



THE MASSMUTAL CENTER 1277 MAIN STREET SPRINGFIELD, MA 01103

**Thank you for Your Participation and Support of the 2023 HEAT Show!
We Appreciate Your Time and Dedication to Our Industry. Remember to Let Your Customers and Members Know You Will Exhibiting and to Stop By Your Booth! The Attendees Are Looking Forward to Meeting With You!**

Exhibit Area – Setup: FREE Wi-Fi on Trade Show floor!!

Setup for Booth Exhibitors: Tuesday, June 20th from 3pm -5pm & Wednesday, June 21st from 8am – 2pm

Setup for Vehicles: Tuesday, June 20th from 2pm – 3pm
Capital Convention Services, the show decorator will be here from Tuesday, June 20th from 8am to Thursday, June 22nd at 6pm. The decorators will oversee the setting up of pipe and stanchion, any rentals for your booth, materials being shipped, and truck move in contact. Their booth will be at the back of the hall.

All electrical, phone, cleaning, and plumbing will go through the MassMutual Center. Please contact Natasha at narobinson@mgmspringfield.com.

Parking: Loading dock is located on Dwight Street where temporary parking is available. Temporary street parking is also available on Landon Way. Main parking directly across from the venue on Main Street and Court Street, with additional parking at MGM.

Exhibit Time:

Trade show floor is open Wednesday, June 21st from 2pm - 5pm
Hospitality Suites will be on Wednesday, June 21st from 5pm – 6:30pm
Trade Show Floor is open Thursday, June 22nd from 8am – 11am

Exhibitor Food: Exhibitors on Tuesday, June 20th will be able to get coffee if needed in the exhibit hall pre-function area.

Exhibitors will get food vouchers for the concession stand. If an exhibitor has multiple booths, they will get a set of vouchers for each booth purchased. Each booth will get the following meal vouchers:

Wednesday, June 21st

2 Snack Vouchers
2 Lunch Vouchers
2 Drink Vouchers

Thursday, June 22nd

Breakfast on Trade Show Floor 8:00 am – 9:00am
2 Drink Vouchers
2 Lunch Vouchers

Exhibit Take Down: Exhibitor take-down will be between 11am-6Pm on June 22nd. **Vehicle** move out from 11:30am – 12:30pm on June 22nd.

Best Booth Raffle: New to 2023 the HEAT Show will be having a best booth contest. The contest will be available for all attendees to vote for the best booth in their opinion based on interaction, visual appeal, informative and experience. One vote per attendee. Bring your vote to the **NEFI booth (# 118)** and receive a raffle ticket for a chance at various raffle prizes. The best booth votes will be tallied, and the winner will be announced on Thursday, June 22nd at 10:00am. The winner of the best booth will get a free NEFI Membership for 2024.

**Contact information: Staff - Will be wearing HEAT Show staff shirts or gray HEAT Show sweatshirts.
Jessica Levaggi – 617-804-2222 or Lisa Avery – 603-486-4566.**