



**The 72nd Annual  
New England Association of  
Technology Teachers  
Conference**

**“Let’s Talk Green” – NEATT Speaks”**

**Friday, November 6<sup>th</sup>, 2009**

**Fitchburg State College  
Conlon Building  
160 Pearl Street  
Fitchburg, MA 01420-2697**

## NEW ENGLAND ASSOCIATION OF TECHNOLOGY TEACHERS

Dear Exhibitor:

The New England Association of Technology Teachers would like to invite you to participate in the seventy second N.E.A.T.T. Conference, to be held at the:

Fitchburg State College  
Fitchburg, MA  
November 6th, 2009

The Exhibitor Area will be an accommodating area in the main building. Each booth will be approximately 8' X 8' and will include:

- One 6' skirted table
- Two folding chairs
- One wastebasket with liner

Audiovisual equipment and electrical hook-up are available, but must be requested on the enclosed contract. Parking directed on the day of the event.

NEATT Membership of the New England Association of Technology Teachers includes teachers from throughout the six New England states. The conference participants are anxious to view your presentation of materials and products and develop new professional relationships with exhibitors.

Please plan to join us at Fitchburg State College for the 72<sup>nd</sup> Annual New England Association of Technology Teachers Conference. We look forward to providing you with an unforgettable networking experience.

Contact: NEATT Exhibit Chair  
Jerry Florio  
5 Susan Circle  
Johnston, RI 02919  
(401) 785-2017  
E-mail: [gflorio@cox.net](mailto:gflorio@cox.net)

# NEW ENGLAND ASSOCIATION OF TECHNOLOGY TEACHERS

## EXHIBITOR'S PACKET

### EXHIBITOR'S SCHEDULE

**Exhibitors will set up on Friday, November 6th, from 7:00 AM to 9:00 AM.**

**Exhibit hours will be Friday 9:00 AM to 2:30 PM.**

Continental breakfast and one lunch will be included with each paid booth.

### ASSIGNMENT OF SPACE

No exhibitor may assign any of the space contracted for and assigned to him/her, nor may he/she display any article not regularly manufactured or handled by him/her.

### SHIPPING INSTRUCTIONS

FSC will not be able to store any exhibit materials/machinery. Any exhibitor who will be staying at the Four Points Sheraton (host hotel) may contact the hotel directly and reference the NEATT Conference to have materials/machinery shipped and held at the hotel free of charge.

Four Points by Sheraton Leominster  
99 Erdman Way  
Leominster, MA 01453  
(978) 534-9000

### BREAKDOWN DAY:

Exhibit removal will begin on Friday at 2:30 PM.

### AUDIOVISUAL, ELECTRICAL

Audiovisual and electrical accommodations are available and will be provided with request only. If accommodations are needed, please fill out the appropriate information on the contract. If the space is left blank accommodations may not be available on the day of the conference.

### LIABILITY

The New England Association of Technology Teachers and Fitchburg State College will not be responsible for any loss, damage, or injury that may occur to the exhibitor or employees of the exhibitor or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract; and the exhibitor, on signing the contract, releases the New England Association of Technology Teachers from and agrees to indemnify same against any and all claims for such loss, damage or injury.

### PROTECTION OF HOST SITE PROPERTY

The exhibitor is responsible for damage to FSC property. No signs or other articles may be affixed, nailed or otherwise attached to the walls, decor, etc. No nails, tacks, staples or thick packing tape or duct tape may be used to affix the items to walls. The area designated for the exhibitors/vendors is the responsibility of the exhibitor, so please take appropriate measures to protect it. In the event that any of these items are used and results in damage to the FSC property, the exhibitor will assume all cost for repairs.

## NEW ENGLAND ASSOCIATION OF TECHNOLOGY TEACHERS

### REFUNDS OR REJECTIONS

The New England Association of Technology Teachers reserves the right to reject any and all applicants for space, to restrict exhibits which may be objectionable and to prohibit or remove any exhibits which may detract from the general character of the display.

### PROGRAM ADVERTISING

The 72nd Annual Conference Program will contain a floor plan showing booth numbers and exhibiting companies. The program size is 11 inches x 5 1/2 inches. Please use the information below if you wish to place an advertisement in the conference program.

