

# **National Federation of Paralegal Associations, Inc. 2013 Annual Convention & Policy Meeting**



**October 3-6  
Hartford Marriott Downtown  
Hartford, CT**

**Exhibit Information and Frequently Asked Questions**  
*Exhibit Dates are October 3-4*



NFPA will be hosting a “Casual for a Cause” day on Friday, October 4, 2013. Make a minimum donation of \$5 and wear your best blue jeans. Proceeds will benefit the Billings Forge Community Works program. Billings Forge has turned a formerly notorious Hartford neighborhood into a nurturing environment. They host job training, art classes, sewing classes and a community garden, and offer safe apartment living for residents. To learn more about Billings Forge, we invite you to visit their website, [www.billingsforgeworks.org](http://www.billingsforgeworks.org).

## **Items Included in the Exhibit Fee:**

The booth exhibit fee includes the following: One standard 8’x10’ booth consisting of draped back wall, draped side dividers, one 6’ draped table, wastebasket, two chairs and company identifier sign. Charges for electric service, additional exhibit requirements such as spotlights, risers, carpet, internet, and telephone are the responsibility of the exhibitor.

### **Exhibit Hours, Set-Up, and Tear Down:**

Exhibitor hours are: *Featuring approximately five hours of quality time with no competing events!*

**Thursday, October 3                      7:30am – 6:00pm**

*(Scheduled exhibit breaks are 7:30am-8:30am, 9:45am-10:15am, 2:15pm-2:45pm, 4:30pm-6:00pm)*

**Friday, October 4                      7:30am – 4:00pm**

*(Scheduled exhibit breaks are 7:30am-8:00am, 9:30am-10:45am and 1:30pm – 2:00pm)*

Exhibitors may begin to set-up displays beginning at 5:30pm on Wednesday, October 2. All displays are to be in place and the area cleared of packing boxes and trash by 7:30am, Thursday, October 3. Exhibits are to be dismantled AFTER 2:00pm and completely removed by 3:00pm, Friday, October 4.

### **Exhibition Decorator/Service Coordinator**

Demers Events & Expo Services is our Exhibit Contractor. You will order additional items that are not included in your booth fee and any additional furniture needed. Forms for ordering and arranging for material handling are included in the Exhibitor Kit found on the [Convention page](#) of the NFPA website.

Wireless Internet and Electrical are not included in your fee and must be ordered from the hotel's AV provider, PSAV. Please use the order form in the Exhibitor Kit for these services.

### **Hotel Reservations**

The NFPA 2013 Annual Convention will be held at Hartford Marriott Downtown at 200 Columbus Blvd, Hartford, CT 06103. You can make reservations online at <https://resweb.passkey.com/go/NFPA2013> or Call **1-877-901-6632** and identify yourself with the NFPA 2013 Annual Convention to take advantage of the **special discounted rate of \$185 per night. Reservations must be made by September 13 in order to guarantee the group rate.**

### **Booth Personnel**

Booth personnel will need to be registered for proper name badges. You may register your booth personnel online at [www.paralegals.org](http://www.paralegals.org) or email Michelle Bushnell at [michelle@paralegals.org](mailto:michelle@paralegals.org).

### **Annual Convention Theme**

This year's theme is Paralegals Connecting in **HART**ford. Exhibitors are invited to plan their display around this theme.

### **Marketing Opportunities**

NFPA makes efforts to encourage meeting attendees to visit exhibits. Some of the ways we will do this are:

- Trade Show reception will be held in the Exhibit Hall on Thursday, October 3
- Each day's sessions provide some unopposed exhibit time
- Break Concessions will be available in the Exhibit Hall
- There is a tradeshow game called B-I-N-G-O. Attendees will need to visit exhibitor booths to get their BINGO cards stamped to be eligible to enter the card into a drawing for a \$100 Amex Gift Card.

### **Company Information for Programs**

Exhibitors will be listed in the Program Brochure, which is distributed to all meeting attendees. All Exhibitors are sent a link for this program brochure information.

### **Raffles and Drawings**

All exhibitors are encouraged to offer a door prize drawing in their booths. Those that do will be given the opportunity to conduct their drawing on Friday, October 4, right after the Luncheon. Exhibitors are not eligible to win prizes.

### **What is the cost of the additional events?**

Tickets for lunches or the social event may be purchased [online](#) or through NFPA Headquarters. Contact Michelle Bushnell at [michelle@paralegals.org](mailto:michelle@paralegals.org) to purchase additional tickets. Tickets for the social event on Friday, October 4 are \$67 each while quantities last. Tickets for lunches on Thursday, October 3 or Friday, October 4 will be sold onsite for \$40 while quantities last.

### **Additional Questions?**

If you have any questions about any information, please contact Dana Murphy-Love by phone at 425-967-0045 or by email at [dana@paralegals.org](mailto:dana@paralegals.org).