

ne/sae

2011 ANNUAL MEETING

Newport, Rhode Island

JUNE 9-10,
2011

Hyatt Regency
Hotel & Spa
Newport, RI



PRELIMINARY SCHEDULE OF EVENTS

THURSDAY, JUNE 9, 2011

10:00 AM – 12:00 PM

Board of Directors Meeting

12:30 PM – 5:00 PM

Registration

1:00 PM – 3:00 PM

OPENING GENERAL SESSION

Implementing ASAE's 7 Measures of Success in Your Association

Presented by: Michelle Mason, CAE, Managing Director, American Society for Quality

3:15 PM – 4:45 PM

"Be Your Own Hollywood"

Cultivating Your Inner Rock Star!

Presented by: Gail Alofsin, President of Authentic Measurable Performance

5:00 PM – 6:00 PM

Exhibitor Setup

6:30 PM – 9:00 PM

Welcome Clambake

Sponsored by:



FRIDAY, JUNE 10, 2011

6:30 AM – 7:30 AM

Exhibitor Setup

7:30 AM – 11:30 AM

Registration

7:30 AM – 8:30 AM

Leadership Breakfast with Exhibitors
(Election of Officers from 8:10 AM – 8:30 AM)

8:45 AM – 10:00 AM

KEYNOTE ADDRESS

Want More Members,
Give 'em More ROI

Presented by: Ed Rigsbee, CSP, President, Rigsbee Enterprises, Inc.

10:00 AM – 11:15 AM

Exhibits / Break (bingo)

11:15 AM – 12:30 PM

CONCURRENT BREAKOUT SESSIONS

- Best Practices in Membership
Presented by: Ed Rigsbee, CSP, President, Rigsbee Enterprises, Inc.
- Advanced Communication Skills
Presented by: Tom Kennedy, CMC, The Kennedy Group
- Treasure Hunting: Smart strategies for selling sponsorships
Presented by: Scott Oser, Scott Oser Associates

12:30 PM – 1:45 PM

Lunch, Awards & Auction

2:00 PM – 3:15 PM

CONCURRENT BREAKOUT SESSIONS

- Tips for Engaging and Managing Volunteers
Presented by: Brenda Barbour, Associate Vice President, Volunteer Development, National Multiple Sclerosis Society, Greater New England Chapter
Dorrey Powers, Director of Continuing Education, Massachusetts Dental Society
Additional panelists to be announced
 - Hotel Contract Negotiating: What Are Today's Rules?
Presented by: Donna Wikstrand CMP, Vice President, Conference Hotels Unlimited
Shelley E. Griffin, CMM, President, Griffin Conference Group
Perry Kessler, Area Sales Leader, Marriott International
- 3:15 PM – 3:30 PM**
Afternoon Break
- 3:30 PM – 4:30 PM**
Closing Session - Unmeetings
Presented by: Donna French Dunn, CAE, Executive Director and CEO, Association of YMCA Professionals

QUESTIONS?

Please contact NE/SAE's Executive Director, Pam McKenna, PHONE: (978) 250-9847
or E-MAIL: info@nesae.org

ANNUAL MEETING MARKETING OPPORTUNITIES!

We invite all our Associate Members to participate in our marketing opportunities for the NE/SAE Annual Meeting! All members of NE/SAE will be invited and nonmembers are welcome to register. The event will be held June 9, 2011 – June 10, 2011 at the The Hyatt Regency Hotel & Spa, Newport, RI. We anticipate the Annual Meeting will be another highly rated, quality event and that many of our members will attend!

Your support will serve the dual purpose of providing you with positive industry exposure while reducing the meeting costs for our attendees, your customers. The following is an outline of the levels of sponsorship and what we can offer you in exchange for your generous donation. We want to be sure that our association members are aware of and appreciate your support.

Welcome Reception, June 9

\$2,500 Members, \$3,250 Nonmembers

Complimentary exhibit table-top, signage and verbal recognition at the reception, option to address attendees at reception, logo on all event promotions, digital presentation recognition at opening session, one complimentary registration to the conference, sponsor listing in on-site conference program, listing on NE/SAE web site prior to the conference, listing in special insertion in ExecuNotes post conference, sponsor ribbons for company representatives, on-site signage at registration, mailing labels of attendees sent post conference.

