



2010 Spring Conference  
The DoubleTree Hotel, 5400 Computer Drive, Westborough, MA  
Monday, May 10, 2010

### The DoubleTree Hotel Unloading Procedures

The day of the event exhibitors are welcome to arrive as early as 6:00 a.m. to set up their tables. Exhibitors are responsible for bringing their own supplies into the hotel. Please use the main front entrance.

Bell carts will be available for your convenience.

Once inside the hotel a floor plan will be available indicating the location of your exhibitor table. On your exhibitor table you will find a packet of materials and your nametags. If you have any questions or need anything at all feel free to visit the registration table in the lobby and speak to one of our staff members.

Registration opens at 7:30 a.m. so please be sure your table is set up and ready to go by then!

If you should have any questions regarding the unloading of your exhibitor items please feel free to contact Andrea Hardy at (617) 854-7555 or at [hardy@reba.net](mailto:hardy@reba.net). The day of the event you are welcome to call Andrea on her cell phone at (978) 855-5895.

Thank you.