

EXHIBITOR INFORMATION

By registering to exhibit at CONNECT, you agree to keep your exhibit booth open and staffed during Registration, Industry Marketplace, and Happy Hour. There are **NO** exceptions.

Please send signed acknowledgement to [Allison Just](mailto:ajust@bigict.org) at ajust@bigict.org.

Name (printed): _____

Company: _____

Signature: _____ Date: _____

*IM= Industry Marketplace & MM= Meredith Murphy

Exhibit Booth

8' wide by 6' deep, exhibitor sign, covered table, side rails and backdrop. Exhibitors are welcome to bring signage, backdrops, etc. as long as all items fit within the confines of the booth.

Electrical Hookup

If an electrical outlet is required, the cost is \$100 extra. Outlets must be requested in the online registration form.

Exhibit Setup & Teardown

Exhibitor setup is 6:30 - 8:30 AM on November 6th. All exhibits must be ready by 8:45 AM when the exhibit hall opens.

Exhibitors may tear down after 3:45 PM on November 6th. Teardown needs to be finished by 5:00 PM.

Booth Assignment

A floor plan with booth numbers will be at the registration area when you check in on November 6th. No assignments are provided prior to CONNECT.

Convention Hours

6:30 – 8:30 AM Exhibitor Registration & Setup

8:45 – 9:30 AM Registration & Coffee in IM

9:30 – 11:30 AM Morning Program* (1 CE)

11:30 AM – 1:00 PM Industry Marketplace

1:00 – 2:45 PM Luncheon & Program

2:45 – 3:30 PM Reception

3:45 PM Exhibitor Strike

*Exhibitors are encouraged to attend the Morning Program & Luncheon. CT licensed exhibitors can also earn CE.

Name Badges

Exhibitor name badges need to be picked up at the registration desk.

Shipping Booth Contents

If booth contents need to be shipped to Bristol Event Center, they must be shipped for receipt by Bristol Event Center no earlier than 2 days prior to the convention date. The outside of boxes must be clearly marked:

Bristol Event Center
112 Century Drive
Bristol, CT 06010
Attention: Meredith Murphy
CONNECT / [Your Company Name] / 11/6/25

Please note Bristol Event Center charges a \$50 fee to accept shipments and \$250 for pallets. This fee covers handling and delivering your shipment/pallet to your booth.

Payment can be made by completing the attached credit card authorization form and calling Meredith Murphy at the Bristol Event Center at 860-973-4101. For check, make payable to Bristol Event Center and mail to MM using the above address label information above.

For return shipping, you must schedule a pickup time with your preferred shipper. Pack up your materials, place the shipping label on the box(es), and leave in your booth. Bristol Event Center will bring labeled boxes to the loading dock. Your shipper must pick up your box(es) by 4:00 PM on Friday, November 7th.

There is no fee if you are carrying your own booth contents in/out on November 6th.

EXHIBITOR INFORMATION *(continued)*

Lunch

Lunch is included for all exhibitors.

Door Prizes

We encourage you to offer a door prize at your booth. Agents love door prizes! It's a great way to get them to your booth. Let us know what prize you're offering and we'll spread the word. As an extra incentive, we'll reward one exhibitor with a Best Booth Swag Award.

Hotel & Room Block

Home2 Suites by Hilton Bristol, 90 Century Drive, Bristol, CT 06010- connected directly to the Bristol Event Center!

Overnight rooms are available for \$179 plus tax per night. To book online, click special rates button and enter "BIC" under Group Code. You can also call 860-703-4663 and request the Big I CT rate. The cut-off date for discount is Friday, October 17, 2025, or if sold out before then.

Attendee List

A list of registered attendees will be emailed to exhibitors (paid in full) the last week of October. You are welcome to reach out to attendees to ask them to visit your booth. A final list of attendees will be emailed the week after the convention. Please be respectful of their inbox.

WiFi

Wireless internet is available to exhibitors at no charge.

If you have any questions, please contact:

Allison Just

Phone (Office): 315-432-4249

Phone (Cell): 315-657-5841

Email: ajust@bigict.org



Credit Card Authorization

Only use this form if you need to ship to BEC. This form needs to be sent to Meredith Murphy at meredithm@bristoleventcenter.com.

Credit Card Information:

Card Type: _____

Card Number: _____

Expiration Date : _____

CVV: _____

Name on Card: _____

Contact Phone: _____

Event Name: _____

Event Date: _____

Amount: _____

By signing this form, I authorize the Bristol Event Center to place all charges indicated on my credit card noted above.

Name (Print): _____

Signature: _____

Date: _____