



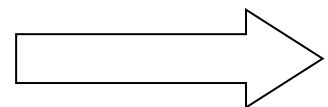
Sponsor Fulfillment

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/2024NHACsponsor>
- Hotel Reservation:** Book your hotel room at Omni Mt. Washington Hotel **before Wednesday, October 9**. See the conference webpage for more information:
<https://www.nhcounties.org/hotel-information>
- Exhibitor Registration:** Register yourself and colleagues online **before Friday, September 20**, with the discount code provided to you to obtain your complimentary exhibitor registrations.
- Payment:** Please provide your sponsorship payment in full **before Friday, September 20**. 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 6** 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 6** 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 6**. 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' 2024 Annual Conference, please contact Danielle Duchesne at dduchesne@dupontgroup.com.

Exhibitor Information

Hours:

- Set-Up: Sunday, Nov. 10 4:00 – 7:00 PM
- Day One: Monday, Nov. 11 10:00 AM – 4:00 PM
- Day Two: Tuesday, Nov. 12, 10:00 AM – 3:30 PM
- Breakdown: Tuesday, Nov. 12 3:30 PM – 6:00 PM

Materials:

- Packages may be delivered to the Omni Mt. Washington Hotel within 72 hours of the arrival date. If packages arrive earlier, fees may apply. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. Any packages received before the receipt window will incur a fee to be billed by the NH Association of Counties after the event concludes. Packages will be delivered to the exhibit area during set-up hours. During breakdown, option to leave sealed and labeled packages at your exhibit table and the Hotel will ship any items the day after the Conference concludes. The following information must be on all packages to ensure proper delivery:

Attention: Danielle Duchesne (NHAC)

Contact phone: 603-930-4845

Arrival: Sunday, November 10

Property address:

310 Mount Washington Hotel Road

Bretton Woods, NH 03575

Sales Manager: Hunter Goyner, Assistant Director of Catering and Conference Services

Sales Manager Phone/Email: 603-278-8884; hunter.gonyer@omnihotels.com

Number of boxes:

Exhibit Space:

- Each exhibitor space will include one (1) 8' table, a brown table drape, two (2) chairs, and an exhibitor table number indicator. Electric hookup is an add-on option at the time of enrollment at \$200.

Access:

- Exhibitor table set-up can occur on Sunday, November 10 from 4:00 PM to 7:00 PM. Exhibitor set-up can also occur on Monday, November 11 beginning at 8:00 AM. Exhibitors may unload vehicles at the Kiss and Drop/Spa Entrance to the building, located before the valet and main hotel entrance. Once through the door, proceed straight into the Presidential Wing and down the elevator to the Presidential Foyer and Ballroom. Vehicles cannot remain parked at the Kiss and Drop/Spa Entrance – once materials are offloaded, please park in the free guest parking area.