



Maine Credit Union League

AGENDA

Thursday, May 16, 2019

- 8:00 A.M. to 5:00 P.M.
Exhibitor Set Up REQUIRED
Exhibit Hall
- 9:30 A.M.
Annual Credit Union Golf Tournament
Belgrade Lakes Golf Club, Belgrade

Friday, May 17, 2019

- 8:00 A.M. to 3:30 P.M.
Exhibits Open – Exhibit Hall
- 8:00 A.M. to 6:00 P.M.
Registration – Lobby
- 11:30 A.M. to 1:00 P.M.
Attendee Lunch – Exhibit Hall
- 2:00 P.M. to 3:30 P.M.
CU Senior Management/Vendor
Networking Reception – Exhibit Hall
- 3:30 P.M.
Exhibit Hall Closes
- 6:00 P.M. to 7:00 P.M.
Social Hour
- 7:00 P.M. to 8:00 P.M.
Dinner
- 8:00 P.M. to 8:30 P.M.
Awards Program
- 8:30 P.M. to 10:00 P.M.
Entertainment

Saturday, May 18, 2019

- 9:00 A.M. to 10:00 A.M.
Convention Closing Session

Friday's agenda may be subject to change.

Exhibit Information

EXHIBIT HOURS: Friday, May 17, 2019, 8:00 A.M. to 3:30 P.M.

LOCATION: Casco Bay Room, Holiday Inn by the Bay, Portland, Maine

BOOTH REGISTRATION FEE: \$1,650

The booth registration fee includes a 10' x 8' draped booth with a clothed and skirted table and two chairs. Additional equipment or electricity will incur additional charges. The registration fee also includes a continental breakfast, exhibit hall lunch, networking reception, and admission to convention education sessions.

Fee Credit/Refund: To ensure vendors do not breakdown before the 3:30 P.M. closing time, the booth registration fee includes a \$150 rebate which may be used as a credit toward the 2020 exhibitor registration fee or a \$150 refund. Exhibitors breaking down before 3:30 P.M. will forfeit the \$150 credit/refund. A credit/refund request form will be provided at the conclusion of the show and will be processed by May 31.

EXHIBITOR REGISTRATION: Complete the information on the exhibitor registration form and include the registration fee along with any additional banquet and advertising charges that may apply. Each registrant will receive convention materials and badges at the exhibit booth on Friday. Badges will be used to gain entrance to the exhibit hall and banquet and will include seating assignments. **Payment for booth space must be received by March 22, 2019.**

BOOTH ASSIGNMENTS: All exhibit booths will be located in the Casco Bay Room and will be allocated on a first-come, first-served basis.

BOOTH SET UP: Exhibitors must set up booths from 8:00 A.M. to 5:00 P.M. on Thursday, May 16, 2019. **No exhibitors will be allowed to set up on Friday, May 17.** Exhibitors who have not set up by Thursday, May 16, at 5:00 P.M. will waive their booth and forfeit their exhibit fee.

BOOTH BREAKDOWN: Breakdown must not begin prior to the close of the exhibit hall at 3:30 P.M. on May 17, 2019. The booth and all materials must be cleared by 7:00 P.M., May 17. All UPS or FedEx pickups must be done no later than Saturday, May 18. A designated area for storage will be made available. Please supply labels.

SHIPPING: If shipping booth material directly to the hotel, it must not arrive prior to Monday, May 13, 2019. **Important: Please clearly mark all boxes shipped "MCUL Convention." Please include your company name on the package.**

Ship booth materials to: **Holiday Inn by the Bay**
ATTN: MCUL Convention
88 Spring Street
Portland, ME 04101

Contact Linda Scott in Member Services at the League office if you have any questions: 207.773.5671 ext. 312 or lscott@mainecul.org.

IMPORTANT DEADLINES

We will strictly adhere to all deadlines. We cannot guarantee booth location, meals, or seating assignments for those who do not register by the deadline. Please plan ahead to avoid missing these important dates.

- Yearbook advertising is due **MARCH 1, 2019**. Please see the order form and ad pricing sheet on page 4 of this brochure.
- Registration form and payment is due **MARCH 22, 2019**. Complete the information on the registration form and include the registration fee along with additional banquet fees that may apply.

Exhibitor Registration Form

2019 Maine Credit Union League Convention

Please register the following for the 2019 Maine Credit Union League 81st Annual Convention to be held May 16–18, 2019 at the Holiday Inn by the Bay, Portland, Maine. Please print or type.

