



Sponsor Fulfillment

Thank you for your support of this year's Conference. We know the conference would not be possible without your support. Please see below for your fulfillment deadlines:

- **Contact Information & Logo:** Please provide your contact information and logo for listing in the program as well as for internal correspondence through the sponsor portal **ASAP**. As soon as your information and payment are received, your information will be added to our conference homepage within one week. Sponsor portal: <https://www.surveymonkey.com/r/NHAC202223Partner>
- **Hotel Reservation:** Book your hotel room at the Sheraton Portsmouth Harborside Hotel before Thursday, September 1. See the conference webpage for more information: <https://www.nhcounties.org/hotel-information>
- **Exhibitor Registration:** [Register](#) yourself and colleagues online **before Thursday, September 1**, with discount code provided to you to obtain your complimentary exhibitor registrations.
- **Payment:** Please provide your sponsorship payment in full **before Thursday, September 1**. Payment will be accepted by check and by credit card.
 - If making payment by check, please make the check payable to: NH Association of Counties, 11 S Main St., Ste. 200, Concord, NH 03301
 - If making payment by credit card, please contact Danielle Duchesne at dduchesne@dupontgroup.com. *Please know that processing fees will be added to your sponsorship payment.*

As applicable:

- **Exhibit Table:** Exhibit tables will be assigned according to the sponsorship level.
- **Advertisement:** Please submit your full color advertisement as a high-resolution PDF **before Friday, August 19** to Danielle Duchesne at dduchesne@dupontgroup.com. Please see below for ad dimensions:
 - Full page: 10.5" wide x 5" high
 - Half page: 5.125" wide x 5" high

- **Credential Sponsor:** We will use the logo provided via the sponsor portal to print on the conference badges. Please provide your information by **before Thursday, September 1** for your logo's inclusion on the conference badges.
- **Meals:** Please notify Danielle Duchesne at dduchesne@dupontgroup.com which breakfast or lunch you would like to sponsor and on which date (as available). The logo provided via the sponsor portal will be used to create tabletop signs. Please provide your information **before Thursday, September 1**. You will have access to an exhibit table within the plenary room during the meal only, as well as 2 complimentary registrations. In addition, you may address attendees for up to 15 minutes during the meal. You will have access to the exhibit table for set-up and breakdown for the following hours:
 - Breakfast: 7:30 AM – 10:30 AM
 - Lunch: 11:00 AM – 2:00 PM
- **Attendee Contact List:** The list of registrants' contact information will be shared with you once before the conference and once after the conference.
- **Raffle:** A host county staff member will help to facilitate your participation in the assigned breakout session. The staff member will provide session attendees with raffle tickets and will provide you with an item to raffle off. The staff member will introduce you at the end of the breakout session to provide brief remarks (about 2 minutes) and facilitate the raffle drawing.

Should you have any questions about your involvement at the NH Association of Counties' 2022 Annual Conference, please contact Danielle Duchesne at dduchesne@dupontgroup.com.

Exhibitor Information

Hours:

- Set-Up: Sunday, Oct. 2 4:00 – 7:00 PM
- Day One: Monday, Oct. 3 10:00 AM – 3:00 PM
- Day Two: Tuesday, Oct. 4 10:00 AM – 4:00 PM
- Breakdown: Tuesday, Oct. 4 4:00 PM – 7:00 PM

Materials:

- Exhibit materials may be shipped directly to the hotel, received no earlier than Thursday, Sept. 29.
- All shipped materials can be shipped to the following address:
 - Sheraton Portsmouth Harborside Hotel
 - 250 Market St.
 - Portsmouth, NH 03801
- All materials shipped must also include a label with the following information:
 - Bethany Cottrell – Raegan Blaney
 - NHAC Annual Conference

Oct. 2 – 4, 2022

Hotel guest name/arrival date

- Exhibitors can retrieve shipped materials from the hotel front desk.
- Exhibitors are responsible for packing and shipping out your own items at the close of the event.

Exhibit Space:

- Each exhibitor space will include one (1) 6' table, a white table drape, two (2) chairs, and an exhibitor table number indicator.

Access:

- On-site parking is available for \$30/day.
- Exhibitors can unload exhibit materials at the main lobby doors and can temporarily park in the courtyard while doing so.