Breakfast, June 10

\$2,500 Members, \$3,250 Nonmembers

Complimentary exhibit table-top, signage at the breakfast, logo on all event promotions, digital presentation recognition at opening session, one complimentary registration to the conference, sponsor listing in on-site conference program, listing on NE/SAE web site prior to the conference, listing in special insertion in ExecuNotes post conference, sponsor ribbons for company representatives.

Lunch, June 10

\$2,500 Members, \$3,250 Nonmembers

Complimentary exhibit table-top, signage and verbal recognition at the luncheon, option to address attendees at luncheon, logo on all event promotions, digital presentation recognition at opening session, one complimentary registration to the conference, sponsor listing in on-site conference program, listing on NE/SAE web site prior to the conference, listing in special insertion in ExecuNotes post conference, sponsor ribbons for company representatives, on-site signage at registration, mailing labels of attendees sent post conference.

AM or PM Break, June 10

\$1,500 Members, \$1,950 Nonmembers

Complimentary exhibit table-top, signage at the break, logo on all event promotions, digital presentation recognition at opening session, one complimentary registration to the conference, sponsor listing in on-site conference program, listing on NE/SAE web site prior to the conference, listing in special insertion in ExecuNotes post conference, sponsor ribbons for company representatives.

ADVERTISING OPPORTUNITIES

The following are the rates to advertise in the final program:

FULL-PAGE	\$150
1/2-PAGE	\$80
1/4-PAGE	\$45

Contact the NE/SAE office for ad specifications. All ads will be digitally outputted – black and white, no bleeds and should be e-mailed to the office in a pdf format by May 26, 2011.

If you would like to take advantage of the Annual Meeting Marketing Opportunities, please complete the following:

Company: _____

Contact: _____

Phone: _____

E-mail: _____

Sign our company up for: _____

PAYMENT

Check payable to New England Society of Association Executives is enclosed or:

Visa/MasterCard/American Express Number: _____

Expiration Date: _____

Card Holder's Signature: _____

Billing Address: _____

Please mail this form w/check or credit card info. or fax the form w/credit card information to:

NE/SAE, 6 Boston Road, Suite 201, Chelmsford, MA 01824

Fax: (978) 250-1117

Receipt will be confirmed within one week.

2011 ANNUAL MEETING REGISTRATION

JUNE 9, 2011 – JUNE 10, 2011

Contact Name: _____

Contact Title: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

In 25 words or less, please describe your company's property, products or services: _____

COMPLIMENTARY REGISTRATIONS

You have 2 complimentary registrations with your exhibit. Please list the names of your two reps here even if one is listed above as a contact.

Name: _____ Title: _____

Phone: _____ E-mail: _____

Check here if attending the June 9th clam bake (additional \$41)

Check here if you have a disability and may require accommodations to fully participate. Please attach your needs to this registration.

Please indicate any dietary restrictions: _____

Name: _____ Title: _____

Phone: _____ E-mail: _____

Check here if attending the June 9th clam bake (additional \$41)

Check here if you have a disability and may require accommodations to fully participate. Please attach your needs to this registration.

Please indicate any dietary restrictions: _____

Company Name: _____

We would like to donate the following prize for the bingo card winners (optional): _____

We would like to donate the following prize for the scholarship auction (optional): _____

Early Registration Rates (After May 26, add \$50): Member: \$750.00 Nonmember: \$1,125.00

Payment Method: VISA MasterCard American Express

Card Number: _____ Exp. Date: _____

Billing Address: _____

Authorized Signature: _____

I authorize NE/SAE to charge my card for \$_____ as payment for my tabletop and registration for the 2011 NE/SAE Annual Management Meeting.

Or print and mail with check. Make payable to NE/SAE and mail to: NE/SAE, 6 Boston Road, Suite 201, Chelmsford, MA 01824

Registrations are considered complete when your registration form and payment have been received by NE/SAE. Badges will be handed out at the meeting. Passes will be e-mailed out to the main contact. We're sorry, there are no refunds after May 26, 2011.

The information provided on this registration form will be published in the meeting attendance list handed out on site. Please check here if you do not want your information published on the meeting attendance list.

