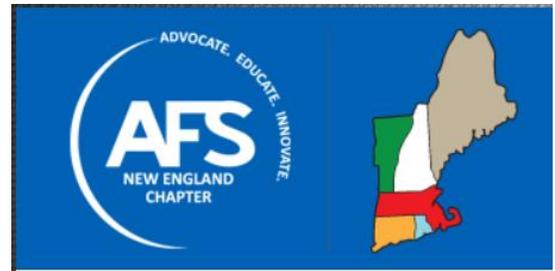


Exhibitor Information: Table Top Tools and Tech Night

New England Chapter of the
American Foundry Society

Date & Time: May 7th, 2019 3 PM -8 PM



Location:

Boxboro Regency Hotel
242 Adams Place
Boxboro, MA 01719
T: 978-263-8701
D: 978-889-1716
F: 978-266-9429
www.boxbororegency.com

Dear Vendors and Sponsors,

The New England Chapter of the AFS sincerely appreciates your participation in our first ever “Tools and Tech Night”. We have put together the following information to help you be ready for the event.

The reception hall is the main courtyard of the Boxboro Regency to provide a relaxed and spacious atmosphere, refreshments will be provided, and there will be a cash bar through the duration of the event.

NOTE: The room block will be released this FRIDAY April 19th, at 5 pm. If you need to book a room, please do so promptly to ensure that you have a place to sleep on site.

Vendors are invited to bring small pop-up displays, literature, table banners, hands on equipment to demo, or flat screen monitors to present products new and old. Attached to this email are the hotel’s inbound and outbound shipping procedures.

There will be electrical outlets available, but vendor’s are advised to bring their own extension cords, power strips, etc. if they plan to have monitors, laptops, or small equipment on display.

Setup will be open from 12-2. Will Shambley, Vice-Chairman of the NE AFS Chapter, will be on site from 11:30AM to about 9pm to facilitate. He can be reached by phone (978) 930-0637 (mobile) if needed.

The Event Coordinator at the hotel is

Chelsea Henderson, Convention Services Manager Direct:(978) 889.1713

Furniture – each vendor will get 1x 8 foot table with floor length blue navy table cloth, and 2 side chairs.

Layout – tables will be around the perimeter of the room for the vendors, and there will be some large round tables in the middle for visitors to put stuff down on, eat, network, etc.

Please feel free to contact one of us if you have any questions about the event.

Ed Marczyszak
Chairman

emarczszak@burndy.com

Will Shambley
Vice Chairman

will@nefoundrytech.com

Karl Nye
Treasurer

karl.nye@verizon.net