

# MASFAA CONFERENCE 2004

## Exhibitor Information

Should you have any questions, after reading the information below, please contact either:

- Jennifer Miller, Citizens Bank, [jmccitizens@juno.com](mailto:jmccitizens@juno.com); 800,708-6684; or
- Diane Place, Bridgewater State College, [dplace@bridgew.edu](mailto:dplace@bridgew.edu); 508-531-1245

**Hotel:** Westin Hotel, Waltham, MA, Wednesday, November 17 - Friday, November 19

**Hotel Reservation number:** Make reservations on line by clicking on:

<https://www.starwoodmeeting.com/StarGroupsWeb/res?id=0408308041&key=CB9C9>

(click above or cut/paste the following into a browser)

You can also call Toll Free Westin Reservations: (800) WESTIN-1 or (800) 937-8461 (be sure to mention MASFAA to get the discounted rate)

Special discounted rate is available until October 22, 2004

**Exhibitor set up:** Tuesday, November 16, 2004 from 12:00p.m - 9:00pm.

**Breakdown:** Friday, November 19, 2004 @ 10:30 a.m.

**Booth Info:** Size- 6'x 30" Table Top Booths ONLY

**Due to the volume of exhibitors we cannot accommodate large booths.** Each booth space will have one six-foot table.

**Shipping Acceptance Dates:** (dates hotel will accept vendor materials to store for the conference)

November 11-19, 2004 – The hotel WILL NOT accept shipments on Saturday Nov 13<sup>th</sup> or Sunday Nov 14<sup>th</sup>

**Shipping Address:**

Westin Hotel, Waltham

70 Third Avenue

Waltham, MA 02154

MASFAA Conference

Attn: Carol Pogue, Convention Services Manager

**Exhibitor Registration Form:**

This form covers any audio/visual/electrical services required at your booth for the conference. Carol Pogue at the Westin Waltham can answer any additional questions about your technical requirements.

Please download the [Electrical/Service Order Form](#), complete it and fax or email to Carol Pogue, Westin Hotel, **781.890-5959** or [carol.pogue@westin.com](mailto:carol.pogue@westin.com). You may also mail this form with your payment/credit card info to Carol at the hotel.

**Exhibitor Conference Registration:**

Each vendor receives complimentary Conference Registrations depending upon the level of sponsorship. Please register at the [MASFAA Registration Page](#). Don't forget to select your company from the list to receive your complimentary registration. If you have any questions concerning vendor complimentary registration, please contact Jason Kahn at [jkahn@collegeloancorp.com](mailto:jkahn@collegeloancorp.com).

**Exhibit Hours:**

Wed. Nov 17 <sup>th</sup>	8:00a.m. – 12:00p.m. 2:30p.m. – 4:00p.m.
Tues. Nov 18 <sup>th</sup>	8:00a.m. – 12:00p.m. 2:00p.m. – 4:00p.m.
Fri. Nov 19 <sup>th</sup>	8:00a.m. – 10:30a.m.

**Raffle Drawing:** Friday Nov. 19<sup>th</sup> @ 12:00p.m.

**Please make every effort to be there in person for your raffle drawing.**