NE/SAE has a discounted block of rooms available at the The Hyatt Regency Hotel & Spa, Newport, RI. To make your hotel reservations at our very low group rate of \$139 a night single/double, please call 1-888-421-1442 by May 16th and say you are with the New England Society of Association Executives. Registrants agree to hold New England Society of Association Executives, their officers, agents and McKenna Management Inc. harmless for any and all legal action related to exhibiting at NE/SAE's Annual Meeting. Exhibitors wishing to insure their goods should do so at their own expense.

2011 ANNUAL MEETING

HYATT REGENCY NEWPORT LIABILITY WAIVER FORM

Please note that **ALL** exhibitors are required to complete the **Liability Section** and comply with the instructions listed in the **Insurance Section** of this form.

Please fax completed form back to the Hyatt Regency Newport's Sales and Catering Office. 401-851-3201

Name of Conference/Exhibit Show:		Contact:
Exhibitor (company):		Contact: Booth/Table #:
Address:		
Telephone:	Fax:	Date Required:

INSURANCE

A copy of a certificate showing proof of a minimum of one million dollars in General Liability Insurance must be sent to the Hyatt by all exhibitors who will be doing culinary demonstrations, involving animals or displaying equipment worth over \$5000.

LIABILITY

The Hyatt Regency Newport will not be responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's employees or damage that is not caused by the willful negligence or wrongful act of any employee of the Hotel. **Each exhibitor must sign the following liability waiver.**

GENERAL WAIVER AND RELEASE

I, the undersigned, on behalf of myself and on behalf of _____ ("Exhibitor"), do hereby release, discharge and hold harmless Hyatt Corporation and H. E. Newport, L.L.C., a Delaware limited liability company and its members and their respective subsidiaries and affiliates, and their respective officers, directors, employees and agents (collectively "Hyatt"), from and against any and all claims, costs, expenses, damages and/or losses arising out of or resulting from Guest's activity at the _____ on or about _____.

Date: _____

(Exhibitor Signature)

2011 ANNUAL MEETING

HYATT REGENCY NEWPORT REQUEST FOR ELECTRICAL SERVICE

ELECTRICAL SERVICE: Please select the electrical service required on the chart below. Actual rating for maximum usage is 80% of total listed amperage, i.e. 5 AMPS provides 4 AMPS rated service or maximum 500 watts. Anything above will overload the circuit.

PRICING DOES NOT INCLUDE 22% SERVICE CHARGE AND 7% STATE TAXES

120 VOLT SERVICE (normal use)	UNIT CHARGE PER 24 HOURS	QTY.	DAYS	TOTAL
10 AMPS or 1000 WATTS (2 PLUGS)	\$70.00			
20 AMPS or 2000 WATTS (1 PLUG)	\$80.00			
20 AMPS or 2000 WATTS (2 PLUGS)	\$80.00			
20 AMPS or 2000 WATTS (4 PLUGS)	\$90.00			

EQUIPMENT-DESCRIPTION (ELECTRICAL SERVICE IS ADDITIONAL)

120V SIX PLUG STRIP (15 AMPS RATED)	\$20.00		N/A	
15' EXTENSION CORD	\$20.00		N/A	
25' EXTENSION CORD	\$25.00		N/A	
LABOR RATE	\$50.00 PER HOUR			

TOTAL PAYMENT DUE:

GROUP NAME: _____ ON SITE CONTACT: _____ BOOTH NUMBER: _____

SET-UP DATE/TIME: _____ TEAR-DOWN DATE/TIME: _____

EXHIBITING FIRM NAME: _____ PHONE NUMBER: _____ FAX NUMBER: _____

EXHIBITOR ADDRESS: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PAYMENT:

CREDIT CARD NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXP. DATE
MONTH / YEAR

--	--

** I authorize charging any unpaid balance to my credit card

CARD HOLDER SIGNATURE

AMERICAN EXPRESS MASTER CARD VISA

CHECKS PAYABLE TO: HYATT REGENCY NEWPORT

Retain customer copy for your records

Hyatt Regency Newport

Catering Department

1 Goat Island

Newport, RI 02840

Phone 401-851-3378

Fax 401-851-3201

PRINT NAME

A LEGIBLE COPY OF BOTH SIDES OF THE CREDIT CARD MUST BE SUBMITTED WITH THIS FORM FOR THE AUTHORIZATION TO BE PROCESSED.

