



Thank you for Registering as an Exhibitor for the 2026 NEAA Conference at Encore Boston Harbor - Everett, Massachusetts on February 4-5, 2026.

**SHIPPING INSTRUCTIONS:** Ship your boxes directly to Encore Boston Harbor to arrive no sooner than **Wednesday January 28th, 2026.** The boxes need to be addressed as follows

Guest Name / Cell number  
NEAA 2026 Conference February 4-5, 2026  
Company Name  
Booth #  
Encore Boston Harbor  
1 Broadway  
Everett, MA 02149  
Box # of #

**EXHIBITOR SETUP:** Wednesday February 4<sup>th</sup> between 11:00 AM and 4:00 PM. Tables should be ready for the opening cocktail reception that takes place on Wednesday evening from 5:30 PM to 7:30 PM in the Exhibit Hall.

**PACKAGE HANDLING:** Please follow the shipping instructions so that there is no delay in bringing your boxes to your table. We will have the NEAA team place your boxes at your booths. Below are the fees for shipping prices on all boxes being sent to the Encore Boston Harbor for the NEAA 2026 show.

**EXHIBITOR BREAKDOWN:** Breakdown will start at 8pm and early breakdown of the booth will result in your company being banned from future NEAA shows. After the closing reception in the Exhibit Hall, all Exhibitors should box up their displays and goods and put their return shipping labels on the boxes. Leave the boxes in the Vendor Hall. You will need to notify your carrier of a pick-up request for Friday.

**GIVEAWAYS:** Attendees are always appreciative of receiving items during the classroom/speaker sessions. If you would like to contribute (equipment, gift cards, e.g.) please feel free to bring to the Show and, if possible, be in attendance to present to the attendee when their name is drawn.

**TABLES:** Each Exhibitor will be provided one table (6'x30"). We ask that due to space and height, all displays must be on the table and not exceed a total height of 9 feet on top of the table. No chairs will be provided. **NO DISPLAYS ON THE FLOOR IN FRONT OF YOUR TABLE.** Standing will be in front of table. Location of tables will be displayed on a posterboard outside of vendor hall.

**ELECTRICAL and INTERNET:** Each Exhibitor's table will have access to Electricity and Wi-Fi connections at no extra charge. If additional Electrical or AV needs such as monitors are needed, please contact RJ Rixey [rj.rixey@encorebostonharbor.com](mailto:rj.rixey@encorebostonharbor.com) or (857) 770-4273

**HOTEL RESERVATIONS:** Please use the reservation link provided in your registration confirmation to book your hotel room.

**PARKING:** Parking will be free for self-parking (we recommend using the South parking lot for easier access into the hotel and exhibit area. Valet parking is available (for a fee) and you should contact the Encore Boston Harbor for pricing.

Any additional questions, please feel free to call Ruth Gorski, NEAA Board Member (516) 941-8643 or Carl Cotto (516) 551-7167.

**Package Handling Rates**

All inbound and outbound packages are subject to processing, X-raying and handling fees based on a sliding weight scale.

Packages and Letters:

0 - 1 lbs..... \$17.00

2 - 10lbs.....\$22.00

11 - 20 lbs..... \$32.00

21 - 30 lbs..... \$37.00

31 - 60 lbs.....\$42.00

61 - 80 lbs.....\$47.00

81 - 100lbs.....\$67.00

101 - 150lbs.....\$75.00

150lbs plus.....\$75.00 per 100lbs

Items over one hundred one (101) pounds or multiple package shipments arriving for the same guest will be classified as freight and will be assessed a fee of seventy-five dollars (\$75.00) per hundred pounds, with a minimum fee of seventy-five dollars (\$75.00.) Pallets arriving by freight will be assessed a fee of seventy-five dollars (\$75.00) per hundred pounds with a minimum charge of two hundred fifty dollars (\$250.00) per pallet.

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