



Northeast Gas Association
Exhibit and Shipment Guidelines

Exhibitor Information

Exhibit Set Up: Monday, June 3rd from 12:00 pm – 5:00 pm
Tuesday, June 4th from 7:00 am – 12:00 pm

Exhibit Show Hours: Tuesday, June 4th from 12:00 pm – 6:00 pm
Wednesday, June 5th from 9:15 am – 1:00 pm

Exhibit Breakdown: Wednesday, June 5th at 1:00 pm

**Exhibitors are responsible for dismantling and packaging their own displays for shipment. Please see disclaimer regarding leaving packages behind prior to being picked up by shipping vendor.*

Shipping Packages to Bryant University

Exhibitors may wish to ship items to Bryant University prior to their arrival on campus for the Northeast Gas Association Gas Operations School. Please follow the guidelines below:

The ONLY dates you may send Exhibit Hall Packages to Bryant University

Friday, May 24th – Friday, May 31st

The week before the conference.

No packages will be accepted prior to this date.

Bryant University Receiving is open Monday through Friday from 7:00 am – 1:00 pm to accept package deliveries.

Please Note: Monday, May 27th is Memorial Day, and the office will be closed.

Packages should be sent to the following address:

Bryant University
NORTHEAST GAS (NGA) EXHIBIT HALL
c/o Conferences & Special Events Office
1150 Douglas Pike
Smithfield, RI 02917

All exhibit deliveries must be addressed to the exact locations above and clearly marked for Northeast Gas Association Exhibit Hall. The exhibiting company name and the number sequence of pieces being shipped (1 of 1; 1 of 2) must be included on all packages.

Any items heavier than 80 lbs. must be shipped via lift gate vehicles only.

Bryant reserves the right to refuse deliver of items not in compliance with deliver protocol.



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Bryant University Conference & Special Events Office is not responsible for any packages lost while on route or being shipped back to the vendor's choice of delivery. The person(s) or company shipping the packages are responsible for getting packages to and from the University.

Delivery Routes:



****Shipping Packages from Bryant University****

Date Packages Shipped From Bryant to Vendor Destination After Exhibit Hall Closes
Wednesday, June 5th by 3:30 pm

Exhibitors are responsible for dismantling and packaging their own displays for shipment and for moving all items to the back doors of the MAC. UPS and FedEx pick-ups will be scheduled for 1:00 pm in the Chace Wellness Center MAC. **If you are shipping your items via UPS or FedEx, you must have pre-printed return labels.**



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If you are shipping your materials with an independent shipment company, you are responsible for coordinating the pick-up. All packages must be removed from the MAC by 4:30 pm on Wednesday, June 5th.

DISCLAIMER REGARDING LEAVING PACKAGES BEHIND PRIOR TO PICKUP

Exhibitors are not permitted to leave the exhibit until their packages have been picked up.

Bryant University is not responsible for any exhibit items left in the MAC prior to being picked up.

If you have any questions please contact Conference & Special Events Office at conference@bryant.edu with any questions or concerns.