



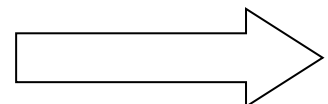
Sponsor Fulfillment

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/2023NHACSPonsor>
- Hotel Reservation:** Book your hotel room at The DoubleTree by Hilton Manchester Downtown Hotel **before Friday, September 29**. See the conference webpage for more information:
<https://www.nhcounties.org/hotel-information>
- Exhibitor Registration:** Register yourself and colleagues online **before Friday, September 29**, with the discount code provided to you to obtain your complimentary exhibitor registrations.
- Payment:** Please provide your sponsorship payment in full **before Friday, September 29**. 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. 202, 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, September 1** 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 **before Friday, September 1** for your logo's inclusion on the conference badges.

- **Meals:** Upon enrollment, you will be contacted about which meal you would like to sponsor. The logo provided via the sponsor portal will be used to create tabletop signs. Please provide your information **before Friday, September 1**. You may address attendees for up to 10 minutes during the meal. You are welcome to place materials on the plenary dining tables.

- **Attendee Contact List:** The list of registrants' contact information will be shared with you once before the conference and once after the conference.

Should you have any questions about your involvement at the NH Association of Counties' 2023 Annual Conference, please contact Danielle Duchesne at dduchesne@dupontgroup.com.

Exhibitor Information

Hours:

- Set-Up: Sunday, Oct. 22 4:00 – 7:00 PM
- Day One: Monday, Oct. 23 8:00 AM – 3:30 PM (**features breakfast and afternoon coffee break on the exhibit floor**)
- Day Two: Tuesday, Oct. 24 10:00 AM – 2:30 PM
- Breakdown: Tuesday, Oct. 24 6:00 PM – 9:00 PM

Materials:

- If it is necessary to ship materials to the hotel, send to the attention of Shannon Tavares and/or Jodi Boland and please be sure that all packages are clearly marked with your name and company, NH Association of Counties, Danielle Duchesne, and your arrival date. The sales department must be advised of the number of packages and of any special needs regarding your materials. Packages will be accepted and charged a \$10.00 per package fee. Payment is due and payable to the DoubleTree by Hilton Manchester Downtown prior to the release of the packages. Deliveries should be sent no sooner than three days prior to your arrival. The hotel will not be responsible for moving any shipments in bulk weighing over 100 lbs. It will be the responsibility of the exhibitors to arrange shipment of materials out of the hotel.

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:

- Exhibitor table set-up can occur on Sunday, October 22 from 4:00 PM to 7:00 PM. Exhibitor set-up can also occur on Monday, October 23 beginning at 8:00 AM. Exhibitors may unload vehicles on the Pleasant St. side of the building and enter through the glass doors at the Assembly. Should you need access to a loading dock, please contact Jodi Boland at 603-206-4214.
- Parking is available at the garage attached to the expo center at a rate of \$7 a day or \$14 overnight. Parking tickets must be validated at registration to obtain this discounted rate.