



2008 Spring Conference
DCU Center
50 Foster Street, Worcester, MA 01608-1398
Monday, May 5, 2008

DCU Center Unloading Procedures

The day of the event exhibitors are welcome to arrive as early as 6:30 a.m. There will be a security guard on duty from 6:30 a.m. until 8:00 a.m. He will be guarding the unloading area as well as directing exhibitors to the service elevator.

To ensure all exhibitors follow proper unloading procedures and safely bring their items to their exhibitor tables, please follow the directions below.

1. Pull your vehicle to *DOOR 3* (see enclosed map).
2. Unload your items.
3. Leave your items in the unloading area. The guard on duty will be there to keep an eye on them.
4. Park your vehicle in the garage across the street from the DCU Center or use our valet parking service to park your car for you. (see enclosed map).
5. Return to the unloading area and with the assistance of movers and carts bring your items to the third floor of the DCU Center using the service elevator located just inside *DOOR 3*.
6. Once on the third floor you will be instructed by REBA Staff as to where your exhibitor table is located. There will also be a map of the third floor describing your table location.

* Please keep in mind, REBA will provide movers to assist you in bringing your items to your table. Carts will also be available.

If you should have any questions regarding the unloading of your exhibitor items please feel free to contact Nicole Cunningham, REBA Event Coordinator, at (617) 854-7555 or at cunningham@reba.net.

Thank you.