PAYMENT AND FORM MUST BE RECEIVED FIFTEEN (15) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE

2011 ANNUAL MEETING

**JUNE 9-10,
2011**

Hyatt Regency
Hotel & Spa
Newport, RI

HYATT REGENCY NEWPORT SHIPMENT NOTIFICATION

This page must be faxed to (401-851-3201)
Attach separate sheet for multiple shipments if necessary.

Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

SHIPMENTS TO HYATT REGENCY NEWPORT RECEIVING

Shipper Name: _____ From City/State: _____

How will you ship: Common Carrier Van Line Company Truck Air Freight

Shipping Date: _____ No. of Pieces: _____ Weight: _____

Carrier (If known): _____

Please label each piece and address all shipping documents/bills of lading as follows:

Hold For: Guest / Recipient Name, Name of Exhibiting Company
Name of Conference, Date of Conference
c/o Hyatt Regency Newport, 1 Goat Island, Newport, RI 02840

SHIPPING AND RECEIVING PRICING

Packages 0-5 lbs.	\$5.00 each
Packages 6-20 lbs	\$10.00 each
Packages 21 to 50 lbs	\$15.00 each
Over 50 lbs.	\$25.00 each

Name of Show: _____

Company Name: _____

Address: _____

Ordered By: _____

Print Name: _____ Date: _____

Phone #: _____ Ext.: _____ Fax #: _____

METHOD OF PAYMENT

Visa American Express Master Card Discover

Card #: _____ Expiration Date: _____

Name on Card: _____

(Receipts will be issued when exhibitor receives his/her shipment.)

2011 ANNUAL MEETING

**JUNE 9-10,
2011**

Hyatt Regency
Hotel & Spa
Newport, RI

EXHIBIT SHIPPING/RECEIVING INFORMATION

EXHIBITOR SHIPPING - TABLE TOP SHOW ONLY

The Hyatt Regency Newport will receive crated, boxed or skidded materials at the Conference Center Receiving Department up to 7 days prior to group arrival.

Shipments must be sent with freight charges pre-paid.

COLLECT SHIPMENTS CANNOT BE ACCEPTED

Please label each piece and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Table Number

Hold For: Name of Conference

c/o Hyatt Regency Newport, 1 Goat Island, Newport, RI ,02840

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.

Packages should be shipped within 3 business days of the group's first meeting day. Handling fees are as follows:

Packages 0-5 lbs.	\$5.00 each
Packages 6-20 lbs	\$10.00 each
Packages 21 to 50 lbs	\$15.00 each
Over 50 lbs.	\$25.00 each

The hotel's receiving entrance is open from 8 a.m. to 4 p.m. Monday through Friday. Special arrangements must be made, in advance, for any deliveries not within this time frame.

RECEIVING AND HANDLING INBOUND SHIPMENTS

- Bill of Lading: All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be faxed with the enclosed "SHIPMENT NOTIFICATION" form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.
- The Hyatt Regency Newport does not own forklifts or pallet jacks and does not have a standard loading dock.

EMPTY CONTAINER HANDLING AND STORAGE DURING SHOW

Empty containers will be removed from booth, placed in storage and returned to booth at close of show. Empty container labels will be available at the Conference Services Office. Affixing the labels is the sole responsibility of the exhibitor or its representative. The Hyatt Regency Newport assumes no responsibility for removal of containers with old, empty labels or valuables stored in containers removed for storage. Service for empty containers not handled inbound by Keystone-Vail Resorts will have a service fee.

OUTBOUND SHIPPING AND HANDLING

When materials are labeled, packed and ready to be shipped, completed bills of lading should be turned in to the Convention Services office.

Hyatt Regency Newport does not arrange for shipping and/or shipping carriers.

2011 ANNUAL MEETING

INSURANCE

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

The Hyatt Regency Newport shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

The Hyatt Regency Newport shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

The Hyatt Regency Newport shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Keystone-Vail Resorts to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.

The Hyatt Regency Newport shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.

The Hyatt Regency Newport's liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event The Hyatt Regency Newport maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

The Hyatt Regency Newport shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Claims for loss or damage must be submitted to The Hyatt Regency Newport prior to the close of the show. No suit or action shall be brought against The Hyatt Regency Newport more than one year after the accrual of the cause of action.

INSURANCE - It is understood that The Hyatt Regency Newport is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

The consignment or delivery of a shipment to Hyatt Regency Newport by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.