



New England
League of
Middle Schools

Exhibitor Information Packet

Everything you need to reserve exhibit space at the 43rd Annual Middle Level Conference & Exhibits to be held on March 25 & 26, 2024 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	\$ 600.00 – Early Rate until December 8, 2023
	\$ 750.00 – After December 8, 2023

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 state receptions during the conference. Exhibitors are also invited to attend the Welcome/Awards Reception on Sunday, March 24th from 6:00 to 7:30 pm.
- Mention in the Annual Conference Program Book available to all attendees
- Listing in Exhibitor Guide which is part of 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 6, 2023. 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.



Conference Exhibit Contract

43rd Annual Middle Level Conference

Sheraton Springfield Monarch Place, Springfield, MA ~ March 25 & 26, 2024

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

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

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 follow 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 6, 2024**.

(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 6, 2024**. (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)	

Exhibit Price

Booths Rates	Early Rates* until 12/8/2023	Standard Rates* After 12/8/2023
SINGLE Booth	\$ 600.00	\$ 750.00
Contact NELMS for other booth options.		
Attendee List:	<input type="checkbox"/> 10 business days BEFORE	No Charge for 1
Please select one	<input type="checkbox"/> 14 business days AFTER	
<i>Please enclose check for this amount</i>	GRAND TOTAL	\$

Exhibit Contract Terms and Conditions:

Exhibit Hours (tentative)		
Monday, March 25	General Setup	7:30 am – 9:30 am
Monday, March 25	Exhibits Open	9:30 am – 4:30 pm
Tuesday, March 26	Exhibits Open	8:00 am – 2:00 pm
Tuesday, March 26	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.

Location assignment, pricing, and amenities: Location assignments will be made after January 22, 2024. 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 during off-hours (i.e. non-exhibit times)..

Cancellation Policy: Fee is fully refundable through 12/22/2023. A fee of \$150 will be charged for cancellations between 12/22/2023 – 1/22/2024. **NO REFUNDS** will be given for cancellations made after 1/22/2023.

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

Signifying agreement with all terms and conditions outlined herein:

Print Name:	Date
Sign Name:	

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

Check (payable to New England League of Middle Schools)

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

MasterCard Visa 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: _____

MAKE CHECKS PAYABLE TO: New England League of Middle Schools

MAIL TO: New England League of Middle Schools

PO Box 887

Georgetown, MA 01833-0887