



NE SUMMER EXPO 2025 BOOTH APPLICATION

EXHIBITOR MOVE-IN	Monday June 16	9:00am to 6:00pm
MEMBER MEETING		6:00pm
SHOW DATES & HOURS	Tuesday June 17	9:00am to 6:00pm
	Wednesday June 18	9:00am to 6:00pm
	Thursday June 19	9:00am to 5:00pm
5:00pm to 10:00pm		
BREAKDOWN		

LOCATION: Doubletree by Hilton and Center of New Hampshire Expo Center, 700 Elm Street, Manchester, NH 03101

MARKETING: The event will be promoted on the 360AC website, newsletters, and postcard. A listing of participating exhibitors with their product lines will be posted on the 360AC website. **It is the responsibility of each individual exhibitor to make appointments for the show.**

BOOTH SPACE: Booth space will be in the Exhibit Hall, Exhibit Pre-function Area, South Ballroom, Ballroom Pre-function area, Armory, and Meeting Rooms. Each 10' x 10' booth comes with 8' drape behind, 3' drape on the sides, one table, and three chairs.

VEHICLE PARKING: Day rate for parking is \$7.00 per vehicle. Hotel guest pay \$14 overnight. Max height is 7'.

OVERSIZED VEHICLE PARKING: Oversized vehicles + trailers need to park in the lot behind the armory. We have about 25 spots available at \$50 per vehicle or trailer, available on a first come basis.

FOOD/CONCESSIONS: The facility has made it clear that NO outside food or beverages (including alcohol) can be brought into the building. During Summer 2025, the facility will be making upgrades in their kitchen – more info regarding what will be available onsite will be available in Spring 2025. The Daily Brew will be open.

SECURITY: The hall will be unlocked at 8:00am and LOCKED at 6:30pm on show days. You must exit the hall by 7:00pm.

ELECTRICAL: You can pre-order electric service with this application OR directly through the Doubletree Hotel. You must provide your own spotlights, extension cords, power strips, etc.

SHIPPING: The Hotel will not accept any shipments - this policy applies for hotel guest as well. Failure to adhere to this policy will result in your shipments being refused. Please utilize the **Exhibitor Kit** that is available on the 360AC website for complete shipping instructions and forms.

ASSISTANTS & COMPANY PERSONNEL: Any assistants or company personnel attending must abide by 360AC Show Rules and are required to pay a **\$150.00 show fee**. If company personnel attend the event without payment, the rep that purchased the space will be invoiced.

INTERNET: WiFi is FREE. Network info will be available on setup day.

NO STORAGE BETWEEN BOOTHS: This space needs to remain clear due to Fire Marshal regulations.

MEMBERSHIP MEETING: Monday June 16th at 6:00pm, location TBD.

HOST LODGING FACILITIES: Doubletree by Hilton Manchester is our host for this event. Reservations can be made via phone (603-625-1000) or via the booking link on the 360AC Event Page. Rate is \$159.00 + tax and it expires May 24h, 2025 or when the block is full. Reference **360 Adventure Collective** when making the reservation.