



Northeast Gas Association  
**Exhibit and Shipment Guidelines**

Exhibitor Information

**Exhibit Set Up:** Monday, June 2<sup>nd</sup> from 12:00 pm – 5:00 pm  
Tuesday, June 3<sup>rd</sup> from 7:00 am – 12:00 pm

**Exhibit Show Hours:** Tuesday, June 3<sup>rd</sup> from 1:00 pm – 5:00 pm  
Wednesday, June 4<sup>th</sup> from 11:00 am – 3:30 pm

**Additional Exhibit Show Hours:** Tuesday, June 3<sup>rd</sup> from 4:00pm-6:00pm

**Exhibit Breakdown:** Wednesday, June 4<sup>th</sup> at 3:30 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 23<sup>rd</sup> – Friday, May 30<sup>th</sup>**

*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 26<sup>th</sup> 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.

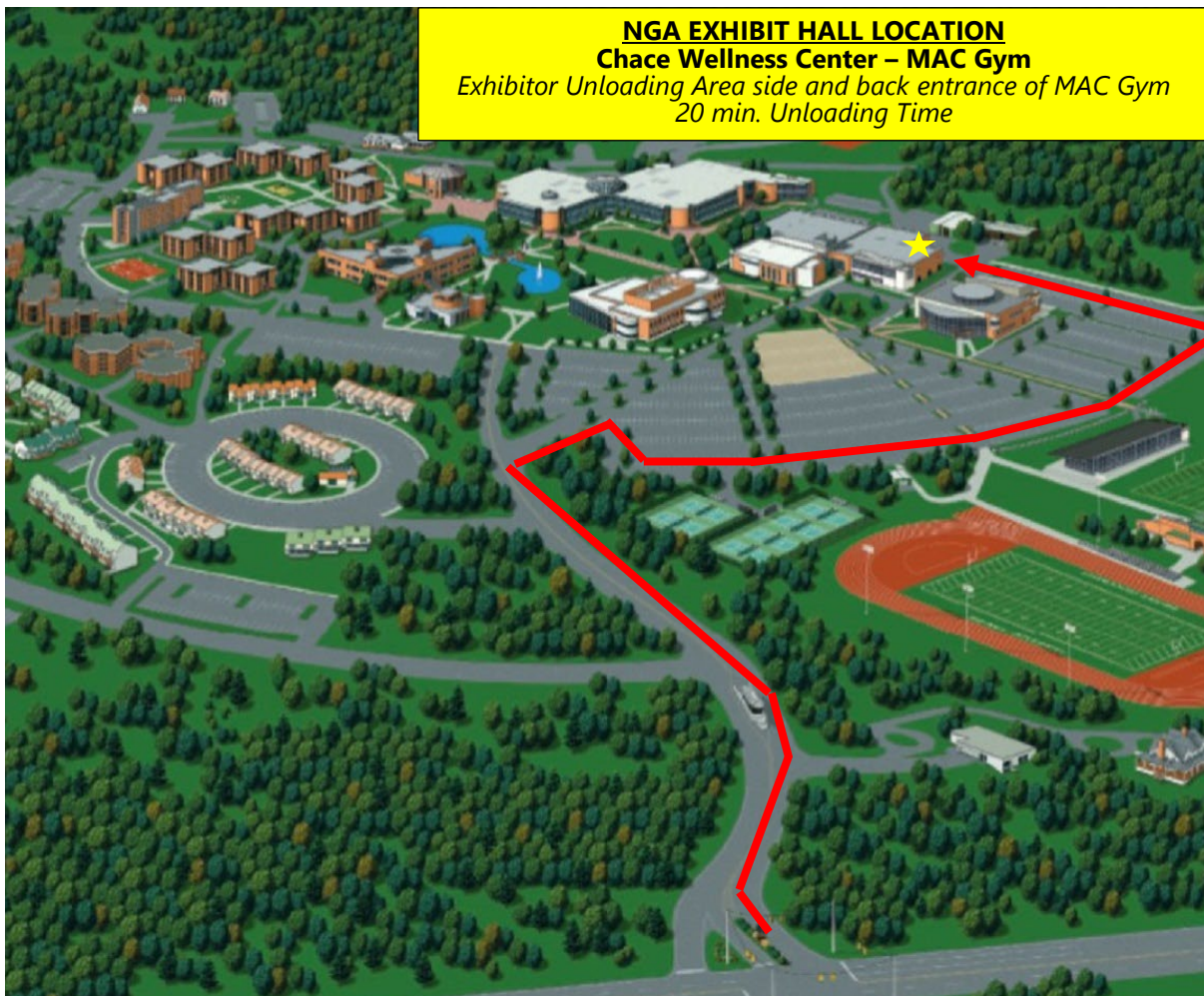
Bryant reserves the right to refuse deliver of items not in compliance with deliver protocol.



Northeast Gas Association  
**Exhibit and Shipment Guidelines**

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 4<sup>th</sup> 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 4<sup>th</sup>.

**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](mailto:conference@bryant.edu) with any questions or concerns.