



Thank you for registering for the 2017 Northeast Passenger Transportation Conference and Expo. We look forward to seeing you next week in Providence, Rhode Island. An updated floor plan will be forthcoming with booth and attendee registrant confirmation.

LOGISTICS

Location

The conference and transportation expo will be held at the Rhode Island Convention Center, 1 Sabin Street, Providence, Rhode Island.

Parking

Parking to unload for move-in and load for move-out is available on the loading dock. Vehicles must be moved after loading/unloading. [Exhibitor Unloading Parking Information](#)

[Directions/Parking Information](#) *Please note:* Exhibitor loading/unloading and vehicle drive-in loading dock is located on West Exchange Street about 1/8 mile west of the North Garage entrance. Scroll down to the *loading dock directions* in the directions/parking link above. Parking fees apply.

Registration, continental breakfast, conference sessions, morning break, coffee/tea will be located in the West Prefunction area of the Rhode Island Convention Center, 5th floor. All name badges will be available on Tuesday, April 4 at the NEPTA registration desk located in the West Prefunction area, 5th floor until 12:30 pm. After 12:30 pm, the registration desk will be in exhibit hall C.

Transportation Expo opening for lunch at 1:00 pm will be held in Exhibit Hall C, 3rd floor. Breakdown may begin at 5:45 pm.

EXHIBITOR MOVE-IN INFORMATION

Monday, April 3 *Vendor Set Up and Evening Reception*

Vehicle set-up 1:00 pm – 3:00 pm Vehicle wash by Exquisite Finishes in Providence available at the Rhode Island Convention Center loading dock, no additional fees apply. **All vehicles must be moved in Monday*

Booth set-up 3:00 pm – 5:00 pm **Booth set up must be completed by 10:30 am Tuesday*

Tuesday, April 4 Vendor Set Up Completion / Breakout Sessions/ Transportation Expo / Evening Reception
Booth set-up available 8:30 am – 10:30 am *Exhibit Hall C will open at 8:30 am – Remember all name badges will be available for pick up at the NEPTA registration desk in the West Prefunction area, 5th floor after 7:00 am. ****You do not need your name badge to set-up.**

WHAT'S INCLUDED

2017 BOOTH SPACE INCLUDES: 8' high back wall, 3' high side drape, 6' skirted table, two chairs, wastebasket, and one 7" x 44" (one-line) ID sign with booth number, also includes registration to all receptions, continental breakfast, breaks, lunch and conference sessions for **two** attendees. Additional registrants will be invoiced at \$50 per person. Pre-registrations is requested. **All exhibitors are invited to provide promotional items and/or information brochures for the registration bags upon check-in, no additional fees apply.**

Capital Convention Contractors Exhibitor Service is committed to providing you the best possible services and exhibitor booth furnishings to make your participation in the event a complete success! Email membership@nepta.org if you need a copy of the Exhibitor Service Manual.

Electrical, Carpet, etc: If you require *any utility services*, i.e electricity, water, etc. these services are offered directly through the Rhode Island Convention Center. Forms are included on the last page of the Exhibitor Service Manual. Carpet, extra chairs, etc. can be rented through Capital Convention Contractors, 877-335-3700. Carpet around the booth is included, additional carpet is available, fees apply.

Loading and unloading parking is available on the loading dock. After set-up, parking rates apply. [RICC website](#) Transportation Expo will be held in Exhibit Hall C

INFORMATION REGARDING VEHICLES: IMPORTANT

All vehicles must be moved in and completely set up by Monday, April 3. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Rhode Island Convention Center security department. Please see Carol Tally, NEPTA Executive Director, before leaving the convention center. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 37.9 L (10 gal) of fuel, whichever is less. Fueling or defueling of vehicles shall be prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery code shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service. At no time during a show may vehicles be moved.

OTHER HELPFUL INFORMATION [Program Agenda](#)

Monday, April 3 – Rotunda Meeting Area 5th floor

The exhibit hall will close for the evening promptly at 5:00 pm and will reopen at 8:30 am Tuesday morning.

Please join us at the Welcome Reception on Monday, April 3 in the Rotunda, conveniently located on the 5th floor. Join your colleagues for a drink and light hors d'oeuvres from 6:00 pm – 7:30 pm.

Tuesday, April 4 – West Prefunction Area 5th floor

Registration for all attendees will open at 7:00 am

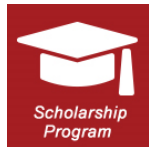
Continental breakfast available from 7:00 am – 8:00 am

Morning break at 11:00 am

Coffee/tea will be available all morning in the West Prefunction area.

Join the morning sessions, enjoy a coffee, finish setting up your booth beginning at 8:30 am – the transportation expo officially opens for lunch at 1:00 pm. Please have your booth completely set by 10:30 am. Breakdown may begin at 5:45 pm. L

Raffles and 50/50 Each year NEPTA hosts a scholarship program to benefit students. This year we will



raffle off a scratch ticket and gift card basket. If you wish to contribute please bring your donation to the registration desk upon check in. All denominations are welcome and greatly appreciated. If you wish to bring your own raffle prize to help raise money for the program, please let us know at the registration desk and we will add your generous donation to the list of prizes. We will also be selling 50/50 raffles to help raise scholarship award funds. \$5 per ticket/ 6 \$20

If you have any questions, please contact Carol Tally, NEPTA Executive Director. Email: membership@nepta.org or 800-NEPTA01 (637-8201). On behalf of the NEPTA Board of Directors, thank you for your participation. We look forward to seeing you next week.