

RHA Fall Conference & Expo

Monday, September 8, 2008

EXHIBITOR INFORMATION

IMPORTANT DEADLINES

July 7 th	Exhibitor profiles due
July 13 th	ID sign revisions
August 8 th	Door prize descriptions due
August 8 th	Names and titles of booth staff due

Hynes Convention Center
900 Boylston Street
Boston, MA 02115

Move In: Sunday, September 7th (day prior to show) from Noon to 2:00 PM or Monday, September 8th (day of show) from 7:30 a.m. – 9:45 a.m. Expo opens at 10:00 a.m. sharp!

Show Hours: The tradeshow floor is open from 10:00 a.m. – 11:00 a.m. & 12:00 p.m. – 2:30 p.m.

Breakdown & Move Out: Breakdown of booths is not permitted prior to 2:30 p.m. Exhibitors may breakdown between 2:30 p.m. – 4:30 p.m. Exhibitors must be completely moved out by 5:00 p.m. Breakdown is not permitted during show hours.

Shipping & Unloading: There are 2 options for getting your booth and/or materials to the Hynes.

1. **WE STRONGLY RECOMMEND THIS OPTION.** Ship your items to our drayage company, Brede Exposition Services, who will deliver your shipment directly to your booth on the tradeshow floor on the day of the show. To coordinate, please contact Brede Customer Service at 781 741 5900 or csboston@brede.com.
2. Exhibitors are allowed to set-up and or dismantle their own exhibit, provided they use their own bonafide, full-time employees. Exhibitors may perform their own material handling, providing: they use bonafide full-time employees; they are off loading from a company owned truck or rental vehicle or vehicle owned by personnel of the exhibiting company; trucks are **less** than 24 feet in length; and they may only use hand-operated equipment. All freight must be brought in by the loading dock. Under no circumstances are passenger elevators or the escalators to be used for the transportation of exhibitor materials, freight, boxes or other large items. **The Hynes Convention Center does not accept deliveries.** Please see the Authority's Event Guide for additional information. http://www.massconvention.com/jhcc_eve.html
3. **Hand Carry Policy.** Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. No parking is allowed at the entrance of the facility; and the use of passenger elevators for the movement of freight is not allowed.

Exhibitors are responsible for any shipping charges that they incur.

Discounted Hotel Rooms at the Colonnade Hotel Boston: RHA has secured a RHA Fall Conference & Expo room rate at the Colonnade Hotel Boston for \$249.00 (single) or \$269.00 (double) plus applicable taxes, which as of April 10, 2008, were 12.45%. Rates are for overnight accommodation only and do not include parking. These rates are offered by the Hotel for up to three days prior and three days after the conference date. Only a limited number of rooms have been blocked at this rate.

To make a reservation, please call 1 800 962 3030 and be sure to reference **Rental Housing Association** to receive the discounted rate. The Colonnade Boston Hotel and the Hynes Convention Center are located only .3 miles from each other. Please note, there are a limited number of hotel rooms at this rate; we advise you to book your room ASAP.

Parking: All exhibitors are responsible for paying for their own parking. Parking is not validated.

For information on area parking, please visit: http://www.massconvention.com/jhcc_dir_par.html.

Self-Parking @ the Prudential Center (located adjacent to the Hynes Convention Center). Rates as of April 7, 2008 and subject to change.

Rates for All Vehicles

Up to 1 hour	\$9.00
1 hr – 1 hr 30 min	\$18.00
1 hr 30 min – 2 hrs	\$26.00
2 hrs – 10 hrs	\$34.00
10 hrs – 24 hrs	\$39.00

BOOTH SPECS

Each booth is 8 feet deep x 10 feet wide. Each booth includes 8' high back drape, 3' high side drape, one (1) 6' draped table, two (2) folding chairs, one (1) waste basket, one (1) 77" x 44" one line ID sign. **Any display, furniture, etc., cannot extend outside of or above this space.**

Electrical & Internet Needs

Electrical, Telecommunications, Plumbing, Cleaning, Rigging and Food & Beverage Services are *exclusive services* performed by the Hynes Convention Center. Electrical and internet order forms, which must be submitted to the Hynes Convention Center prior to the event, can be found in Appendix A of <http://www.massconvention.com/exhibitorguide/>. For additional information, contact Exhibitor Services at **617-954-2230** or **exhibitorservices@massconvention.com**.

Exhibitors are responsible for paying for their own electric and internet needs.

DON'T FORGET...

Exhibitor Profile: Each conference attendee will receive a program book with a profile of your company. This "take home" reference piece is an opportunity to keep marketing your company long after the show. Your 100-word or less profile should include contact information for ONE person (name, phone number and email address). Profiles must be received in the correct format no later than **July 7th** in order to be in the program book. Please email your profile to mbeauvais@gbreb.com. If you would like to use last year's profile please email mbeauvais@gbreb.com and it will be sent it back to you for approval. **If you do not submit your profile by July 7th, YOUR COMPANY WILL NOT BE INCLUDED IN THE PROGRAM BOOK.**

ID Sign Revisions: Each booth will receive a one line identification sign in the booth. Please confirm your company name exactly as it should appear on the sign as well as in the conference program book by **July 13th**.

Names of Booth Staff: Each booth includes two staff. You may bring additional staff for \$40 each. **Please send the names and titles of your booth staff to mbeauvais@gbreb.com by August 8th**. It is important that we have this information so that we can create name badges for all exhibitors, which are required on the tradeshow floor. **Individuals without name badges will not be allowed on the tradeshow floor.**

Door Prize: We encourage you to create excitement for our attendees by offering a door prize. Please let us know what you are offering so we may make the appropriate announcements during show hours. Major door prizes will be drawn at the networking reception. Other door prizes will be drawn on the tradeshow floor. This is a great way to gain additional exposure and collect business cards from your future customers. **E-mail a brief description of your prize as well as its monetary value to mbeauvais@gbreb.com, no later than August 8th.**

We also urge you to “seal the deal” at the networking reception from 4:30 p.m. – 5:30 p.m. at the Ballroom A, immediately adjacent to the Exposition.

If you have questions regarding this information, please contact Marianne mbeauvais@gbreb.com or call 617 399 7852.

IMPORTANT CONTACTS

Rental Housing Association (RHA)

Marianne Beauvais
Senior Education & Events Coordinator
Phone: 617 399 7852
Fax: 617 338 2600
Email: mbeauvais@gbreb.com
Event Website: <http://www.gbreb.com/rha/Exhibitors2008.htm>

Brede Exposition Services

Customer Service Representative
Phone: 781 741 5900
Fax: 781 741 5902
Email: csboston@brede.com

Hynes Convention Center

Exhibitor Services
Phone: 617 954 2330
Email: exhibitorservices@massconvention.com