Representative

Name _____

Title _____

Company _____

Company Name for Booth Sign _____

Company Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

Additional Representatives

Name _____

Name _____

I/We will be attending the banquet on Friday evening.

Yes (Include \$75 banquet fee per person)

No

Booth Registration

Booth registration fee (includes \$150 credit/refund rebate)\$1,650

Power charge \$30

Charge from ad sheet \$ _____

Banquet charges _____ x \$75 = \$ _____

Total enclosed \$ _____

Please direct any registration or exhibit booth questions to Linda Scott at 207.773.5671 ext. 312 or lscott@mainecul.org.

CONVENTION BOOK ADS

Please see the advertising order form for ad prices. The page on which your ad appears will be determined when we receive the ad copy. Due to time limitations, proofs are not available.

HOTEL ACCOMMODATIONS

Rooms at the convention venue are reserved for credit union staff and Board members. There are numerous hotels in close vicinity to the Holiday Inn By The Bay, including:

Hyatt Place Portland Old Port

433 Fore Street, Portland, ME 04101
Phone: 207.775.1000 (0.5 miles)

Portland Harbor Hotel

468 Fore Street, Portland, ME 04101
Phone: 207.775.9090 (0.4 miles)

Residence Inn Portland Downtown/Waterfront

145 Fore Street, Portland, ME 04101
Phone: 207.761.1660 (0.9 miles)

The Press Hotel

119 Exchange Street, Portland, ME 04101
Phone: 207.808.8800 (0.5 miles)

Westin Portland Harborview

157 High Street, Portland, ME 04101
Phone: 207.775.5411 (0.3 miles)

PAYMENT

Please make check payable to:

Synergent
P.O. Box 1236
Portland, Maine 04104

Please Note:

Credit card payments are NOT available.

CANCELLATION POLICY

No registration refund will be given after March 22, 2019. Cancellation fee (prior to March 22) is \$200.

No ad refunds will be allowed after March 1, 2019.

Deadline for ad copy
March 1, 2019

Deadline for booth registration
March 22, 2019

FILE REQUIREMENTS

All ads **MUST** be submitted in one of the following file formats:

- Adobe InDesign CC
- High Resolution PDF
(1-color BLACK or Full Color Ads ONLY)
PDFs must be set to Press Quality Resolution.
All fonts **MUST** be embedded and images must be high resolution (300 dpi).
- Files **MUST** be emailed
(Maximum email size of 10MB)
- An additional charge of \$100 will be incurred for ads not emailed.
- All pertinent files **MUST** be included for InDesign CC files:

- Page Layout File
- Linked Graphics
(All photos must be minimum 300 dpi)
- Logos
- Fonts (MAC format only.
PC/Windows Fonts NOT supported)

Any additional manipulation of files will incur an extra cost at \$100/hour. This includes resizing of the ad, correcting colors or picture resolution, and any other changes which may be needed to meet specified file requirements. (You will be contacted before we begin working on your file if additional manipulation is required.)

Ads not meeting these requirements may be returned and ad space will be forfeited.

Ads will be printed as submitted.

YOU MUST RETURN THIS SHEET WITH YOUR AD COPY

Company Name _____

Contact Person _____

Phone _____

Email _____

Ad Designer Name _____

Designer Email _____

AD SIZES AND PRICING

Please check one.

NOTE: Prices listed under "Exhibiting" are in addition to booth registration fee.

Full Page 7.25" x 9.5"	Exhibiting	Not Exhibiting
<input type="checkbox"/> Black Ink Only	\$175	\$375
<input type="checkbox"/> Color	\$650	\$850
TOTAL (Include on Registration Form)	\$ _____	\$ _____

PAYMENT

EXHIBITOR: Please include ad cost with registration fee.

NON-EXHIBITOR: Please make check payable to: **Synergent**

Submit ad to: Erica Vachon via email at convention@mainecul.org.

Please mail checks to: Erica Vachon, Convention Book Advertising
Synergent
P.O. Box 1236
Portland, ME 04104

Please include this order form with your ads, or you may fax it to Erica Vachon at 207.773.4301.

FOR OFFICE USE ONLY

Date _____

Check # _____

Disc _____



Maine Credit Union League

800.442.6715 MAINECUL.ORG