



EXHIBITOR RECEIVING & SHIPPING POLICY 2025 NEW ENGLAND VETERINARY CONFERENCE

Please be aware of the following rules and regulations regarding freight to and from this property. Due to a shortage of storage, it is necessary to adhere to these policies and procedures to alleviate loss or theft of your company's articles sent to the hotel prior to group arrival. The hotel does not have a raised dock or forklift.

RECEIVING

1. All acceptable ground freight must be shipped prepaid. We will not accept CODs.
2. There is a **\$50 per day storage fee of non-approved ground freight** received to the hotel, to be paid by the exhibitor. No storage fee for Federal Express or UPS under 200 pounds.
3. The hotel assumes no responsibility for articles sent to or from this property, unless pre-approved by the hotel meeting and convention coordinator.
4. Freight above 200 pounds will only be accepted on the day of the event, and the hotel will not be involved with the unloading. Any such freight over 200 pounds **must be approved by the hotel**. Hotel must be informed of all freight prior to arrival. **Shipment may be refused if Hotel has not been contacted.**
5. Shipments will be accepted three (3) days prior to group arrival and must be labeled with group name, and days of meeting/show. Items should be shipped to: Holiday Inn by the Bay, 88 Spring St, Portland, ME 04101.
6. Should extenuating circumstances arise **with prior notice** and it becomes necessary to utilize hotel staff for unloading, a charge of \$45 per hour per person will apply. (1-hour minimum) 7:00am – 6:00pm, Monday through Friday ...straight time. All other times will be time and a half.

SHIPPING

1. Arrangements to ship freight from the property must be made directly through the freight company used by your company. It is the responsibility of the customer to make arrangements for return shipping of any packages, including UPS, FedEx, etc.
2. If prior arrangements have not been made for UPS, FedEx or Air Freight, etc., the hotel may apply a \$50.00 per day storage fee.
3. FedEx can be sent out only with company billing code or valid credit card.
4. **Shipping Address: Holiday Inn by the Bay, 88 Spring Street, Portland, ME 04101**

Thank you for your anticipated cooperation in these matters.

Please sign and return with your exhibitor application to: New England VMA, PO Box 15304, Portland, ME 04112, email to exhibit@nevma.org.

Accepted and agreed to on _____

Exhibitor Signature _____ Company _____



HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES
NEW ENGLAND VETERINARY CONFERENCE • SEPTEMBER 25-28, 2025

1. Exhibits will be transported by hand carts with rubber wheels only. No electrical or motorized carts allowed.
2. Any damage to carpets, parquet flooring, tile flooring, walls, doorways or ceilings will be the sole responsibility of the exhibitor. Should any of the aforementioned occur, a bill of repairs will be forwarded to the Exhibitor.
3. Exhibitor Set Up: **Thursday, Sept 25, 4-8pm, and Friday, Sept 26, 6-7am.**
4. Meeting support services provided by the hotel will be at a charge. This includes electricians, laborers, A/V technicians, telephones, etc. Exhibitors will be responsible for providing their own extension cords and multiple outlet boxes.
5. **CONDUCT:**
 - Items may **NOT** be nailed, stapled, screwed, or otherwise affixed to hotel walls, floors or any part of the building. No items can be taped unless the Sales Office supplies the two-way tape (cost item/per roll) to affix and display items. We will not allow any items to be hung from our ceilings unless approved by the General Manager. No baled hay or popcorn machines permitted in the exhibit hall.
 - Gasoline, kerosene, acetylene, propane or other flammable or explosive substances will not be permitted in the building.
 - The hotel requests that the exhibitor obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the hotel. We would be pleased to recommend our outside security firm. Holiday Inn by the Bay is in no way liable in all paperwork sent out by the group to any exhibitors.
6. No deliveries of displays will be accepted before **Tuesday, September 23, 2025.**
7. Exhibitors will be responsible for the return shipment of displays. Due to limited space, no exhibit may be left for storage. Items must be picked up by **12 noon, Monday, September 29, 2025.**
8. Loading In/Out
 - Casco Bay Hall Room: The unloading of large exhibits will be limited to Curbside (front of hotel). Parking on Spring Street is limited; therefore, each exhibitor will be limited to fifteen (15) minutes. Smaller displays must be unloaded from garage level G-3.
 - The hotel will not supply labor to help with the unloading/loading or set-up/breakdown of any exhibit.
9. **Trash Removal:** During show set up and breakdown, large rubbish barrels will be available on the floor. Please place all rubbish in these barrels (no liquids please). Pre-show bagged rubbish may be placed in the aisle for pick up. **Any items not marked for storage and placed in the aisles will be considered trash and thrown away.**
10. **EXHIBITORS MUST NOT LEAVE ANYTHING OF VALUE IN THE EXHIBIT AREA. THE HOTEL IS NOT RESPONSIBLE FOR ANYTHING LEFT IN THE EXHIBIT AREA. Due to fire codes, the ballroom may not be locked.**

EACH EXHIBITOR MUST ADHERE TO THE DIRECTIONS GIVEN BY ON-SITE HOTEL SECURITY OFFICERS.

Thank you for your anticipated cooperation in these matters.

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Exhibitor Signature _____ Company _____

Note: These Exhibitor Guidelines are subject to change at any time. You will be notified and updated forms will be sent immediately upon any change. **Please sign and return a copy to: New England VMA, PO Box 15304, Portland, ME 04112, email to exhibit@nevma.org.**