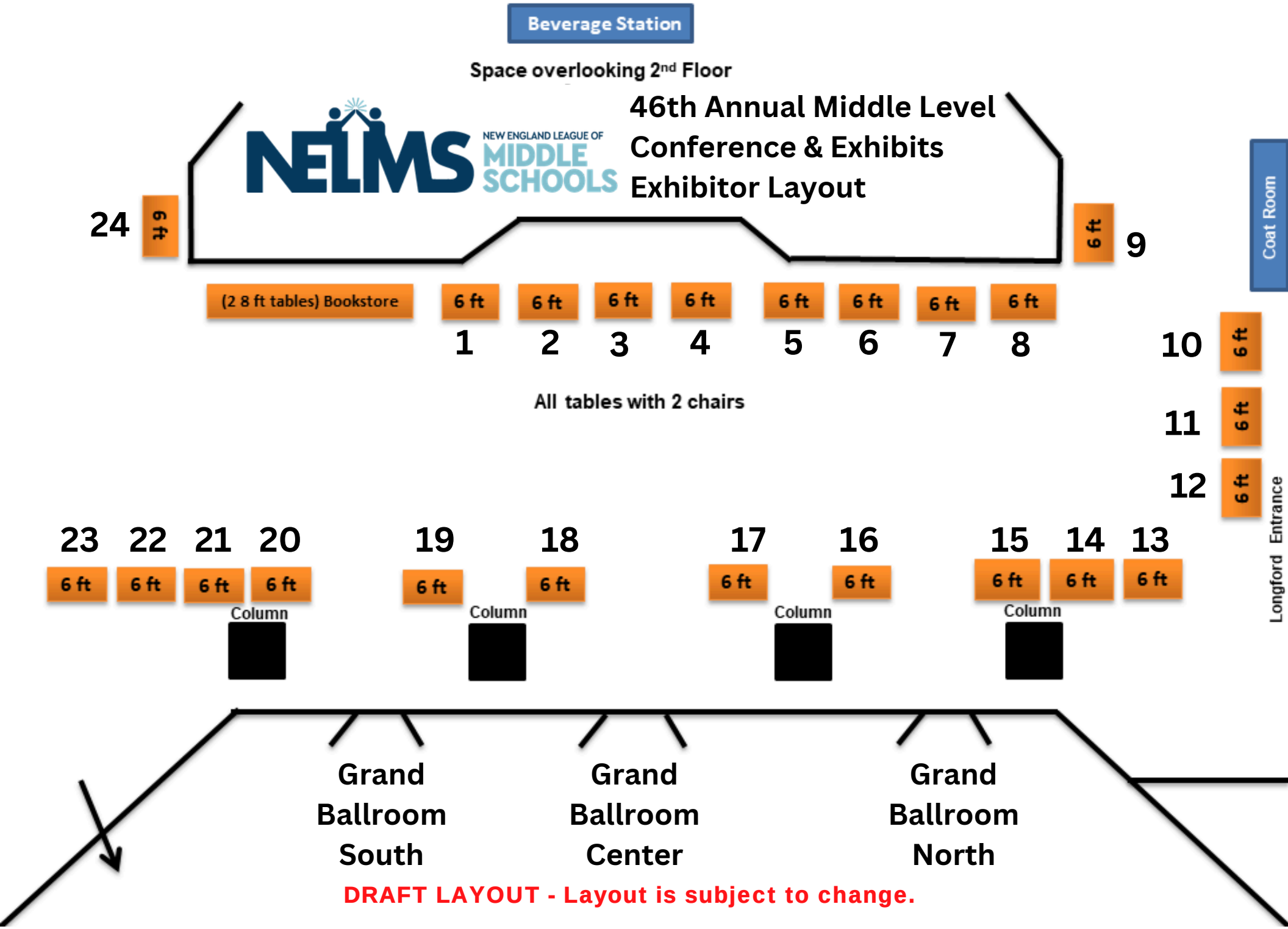
Print Cardholder's Name: _____

Cardholder's Signature: _____
(Signature Required)

MAKE CHECKS PAYABLE TO: New England League of Middle Schools

MAIL TO: New England League of Middle Schools
PO Box 13
Rumford, ME 04276-0013

All 3 pages must be submitted for the contract to be valid.


Beverage Station
Space overlooking 2nd Floor
NELMS
NEW ENGLAND LEAGUE OF MIDDLE SCHOOLS
46th Annual Middle Level Conference & Exhibits
Exhibitor Layout
Coat Room
24
6 ft
9
6 ft
(2 8 ft tables) Bookstore
6 ft
1
2
3
4
5
6
7
8
10
11
12
All tables with 2 chairs
23
22
21
20
19
18
17
16
15
14
13
Column
Longford Entrance
Grand Ballroom South
Grand Ballroom Center
Grand Ballroom North
DRAFT LAYOUT - Layout is subject to change.