Rates for advertising are as follows:

Location	Exact Size	Cost
Full Inside Page	10" x 4 1/2"	\$75.00
Half Inside Page	4" x 4 1/2"	\$60.00
Quarter Inside Page	2 1/8" x 4 1/2"	\$40.00
*Inside Front Cover	10" x 4 1/2"	\$100.00
*Inside Back Cover	10" x 4 1/2"	\$100.00
*Outside Back Cover	10" x 4 1/2"	\$125.00
<b>* <u>Earliest POST MARK DATE will determine assignment of cover advertisements.</u></b> (Refunds will be made for overpayment)		

**Advertisements must be submitted in DIGITAL FORM ONLY and sent by CD. Files must be in PDF FORMAT ONLY. Size and layout must be exact and will be PRINTED AS RECEIVED. Please submit 1 copy of your advertisement on a CD. Copy must be submitted no later than October 1, 2008. All digital copy for advertisements should be submitted to Jerry Florio along with the contract paperwork.**

### ROOM RESERVATIONS

All exhibitors may make hotel reservations directly with Four Points by Sheraton Leominster by calling (978) 534-9000 no later than October 5, 2009. Please inform the hotel that you are an exhibitor with the 72nd NEATT Conference to receive the conference rate of \$90.00 plus tax per night for single or double, inclusive. Continental breakfast included with room.

Four Points by Sheraton Leominster  
99 Erdman Way  
Leominster, MA 01453

**Cutoff date for room reservations is October 5, 2009**

### DOOR PRIZES

For an exhibitor, the door prize represents a modest additional investment, considering the total cost of exhibiting. It is, however, an investment that pays rich dividends in the total education-marketing picture. Your company's image can be greatly enhanced by selecting a useful gift that reflects your good taste, as well as interest in instructors as persons rather than just customers

# NEW ENGLAND ASSOCIATION OF TECHNOLOGY TEACHERS

## CONTRACT FOR EXHIBIT AND ADVERTISING SPACE

Please reserve space for our exhibit at the 72nd Annual Conference of NEATT to be held at Fitchburg State College on November 6, 2009. This reservation is made to the instructions and regulations contained in the enclosed material.

Booths cost \$250.00 and will include breakfast and one lunch per booth, one electrical hookup, parking and one associate membership. The booth is supplied with one 6' draped table and two folding chairs. Make checks for booth and advertisement space out to NEATT. The deadline is October 1, 2009. Booth space will be assigned on first come, first served basis.

<b><u>BUSINESS INFORMATION</u></b>	
<b>DATE:</b>	
<b>BUSINESS NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>ADDRESS</b>	
<b>CITY</b>	
<b>STATE/ZIP</b>	
<b>PHONE:</b>	
<b>E-MAIL</b>	
<b>FAX#</b>	

<b><u>BOOTH SELECTION</u></b>	
<b>Cost per booth:</b>	\$250.00
<b>Total # of booths requested:</b>	
<b>Total Cost for booth space:</b>	

<b><u>ADVERTISING SELECTION</u></b>			
<b>Choose One</b> (If requesting a cover please also select a second choice)	<b>Location</b>	<b>Exact Size</b>	<b>Cost</b>
	Full Inside Page	10" x 4 1/2"	\$75.00
	Half Inside Page	4" x 4 1/2"	\$60.00
	Quarter Inside Page	2 1/8" x 4 1/2"	\$40.00
	*Inside Front Cover	10" x 4 1/2"	\$100.00
	*Inside Back Cover	10" x 4 1/2"	\$100.00
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<b>* <u>Earliest POST MARK DATE will determine assignment of cover advertisements.</u> (Refunds will be made for overpayment)</b>			

### ADDITIONAL MEALS

QTY		
	Friday Breakfast	Free
	Friday Lunch	\$20.00 pp
* You receive one free lunch per paid booth.		

### ASSOCIATE MEMBERSHIP INFORMATION

Your payment includes on associate membership. Please complete the information below for the person that will receive that membership along with all it benefits and mailings.

NAME:

HOME ADDRESS:

HOME CITY:

HOME STATE/ZIP:

HOME PHONE:

PREFEREED E-MAIL:

### BADGE INFORMATION

Please provide the name and title for the person(s) that will be attending the conference.

NAME(S):

TITLE(S):

### ELECTRICAL AND AUDIOVISUAL REQUESTS

Our booth will need electricity.

A 110 outlet will be available, please describe any special circumstance you may required:

Our booth will need audiovisual equipment.

Please describe the equipment you need and indicate if you need a booth sign:

### TOTAL PAYMENT ENCLOSED

**Booth Space Total:**

**Advertisement Total:**

**Meal Selection Total:**

**Total Enclosed:**

Send full payment for booth and advertisement space with contract to:

NEATT Exhibit Chair

Jerry Florio

5 Susan Circle

Johnston, RI 02919

(401) 785-2017

E-mail: [gflorio@cox.net](mailto:gflorio@cox.net)

**Make checks payable to NEATT**

A duplicate contract confirming your reservation will be emailed as soon as space is assigned. PLEASE INCLUDE COPIES ONLY FOR ADDITIONAL REQUESTS FOR AUDIO, and ELECTRICAL SERVICES. NO REFUNDS AFTER OCTOBER 1, 2009. 50% REFUND FOR ALL CANCELLATIONS.

SIGNATURE:

TITLE: