

We're honored to have you participating in TABS Annual Conference! November 6 – 8 • Boston Marriott Copley Place

Your support makes this event possible, and acknowledges the paramount role companies like yours play in our community of schools.

The ways you collaborate with TABS members enhances and improves our industry in tangible and meaningful ways. Thank you.

Looking ahead to this year's event, there are details you should be aware of, which are contained in this document. If you have other specific questions not addressed here, please do not hesitate to ask.

I look forward to seeing you in Boston!

Dan Gentle, Associate Vice President for Sponsor Relations & Development
TABS

TABLE/BOOTH ASSIGNMENTS

Table numbers selected during your company registration and will be assigned based on preference and availability. You can view the Exhibit Hall Map [here](#). If for some reason you have not been assigned a table and feel it was a mistake, please email me directly (gentle@TABS.org) at your earliest convenience.

DISPLAY PARAMETERS

Important: Only displays that meet the guidelines below will be permitted in the exhibit hall. 8x8 and 10x10 backdrops are only permissible with the purchase of an accompanying All-Star sponsorship, or by upgrading to a larger table location on the outer aisles of the exhibit hall.

EXHIBITOR, EXHIBITOR PLUS, & VARSITY TEAM SPONSORS

You will be accorded one 6' x 30" table (36" tall). Chairs will be available if desired. Tabletop display height can be no higher than 5' (60") from the top of the table. TABS will allow **ONE** standard retractable roll-up banner stand **no wider than 36"** to be displayed on the floor behind your table or on **ONE** side of your assigned table. The banner or items on your table must not block the line of sight of your neighbor. No items other than the retractable banner stands can be placed on the floor around the table. **All other materials MUST FIT ON THE TOP OF THE TABLE.**

ALL-STAR SPONSORS

You will be accorded a larger space along the outer aisles with width dimensions of 10', with a maximum backwall height of 8', and maximum side wall height of 4'. Each booth will include one table 6' x 30" (36" tall) with chairs available if desired. Additional furniture may be reserved from Encore.

A limited number of these premium spaces that CAN accommodate a large display are available in the Exhibit Hall, and may be purchased on a first-come, first-served basis.

ATTENDEE REGISTRATION

Each level of engagement includes a predetermined number of registrations to the Conference. **Registering attending representatives is a separate and distinct process from registering your company.** It is imperative we have the names and contact information for your attending reps to ensure accuracy of badges, accommodate any food allergies, and ensure a smooth check-in process. If you have not already done so, please have your attending representatives registered at your/their earliest convenience. Non-registered representatives will not be permitted in the exhibit mall.

To register your representatives, visit [TABs Community Portal](https://TABS.force.com) (TABS.force.com) to either register for, or login to, your account. Once logged in, click “Event Registration,” then the “2025 Annual Conference” icon, then the “Register” button in the top right. Note that the system will recognize your sponsorship level and waive fees associated with your allotted number of tickets.

HOTEL INFORMATION

Information about the Conference Hotel can be found [here](#). We have contracted a special Conference rate, which is being held for attendees of our event until **October 13**. After this date it is possible the special rate will still be honored, but not guaranteed.

SHIPPING AND AUDIO/VISUAL NEEDS

Please refer to the attachments for information on Shipping & Handling, Electrical, Internet and any AV needs.

SCHEDULE

Please take note of the schedule below and refer to our [website](https://TABSconference.org) (TABSconference.org), for the full conference schedule and general information. Note that exhibitors and sponsors are welcomed and encouraged stay for the duration of the conference through Saturday.

Exhibitor Set-up	Thursday	10:00 am – 3:00 pm
Exhibit Hall Open	Thursday	3:00 pm – 6:30 pm
Kickoff Reception in Exhibit Hall	Thursday	5:00 pm – 6:30 pm
Exhibit Hall Open	Friday	7:30 am – 4:15 pm
Exhibit Hall Breakdown	Friday	4:15 pm – 5:00 pm
Reception & Sponsor Sweep*	Friday	5:15 pm – 6:30 pm

***In Atrium, NOT the Exhibit Hall**

ATTENDEE MAILING LIST

We will be sending two attendee mailing lists (no email addresses) prior to the Conference. You can expect to receive the first mailing list the week of October 6th. The second list will be sent just prior to the Conference.

TABS SPONSOR SWEEP! (Exhibit Hall Giveaway)

Each All-Star Sponsor will be participating in TABS Sponsor Sweep as part of their sponsorship package, will have their logo prominently displayed on the play card. Each participating attendee must visit each company to successfully complete their card and be eligible for the drawing.

On average, we have between 200 and 300 participants. Please plan to staff your table or booth accordingly.

Thank you, again, for your support of The Association of Boarding Schools and the members we serve!

Dan Gentle | gentle@TABS.org



Boston Marriott Copley Place Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **617.421.1890**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Boston Marriott Copley Place
110 Huntington Ave
Boston, MA, 02116
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Boston Marriott Copley Place
110 Huntington Ave
Boston, MA 02116
Phone: 617.421.1890
Fax: 617.421.1892
Email: usa5611@fedex.com

Operating Hours
Mon-Fri
7:30am-6:30pm
Saturday:
8:30AM-12PM
Sunday: CLOSED

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to Boston Marriott Copley Place with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Boston Marriott Copley Place, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting /event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Boston Marriott Copley Place, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Boston Marriott Copley Place

Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **617.421.1890**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0 – 1.0 lb.	\$4.00	\$7.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$25.00	\$30.00
30.1 – 40.0 lbs.	\$30.00	\$36.00
40.1 – 50.0 lbs.	\$35.00	\$42.00
50.1 – 60.0 lbs.	\$40.00	\$48.00
60.1 – 150.0 lbs.	\$55.00	\$66.00
Pallets & Crates*	\$150.00 or \$0.80/lb. > 187 lbs.	\$150.00 or \$0.80/lb. > 187 lbs.

Package weights will be rounded up to the nearest pound.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.80/lb. > 187 lbs., which is applied to each pallet/crate handled.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	\$5.00
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 75" in Length	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



Exhibitor Kit

Easy Ordering

As the exclusive Technology Provider of The Boston Marriott Copley Place, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNowSM

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of The Boston Marriott Copley Place, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Audrey Corbett
Sales Manager
Audrey.Corbett@encoreglobal.com
M +1 617 -895-7721

What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!

