



2024 MTUG Summit & Tradeshow Logistics



UPDATED EXHIBITOR LOGISTICS

Summit Tradeshow Date & Times:

Tuesday, May 14, 2024, 7:30am to 4:00pm.

Board Chair Tonia Dupler: president@mtug.org

Event Assistant Erika Sawtelle: programs@mtug.org

Event volunteer Kate Carpenter is reachable at the MTUG phone number: 207-370-5327

Summit webpage: www.mtug.org/techsummit

Summit Location:

Holiday Inn By The Bay
88 Spring Street
Portland, ME 04101-3924
Local: 207-775-2311
Reservations: 1-800-345-5050
Facility Contacts:
Melissa Bailey (207-775-2311 x2157)

THIS DOCUMENT INCLUDES THE FOLLOWING SECTIONS:

Event Directions	Exhibit Deliveries & Shipping	Exhibit Space Dimensions, Furnishings
Event Parking	Exhibit Electricity & Internet	Lead Retrieval / List Policy
Event Hotel Accommodations	Exhibit Setup & Breakdown	Prize Giveaways (Door Prize Finale)

Event Directions:

The Holiday Inn by the Bay is in downtown Portland, on Spring Street just off High Street or 1 large block from State St. In Portland, from I-295, take Exit 6a (Forest Ave/Rt 100 South). Stay in right lane, and take 1st right onto State St/Route 77 South. Follow State Street for about 1 mile, past 3 lights (Park Av., Cumberland Av, Congress Av, where it curves leftward). At the 4th light, take a left onto Spring Street. Follow Spring Street past 1 blinking light (Park St.) and 1 regular light (High St.) – after High Street, the Holiday Inn, will be on the right, with the main parking garage just beyond.

Event Parking:

Event parking is available on a **first-come-first-served** basis (white gated area adjacent to the hotel on Spring Street) for **\$10.00 only during the hours of the Summit**. After 5:30pm, the discount will NOT apply. DO NOT PARK UNDER THE HOTEL unless you are a registered overnight guest. Updates to parking will be on the MTUG Summit page. ***Exhibitors loading in the night before (Mon. 5/13 3pm-10pm only) can get the parking fee waived – but ONLY for the night before – just ask for a validation “chaser” ticket from MTUG volunteers.***

Event Hotel Accommodations:

Sponsor/Booth fees do NOT include hotel, transport, or other services. Please make hotel reservations directly with the Holiday Inn by the Bay (1-800-345-5050). Overnight parking is available for hotel guests for a fee.

Exhibit Deliveries & Shipping:

Due to limited storage space, the Holiday Inn will only accept shipments arriving NO EARLIER than Thu. 5/9/2024. **All packages must be labeled "MTUG SUMMIT"**. NOTE: the hotel is not responsible for unloading items over 100 pounds. Packages are kept in a storage room to the right of the coat check area. ***All exhibitors are responsible for transporting materials from the closet to the tradeshow floor – an elevator is available, and a cart may be available. After the show, OUTGOING SHIPMENTS must be brought upstairs and left in the COAT CLOSET on the Lobby Level.*** Areas within the coat closet will be labeled for pickup by Fedex & UPS.

Exhibit Booth Electricity and Internet:

The Holiday Inn provides one 10 amp duplex electrical outlet to each 8x10 booth at no additional charge. Hotel service is 100MB up/down. This connectivity is available throughout the hotel, including all booths. **The wifi password will be posted at Registration.**

Exhibit Setup & Breakdown:

Recommended set-up time is 4-10pm on Monday, May 13 – please no earlier arrivals. Another brief window for simple display set-up is 6-7:30am on the event day, Tuesday, May 14. Set-up MUST be complete by 7:30am on Tues. 5/14. NOTE: there is no hotel security *during* either set-up time. Casco Bay Hall must be vacated & will be locked at 10pm the night before the Summit.

Breakdown starts at the close of the Summit at 4:00pm (please wait until after door prize drawings).

Please have your material removed from the Casco Bay Hall by 6pm. Return shipment of materials must be within 24 hours after the Summit. A daily charge of \$50 may apply to materials remaining after Friday, May 17.

Exhibit Space Dimensions (incl. height), Furnishings, Draping:

All booths are 10' wide and 8' deep; exhibits must be no larger than 10' wide unless multiple adjacent spaces have been leased. All booths inside the hall have full pipe and drape. **BOOTH HEIGHT / WIDTH MAY VARY as follows: Booths 30, 31, 32 are 8.5 feet high; booth 4 is only 9 feet wide.** Each booth has 1 six-foot (6') skirted table and 2 chairs, included with your booth purchase (*unless you asked us NOT to set your table/chairs when you submitted your Registration Form*). If you do not want us to set the standard table/chairs in your booth, please contact MTUG at least 1 week prior to the event; *we discourage people trying to relocate these items themselves.*

If you need additional items, please make arrangements directly with the Holiday Inn (contact info above).

For a blank Exhibit Floor Map, click here: <https://www.mtug.org/SummitPreliminaryBoothMap>

For a list of registered Exhibitors/Sponsors visit: <https://www.mtug.org/summit/2024-summit#ExhibitorList>

Lead Retrieval / List Policy:

Attendees using the event software by CVENT will be promoted to “opt-in” for the ability to connect with others during the Summit. The ability to connect allows lead sharing within the Attendee Hub application. All connections or badge scans will be available to exhibitors and sponsors in the Attendee Hub application.

To connect with attendees during the Summit, download the CVENT Events App from your device’s app store (QR codes signs in lobby). Search for the MTUG event. In your Profile area you can use the Connections tool to find and connect with Attendees.

Attendees may also scan your Booth QR code on app, using the Game feature, “Exhibitor Visits & QR Scan”. They then pick your Company and scan the QR code – earning points toward MTUG’s prize as they go!

For questions using Apps or accessing lists, please email programs@mtug.org with the subject “Exhibitor App”.

Prize Giveaways / Door Prize Finale:

Many vendors offer door prizes as a way to collect business cards from attendees. *You are welcome to participate in MTUG’s App-Based Door Prize that helps keep people around for the whole event, and brings them back down to the exhibit hall at the day’s end.* **Usual Process: Exhibitors with bowls line up near the podium in Casco Bay Hall about 3:45pm (after final remarks) and the MTUG director draws one-by-one, checking that nobody wins twice, so there are lots of winners.** Except for the MTUG Prize, typically the winner must be present to win. If you want the MC to announce otherwise, please let program staff or the board chair know in advance. **MTUG volunteers or staff will NOT deliver door prizes to recipients not present to receive them.**

Thank you for joining us for the MTUG IT Summit & Tradeshow! We look forward to seeing you there!

The Board of Directors, Maine Technology Users Group, programs@mtug.org / 207-370-5327