

Kristin Dykstra

From: mdriscoll@masbo.org
Sent: Monday, December 03, 2018 2:55 PM
To: Kristin Dykstra
Subject: MASBO Memberships and Trade Show

Dear Solutions Providers and Associates,

We hope you had a wonderful Thanksgiving and want to thank all of you who have chosen to renew your memberships with MASBO. You make an incredibly positive difference to our members and our ability to offer quality programs and services for virtually all traditional public school districts in the Commonwealth. For those of you who haven't taken advantage of this great opportunity yet, please do so today! Solutions Provider members can attend our events at the member rate, receive the *MASBO Notebook* (full of member news and info), and receive discounted space at our annual **Solutions Fair**, formerly called Trade Show and Tabletop Exhibition. If you do not know your membership status, please contact Membership and Events Coordinator Kristin Dykstra in the MASBO office at admin@masbo.org or 978-452-7044.

Speaking of the Solutions Fair, MASBO is happy to formally open registration and we very much hope you will join us!! The Fair will be held (like last year) at the **Best Western Royal Plaza in Marlborough, MA on March 20th, 2019**. Tamara Indianer and the Vendor Advisory Committee have helped us frame the agenda and logistics in a slightly different way, encouraging our members to take full advantage of the problem-solving expertise, products, and services you provide.

Features of this year's fair include:

- o Online vendor registration.
- o Varied table sizes to accommodate your particular space needs.
- o Breakfast and lunch provided in the Exhibit Hall.
- o Shift in the clinic table / case study model: stay tuned!
- o Member programming enhancements to be announced soon.

Exhibit Logistics

- o Exhibit area/table preferences are assigned upon receipt of payment and on a first come, first serve basis.
- o Measure your exhibit. If it is larger than the space designated for the area/table size you have chosen, you must purchase more than one area/table space.
- o You may only bring up to two (2) additional members from your organization.

- o Electrical service is available. Please bring a power strip and 20 foot extension cord. If you need electrical service other than a standard outlet, you must contact the MASBO office to determine if it is available.
- o Pricing is listed on the [attached](#) floor plan. Please indicate your top four preferred area/table locations within the registration form.
- o Cancellations prior to February 22, 2019, will incur a \$50.00 processing fee. No refunds will be granted after this date.
- o Area/table locations will be finalized by March 1, 2019.

Raffles

- o Raffles are optional and must be respectful of the ethics laws of the Commonwealth. (Please align to the Massachusetts Operational Services Division (OSD) [ethics guidelines](#).)
- o MASBO members will bring their business cards to be used as raffle entries.
- o You are responsible for contacting winners and delivering prizes.

Registration

- o Click [here](https://www.masbo.org/events/EventDetails.aspx?id=1159518) or copy and paste this URL into your browser:
https://www.masbo.org/events/EventDetails.aspx?id=1159518.
- o Page 1: Read the **entire** registration form to ensure you have **all** required information prior to completing it.
- o Page 2: Indicate the type of area/table you are purchasing.
- o Page 3: Provide billing information.
 - o **If paying by credit card**, select “Credit Card” and enter your credit card information within the online registration form.
 - o **If paying by check**, select “Bill Me.” Your registration will be considered complete upon MASBO’s receipt of your check. Mail it to:

MASBO
87 Elm Street, Suite 1
Hopkinton, MA 01748

- o **For both payment options**, two automated emails will be sent to the email address you provide. One email confirms your registration form has been received and the second email contains a link to your invoice.

As always, we are incredibly grateful for your support and hope you find this **Solutions Fair** to be a great day for your organization!

All best,

Margaret

Margaret Raymond Driscoll
Executive Director

If you wish to stop receiving email from us, you can simply remove yourself by visiting:
<http://www.masbo.org/members/EmailOptPreferences.aspx?id=56312880&e=admin@masbo.org&h=1c3ce14a45a45d563bb45320f206c063ca6983d4>

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