



Maine Credit Union League

2021

CONVENTION 2021 PROGRAM AND EXHIBITOR INFORMATION

AGENDA

The convention agenda and golf tournament are subject to changes based on the most current CDC and state guidelines for safe practices.

Wednesday, August 18

- 8:00 A.M. to 5:00 P.M.
Exhibitor Set Up REQUIRED
Exhibit Hall
- 9:30 A.M.
Annual Credit Union Golf Tournament
Belgrade Lakes Golf Club, Belgrade

Thursday, August 19

- 8:00 A.M. to 3:30 P.M.
Exhibits Open – Exhibit Hall
- 8:00 A.M. to 4:30 P.M.
Registration – Lobby
- 9:30 to 10:30 A.M.
Welcome and General Session
Ballroom
- 10:30 to 11:30 A.M.
Education Sessions
- 11:30 A.M. to 1:30 P.M.
Lunch / Exhibits / Auction Bidding
- 1:30 to 3:30 P.M.
Education Sessions
- 3:30 to 4:30 P.M.
Credit Union / Vendor Networking
Reception

Friday, August 20

- 8:00 to 9:00 A.M.
Breakfast and Awards
- 9:00 A.M. to Noon
Convention Closing Sessions

Exhibit Information

EXHIBIT HOURS: Thursday, August 19, 2021, 8:00 A.M. to 3:30 P.M.

LOCATION: Casco Bay Room, Holiday Inn by the Bay, Portland, Maine

BOOTH REGISTRATION FEE: \$1,700

The booth registration fee includes a 10' x 8' draped booth with a clothed and skirted table and two chairs. Additional equipment or electricity will incur additional charges. The registration fee also includes a continental breakfast, lunch, and networking reception.

EXHIBITOR REGISTRATION: Complete the information on the exhibitor registration form and include the registration fee along with any additional advertising charges that may apply. Each registrant will receive convention materials and badges at the exhibit booth on Thursday. Badges will be used to gain entrance to the exhibit hall. **Payment for booth space must be received by June 19, 2021.**

BOOTH ASSIGNMENTS: All exhibit booths will be located in the Casco Bay Room and will be allocated on a first-come, first-served basis.

BOOTH SET UP: Exhibitors must set up booths from 8:00 A.M. to 5:00 P.M. on Wednesday, August 18, 2021. **No exhibitors will be allowed to set up on Thursday, August 19.** Exhibitors who have not set up by Wednesday, August 18 at 5:00 P.M. will waive their booth and forfeit their exhibit fee.

BOOTH BREAKDOWN: Breakdown must not begin prior to the close of the exhibit hall at 4:30 P.M. on August 19, 2021. The booth and all materials must be cleared by 7:00 P.M. August 19. All UPS or FedEx pickups must be done no later than Friday, August 20. A designated area for storage will be made available. Please supply labels.

SHIPPING: If shipping booth material directly to the hotel, it must not arrive prior to Friday, August 13, 2021. **Important: Please clearly mark all boxes shipped "MCUL Convention." Please include your company name on the package.**

Ship booth materials to: **Holiday Inn by the Bay**
ATTN: MCUL Convention
88 Spring Street
Portland, ME 04101

Contact Linda Scott in Member Services at the League office if you have any questions: 207.773.5671 ext. 312 or lscott@mainecul.org.

IMPORTANT DEADLINES

We will strictly adhere to all deadlines. We cannot guarantee booth location for those who do not register by the deadline. Please plan ahead to avoid missing these important dates.

- Yearbook advertising is due **MARCH 12, 2021**. Please see the order form and ad pricing sheet on page 4 of this brochure.
- Registration form and payment is due **JUNE 19, 2021**. Complete the information on the registration form and include the registration fee and other fees that may apply. Payments made after June 1 are not refundable.

REGISTRATION FORM AND RATE SCHEDULE

Exhibitor Registration Form

2021 Maine Credit Union League Convention

Please register the following for the 2021 Maine Credit Union League 83rd Annual Convention to be held August 19–20, 2021 at the Holiday Inn by the Bay, Portland, Maine. Please print or type.

