

April 10, 2023

Dear Vendor,

You are cordially invited to participate in the **27th** Annual **SCTE New England Chapter Vendor Day**. We are excited to bring the area MSO community and our Vendor Partners back for a day of product review and training. The New England Chapter is one of the largest and most active chapters in the SCTE. We anticipate a very strong attendance of industry professionals. Along with our vendor exhibits, there will be a key note presentation at our sit-down buffet style lunch. We will also present our annual **New England Chapter SCTE Bill Riley Personal Achievement Award**. This is an excellent chance for vendors to position their products and services to the broadband community in this region. This event has been very well received in the past, both from attendees and exhibitors.

**Don’t miss out on this opportunity!**

# WHEN: Thursday, June 8, 2023

**8:30am – 2:30pm (SET UP 7:00am to 8:30am)**

**WHERE: BOXBORO REGENCY HOTEL**

**242 Adams Place**

**Boxborough, MA 01719**

**(978) 263-8701**

**FEE: PER BOOTH (includes 2 lunch tickets)**

**$375 paid before 4/30/2023**

**$400 paid after 4/30/2023** **(No exceptions – please be prompt!)**

* BOOTH SPACE first come, first served. Sign up early to guarantee a booth.
* AC POWER (additional $95 charge).
* 2 LUNCH TICKETS PER VENDOR TABLE.

**($75.00 PER LUNCH TICKET OVER ALLOTED 2)**

* **THIS IS A CONVENTION STYLE EXHIBIT. YOU WILL BE ASSIGNED A**

**10’ X 8’ DRAPED BOOTH, WITH AN 8’ TABLE.**

* **VEHICLE DISPLAYS CAN BE ARRANGED OUTSIDE ($100\*).**

\*$100 fee is for typical bucket truck or trailer with the purchase of inside booth; larger spaces are $300. Outside space with no inside booth is $375 and $575. Please make a notation on your registration form regarding which size outside space you require.

**CONTACT: Peter Lovasco**

# Email: ScteVendorsDay@gmail.com

**Phone: (617) 874-6219**

# We have arranged a special SCTE hotel rate of $114, plus tax per room with the Boxboro Regency Hotel. This rate will be available until May 16th and is subject to room availability. Please call (978) 263-8701 and ask for the SCTE New England group block.

We have several sponsorship opportunities for this event. Your donations are encouraged and appreciated. You may choose to sign up for our **Gold, Silver or Bronze sponsorship** (see attached sponsorship form), or bring items of your own choosing. We do reserve the right to refuse any raffle items we deem inappropriate to this event. *“Contributions or gifts to the Society of Cable Telecommunications Engineers are not tax deductible as charitable contributions. However, they may be tax deductible as ordinary and necessary business expense.”* The New England Chapter will also donate and raffle a grand prize.

**Please note:** We have again worked with our neighboring **SCTE Green Mountain and Lighthouse Chapters** to coordinate dates.

* The Green Mountain Chapter will be holding their Vendor Day on Tuesday, June 6th. Please contact Chris Manemeit at Christopher\_Manemeit@cable.comcast.com or (203) 605-5027 for the Green Mountain Chapter event.
* The Lighthouse Chapter event will be on Wednesday, June 7th at Portland Sports Center, 512 Warren Avenue, Portland, ME. Please contact Dana Jackson at dana.jackson@charter.com or (207) 458-2341 for the Lighthouse Chapter event.

**The Green Mountain and Lighthouse Chapter events are separate from the SCTE New England Chapter Vendor Day.**

## **PLEASE RESPOND BY April 30, 2023**

**WE STRONGLY ENCOURAGE ON-LINE REGISTRATION AND**

**PAYMENT FOR THIS YEAR'S EVENT! (This is a secured transaction site.)**

**PLEASE REFER TO THE ON-LINE INSTRUCTIONS ON PAGE 5 FOR DETAILS.**

MAKE CHECK PAYABLE TO: **SCTE NEW ENGLAND CHAPTER**

 **MAIL TO: Peter Lovasco**

 **Comcast**

 **9 Forbes Road, Ste. 9B**

 **Woburn, MA 01801**



**New England Chapter**

**2023 Vendor Day Sponsorship**

This year we will again offer a tiered sponsorship program. This is a great opportunity for you and your company to support our Chapter Vendor Day event!

