



COMMUNITY HEALTH INSTITUTE

CONFERENCE: MAY 13-16, 2024
MARRIOTT BOSTON • QUINCY, MA

Dear Exhibitor,

We are thrilled that the CHI 2024 is just around the corner! I have put together some helpful information that will assist you leading up to the Exhibit Fair and while onsite.

Know Before You Go!

Electricity and Shipping: Reminder:

All electricity and shipping for your booth is handled by the Marriott Boston Quincy **not** by the Mass League. If you have not requested electricity, please [click here](#).

- *Shipping:* Boxes should not arrive more than 3 days prior to the conference. Shipments to arrive no earlier than May 9, 2024.
- *Shipping Label Instructions:*
Marriott Boston Quincy
2024 Mass League CHI Conference
Your Company Name
1000 Marriott Drive
Quincy, MA 02169
617-472-1000

Exhibitor Load In and Hours:

Each exhibit table comes with a skirted 6ft table and 2 chairs (max width is approximately 7 feet). Please plan accordingly. If you bring backdrops or other exhibiting materials that intrude on your neighbors' space, you will be asked to remove them.

Location: Marriott Boston Quincy

Room: Junior Ballroom and Grand Ballroom Foyer

Schedule:

- *Load In:* Tuesday, May 14, 7:00 am – 10:00 pm
- *Exhibiting hours:* Tuesday, May 14, 10:30 am – 5:00 pm
Wednesday, May 15, 10:30 am - 5:00 pm
Thursday, May 16, 8:00 am – 3:30 pm
- *Load Out:* Thursday, May 16, 3:30 pm – 5:00 pm – Please provide your own return shipping labels.
- *Breakdown:* 2:00 pm or once all attendees are back in session.

Conference registration: Conference registration is in the Ballroom Foyer and opens at 7:00 am starting on Monday, May 13, 2024. Please be sure to collect your conference badge(s) prior to setting up your booth.

If you have any questions leading up to the Exhibit Fair, please feel free to contact me.

Warm regards,

Jeanette Foster

Mass League Conference Meeting Planner

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