Representative

Name _____

Title _____

Company _____

Company Name for Booth Sign _____

Company Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

Additional Representatives

Name _____

Name _____

Booth Registration

Booth registration fee\$1,700

Power charge \$30

Charge from ad sheet \$ _____

Total enclosed \$ _____

Please direct any registration or exhibit booth questions to Linda Scott at 207.773.5671 ext. 312 or lscott@mainecul.org.

CONVENTION BOOK ADS

Please see the advertising order form for ad prices. Due to time limitations, proofs are not available.

HOTEL ACCOMMODATIONS

Rooms at the convention venue are reserved for credit union staff and Board members. There are numerous hotels in close vicinity to the Holiday Inn By The Bay, including:

Hyatt Place Portland Old Port

433 Fore Street, Portland, ME 04101
Phone: 207.775.1000 (0.5 miles)

Portland Harbor Hotel

468 Fore Street, Portland, ME 04101
Phone: 207.775.9090 (0.4 miles)

Residence Inn Portland Downtown/Waterfront

145 Fore Street, Portland, ME 04101
Phone: 207.761.1660 (0.9 miles)

The Press Hotel

119 Exchange Street, Portland, ME 04101
Phone: 207.808.8800 (0.5 miles)

Westin Portland Harborview

157 High Street, Portland, ME 04101
Phone: 207.775.5411 (0.3 miles)

PAYMENT

Please make check payable to:

Synergent
P.O. Box 1236
Portland, Maine 04104

Please Note:

Credit card payments are NOT available.

CANCELLATION POLICY

No registration refund will be given after June 1, 2021. Cancellation fee (prior to June 1) is \$200.

No ad refunds will be allowed after March 12, 2021.

Deadline for ad copy
March 12, 2021

Deadline for booth registration
June 19, 2021

CONVENTION YEARBOOK AD FORM AND FILE REQUIREMENTS

The Maine Credit Union League Yearbook is distributed to all credit unions in the state of Maine, convention exhibitors, and vendors who place ads. The Yearbook contains the addresses and contact information for all Maine credit unions and is a widely used reference tool throughout the year for credit union staff and business representatives. We hope you will consider placing an ad this year. Exhibiting is not required to place an ad in the Yearbook.

AD DEADLINE: MARCH 12, 2021

FILE REQUIREMENTS

All ads **MUST** be submitted in one of the following file formats:

- Adobe InDesign CC
- High Resolution PDF
(1-color BLACK or Full Color Ads ONLY)
PDFs must be set to Press Quality Resolution.
All fonts **MUST** be embedded and images must be high resolution (300 dpi).
- Files **MUST** be emailed
(Maximum email size of 10MB)
- An additional charge of \$100 will be incurred for ads not emailed.
- All pertinent files **MUST** be included for InDesign CC files:
 - Page Layout File
 - Linked Graphics
(All photos must be minimum 300 dpi)
 - Logos
 - Fonts (MAC format only.
PC/Windows Fonts NOT supported)

Any additional manipulation of files will incur an extra cost at \$100/hour. This includes resizing of the ad, correcting colors or picture resolution, and any other changes which may be needed to meet specified file requirements. (You will be contacted before we begin working on your file if additional manipulation is required.)

Ads not meeting these requirements may be returned and ad space will be forfeited.

Ads will be printed as submitted.

PLEASE RETURN THIS SHEET WITH YOUR AD COPY

Company Name _____

Contact Person _____

Phone _____

Email _____

Ad Designer Name _____

Designer Email _____

AD SIZES AND PRICING

Please check one.

NOTE: Prices listed are in addition to the exhibitor registration fee.

Full Page 7.25" x 9.5"

Black Ink Only \$175

Color \$650

TOTAL (Include on Registration Form) \$ _____

PAYMENT

Submit ad and order form to Erica Vachon via email at convention@mainecul.org.

Please make check payable to **Synergent** and mail to:

Erica Vachon, Convention Book Advertising
Synergent
P.O. Box 1236
Portland, ME 04104

FOR OFFICE USE ONLY Date _____

Check # _____ Disc _____



Maine Credit Union League

800.442.6715 MAINECUL.ORG