**Gold Sponsorship $750**

Sponsorship Includes:

Company name displayed on the main page of our Website until next year’s event

Reserved table and company name displayed at our annual Awards Luncheon

Company name displayed in our exhibit halls

Company recognition during our awards presentation

**Silver Sponsorship $500**

Sponsorship Includes:

Company name displayed on our Vendor Day section of our Website

Company name displayed at our annual Awards Luncheon

Company name displayed in our exhibit halls

Company recognition during our awards presentation

**Bronze Sponsorship $250**

Sponsorship Includes:

Company name displayed on our Vendor Day section of our Website

Company name displayed in our exhibit halls

Company recognition during our awards presentation

If you would like to participate as a sponsor, please check off the appropriate item on the registration form and include your check with your registration or on-line payment.

**The New England Chapter thanks you for your continued support!**

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# 2023 SCTE NEW ENGLAND CHAPTER VENDOR DAY

# *BOOTH* SPACE APPLICATION

***THIS FORM MUST ACCOMPANY PAYMENT***

## COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_

### PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NUMBER OF PEOPLE ATTENDING FROM YOUR COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ BOOTH FEE (**before** 4/30/23) $375. BOOTH FEE (**after** 4/30/23) $400 Qty \_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ OUTSIDE DISPLAY SPACE (with inside booth, single space $100. Large space $300.) $ \_\_\_\_\_\_\_\_\_\_

(With no inside display space $375 single; $575 large space.)

\_\_\_\_\_ YES FOR GOLD SPONSOR $750, SILVER SPONSOR $500, OR BRONZE SPONSOR $250 $ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ YES FOR RAFFLE CONTRIBUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 List Raffle Prize

\_\_\_\_\_ AC POWER **($95.00 ADDITIONAL CHARGE) $ \_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_ LUNCH TICKETS: Number of tickets: \_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_

(First two lunches included with table purchase; $75 each for additional lunches.)

 **CHECK ENCLOSED** (payable to SCTE New England) **TOTAL AMOUNT CHECK**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mail check to:**

**Peter Lovasco**

**Comcast**

**9 Forbes Road, Ste. 9B**

**Woburn, MA 01801**

**\*\* For credit card payments, please register on-line. \*\***

**(See page 5 for details)**



# 2023 SCTE NEW ENGLAND CHAPTER VENDOR DAY

# Online registration is available for this event!

#  (This is a secured transaction site.)

**NOTE:** To register for this event, you must log into the website or create a profile. You don’t need to be a member, but you must have an account in the system prior to registering. Once logged in, the page will show the prices and a “register” button. **You must add items to cart before clicking the “Register” button**.

[www.scte.org/events-calendar/new-england-chapter-vendor-day-2023](https://www.scte.org/events-calendar/new-england-chapter-vendor-day-2023/)

1. At the top right of the page, enter Username and Password. Or, click Create a new account.
2. Please read the event description first.
3. Select the space desired along with the space options. Remember, you get two lunch tickets with every booth space purchased, but you will have to order additional lunch tickets if you will have more than two representatives from your company attending the luncheon.
4. Click on the Register button.
5. On the page “shopping cart” click on “**New England Chapter Vendor Day 2023**”. Then scroll down the page to the selection menu. To add additional items, you will need to scroll back up and click on “New England Chapter Vendor Day 2023” for each additional item.
6. Your company and contact information will be pre-populated. Please confirm the information then enter the credit card information.
7. Once the payment has been processed, a confirmation will be displayed which you can print for your records.
8. Booth confirmations will be sent via e-mail.

If you have any issues with registration, please e-mail or call:

**Peter Lovasco**

ScteVendorsDay@gmail.com

**Phone: (617) 874-6219**