

2026 NEISMA Trade Show Info - Exhibitor Guidelines
Trade Show: Wednesday May 6th, 4:00 p.m. – 7:00 p.m.

Trade Show Exhibitors: Cost: \$775

1. Vendors must have an active NEISMA membership to register for the conference as an exhibitor.
2. A single booth will be a 10' x 8' with back and side drapes and will include two (2) chairs, one (1) 6-foot table, a wastebasket, and a 1-line company identification sign. This also includes up to two (2) General Attendee Registrations. General Attendees are entitled to all conference events including the president's reception, keynote Address, breakout sessions, awards dinner and trade.
3. The official hotel for the Annual Conference and Trade Show is the **Foxwood Resort Casino**, 350 Trolley Line Blvd, Mashantucket, CT 06338. The special NEISMA rate per room per night is \$129.00 plus taxes and fees. Room reservation link: <https://book.passkey.com/event/51166564/owner/46344/home>
4. Capitol Decorating Services is the booth supply company. Shortly after your registration has been received you will be emailed information on shipping your booth material and other material / service options offered directly through Capitol Decorating Services. **You will NOT receive your booth assignment number until you arrive; your paperwork will ask for your booth number – just leave it blank.**
5. The deadline to register for a booth is Friday April 9, 2026. Anyone submitting beyond that date may or may not receive a booth assignment.
6. Capitol Decorating Services will set up the show floor in the morning of the show. The trade show floor will be open for registration, check-in, booth assignment, and setup beginning at 11:00 AM on the day of the show. Check in at the registration desk to receive nametags, booth assignments, and conference programs. Please note that each single booth includes two (2) Full Conference Exhibitor Registrations. Additional Exhibitor Registrations can be purchased for \$100/each additional person. **Included in the package with Exhibitor registration**, 8x10 booth -- Back and side drape -- 6' skirted table -- 2 chairs, Wastebasket -- Booth ID tag
Electric outlet not included. You may register for an electrical outlet (\$75) as an additional item in the NEISMA registration system.
7. NEISMA is seeking vendors who wish to be recognized as a conference SPECIAL SPONSOR, Platinum \$2250, Gold \$1650, Silver \$1050 and Friend \$600. We are also looking for exhibitor prize donations in support of the Trade Show raffle which benefits the NEISMA Scholarship Program. Note: that sponsors at the Platinum and Gold levels may bring additional representatives of their company with General Attendee privileges at no additional cost.
8. NEISMA asks exhibitors to donate raffle & auction items for the NEISMA Scholarship Trade Show Raffle & Auction. At the end of the Trade Show the raffle prizes and auctions items will be awarded. Please submit a list of any items you would like to donate as prizes toward the raffle and auction scholarship program fund raiser. **We will collect these prizes from you at the time you pick up your registration materials Or at the Trade Show.**
9. NEISMA is also looking for vendor/exhibitor support of the NEISMA Scholarship Program by making a \$500 Contribution for college bound students of NEISMA facilities and vendor members. Scholarship applications are accepted yearly from active NEISMA members (rinks and vendors) and awarded at the NEISMA Spring Conference. To sponsor a NEISMA Scholarship Student, Contact: Michelle Stenberg, michelleastenberg@gmail.com or John Zullo, jzullo@neisma.com. **2026 NEISMA SCHOLARSHIP APPLICATION**

Regulations

1. We try, when at all possible, to NOT assign exhibitor space with the same type of products next to or near another unless requested by both parties in writing. Affiliates of larger companies who wish to share booth space must have approval by the main company and be listed on their form as a booth attendee. If your name is not listed, you will not be permitted to set up in anyone else's booth without prior approval.
2. IMPORTANT! Vendors attending the conference MUST purchase a booth. Out of fairness to all vendors this rule will be strictly enforced. Those who violate this rule will be asked to leave the Trade Show area.

3. Exhibitor materials must be placed within the parameters of your booth space and not create a hazard or nuisance to attendees or other exhibitors. The vendor coordinator will handle all complaints and determine appropriate action. Please be considerate of your fellow exhibitors.

Questions, contact: John Zullo, jzullo@neisma.com.