



# New England Winter Market

## DCU Center—Worcester, MA

**DCU Center  
50 Foster Street  
Worcester, MA 01608**

EXHIBITOR MOVE IN	Sunday December 8	8:00 am to 6:00 pm
DATES & HOURS	Monday December 9	9:00 am to 6:00 pm
	Tuesday December 10	9:00 am to 6:00 pm
	Wednesday December 11	9:00 am to 6:00 pm
	Thursday December 12	9:00am to 3:00 pm
BREAK DOWN	Thursday December 12	3:00 pm to 10:00 pm

**FORMAT:** We will be using the DCU Convention Center, Grand Ballroom, Junior Ballroom, and Meeting Rooms. The Convention Center will have aisle carpeting. We will promote the event on the 360 Adventure Collective website, e-mail newsletters and with a postcard mailer. A listing of participating reps that purchase booth space with their product lines will also be available on the website and in the Show Program. **It is the responsibility of each individual exhibitor to make appointments for the show.**

**STORAGE:** Due to Fire Marshal regulations, **NOTHING** may be stored between the drape/behind your booth. We have storage available in a location TBD.

**SET-UP: Sunday, December 8th, 8:00am—6:00pm** You must be out by 6pm—there are no exceptions. There will be **porters available during set-up and break-down** provided by the decorator.

**BREAK-DOWN:** Removing a Display or Merchandise from your booth prior to the set break-down time will incur a **\$1,000 fine and loss of seniority number for one year**, payable on site.

**VEHICLE PARKING:** Use the 30 Major Taylor Parking Garage on the corner of Major Taylor Blvd. and MLK Jr. Blvd. off of exit 16 from Rt. 290 (directly across from the Hilton Garden). Maximum Height in this garage is 6’8”

**OVERSIZED VEHICLE PARKING:** Please fill out attached form (page 4) if you have a trailer or oversized vehicle to ensure we have enough space for all. Oversize/Trailer Parking is located in the lot behind the DCU center and is accessible from MLK Blvd. Price is \$100 per spot for the duration of the show and you must sign up in advance.

**FOOD/CONCESSIONS:** The DCU Concessions will be closed for this event. We will be offering snacks and coffee in the afternoon each day. There are a number of local options for breakfast and lunch near the convention center.

**SECURITY:** The hall will be **unlocked at 8:00am and LOCKED at 6:30pm**. Everyone must be **OUT OF THE HALL by 7:00pm**. Once you leave the hall you will not be allowed back in until the next day.

**ELECTRICAL:** Can be purchased when submitting your booth application OR through the on-line service with the DCU Center at this address: <https://www.dcucenter.com/event-planning/exhibitor-services1/>

**SHIPPING:** DCU Center Attn: 360AC/Rep Name, 50 Foster Street, Worcester, MA 01608 We will offer small package delivery to your booth; **Limit 3 packages per day** not to exceed 20 lbs. Any additional packages or additional weight, you will incur Drayage Fees. Packages may arrive beginning Saturday December 7th, 2024.

**ASSISTANTS + COMPANY PERSONNEL:** Any company personnel attending must abide by the same 360AC Show Rules, which means they are required to pay the \$150.00 assistant fee. Fees may be paid on site during set-up. If company personnel have attended the event without payment, the rep that purchased space will be invoiced

**INTERNET:** Wifi is complimentary.

**MEMBERSHIP MEETING:** Sunday December 8th, 6:00 pm, location TBD.

**HOST LODGING FACILITIES:** Hotel books are available with: Hilton Garden Inn, AC Hotel by Marriott, and Homewood Suites. Please see the event page on the 360 AC website for more details.

