

OCTOBER 3-4, 2022 • DOUBLETREE BY HILTON MANCHESTER, NH

Everything the people working your booth need to know!

Set-Up/Load-In: Monday, October 3rd, Noon - 6pm

Exhibitor/sponsor load-in is Monday, October 3rd between Noon and 6pm. Or, if you prefer, you may load-in prior to the expo opening on Tuesday, October 4th at 7:30am. Note: You must be set-up by 7:30am on Tuesday, October 4th. (Note: there is no expo for attendees on Monday, only on Tuesday).

What to Do When You Arrive for Set-Up:

You may go straight to your booth. A Green Tree staff member will be onsite to answer any questions and to direct you to your booth if needed. To view the floorplan, [click here](https://2022gshrc.expofp.com/) or visit <https://2022gshrc.expofp.com/>. You will also see signage onsite, with a QR code that links directly to the floorplan.

At your booth, you will find an information packet containing your company's staff pass name badges. If the badges are missing, it's likely they were not submitted in time. Please visit the Green Tree help desk to complete a missing name badge form and we'll deliver them to your booth prior to the expo opening on Tuesday morning. If the people working the booth are different than the people doing the set-up, please leave the name badges for the people working the booth, at the booth, and let them know where to find them when they arrive on Tuesday.

If your company is offering a booth prize, please record it on the large prize boards at the Green Tree help desk, located just inside the Expo center.

WiFi

A sheet with the WiFi info will be in your info packet at your booth.

Parking

A discounted rate of \$6.00 is available at the DoubleTree parking garage but your ticket must be validated. Please visit the Green Tree help desk or registration to have your parking ticket validated.

Monday's Bonfire Reception

If you have tickets to Monday's reception at Bonfire, your name (or your company's name) will be on a list for admittance. Not sure if you have tickets? Visit registration to find out.

Need help? Contact our event planners!



Green Tree Event Consultants
linda@greentreeevents.com | 207.781.2982 x180



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Exhibitor Booth Prizes

If your company is offering a prize, we will have large prize boards available for listing your prize. Please list your prize when you set-up your booth. You will find the boards at the Green Tree help desk during set-up and then at registration on Tuesday. Winners should be drawn during the final keynote on Tuesday, between 3:30-4pm. Please bring your winner name to registration so that we can record it on the big prize boards. The boards will be revealed during the closing networking reception on Tuesday at 4:30pm. Please note: you are responsible for getting your prize to its winner. Conference staff will not be responsible for prizes left behind at the expo.

Attendee Lists

Sponsor levels Silver and higher will receive the pre-conference attendee list on September 26th. All other sponsor and exhibitor levels (except Table-Top exhibitors) will receive the attendee list after the conference, no later than October 5th.

Breakdown

Exhibitors/sponsors can begin breaking down their booths at 5:30pm on Tuesday, October 4th. We ask that you not break down prior to this, as the final keynote will be happening in the expo hall and the noise of breakdown is too distracting. Additionally, the networking reception happens right after the keynote and we want you to be there!

Conference Agenda

Please see page 3.

Onsite Assistance

Gregg Shapiro, VP Sales, Green Tree Event Consultants, 207-831-1439

Whitney Burdsall, Logistics Director, Green Tree Event Consultants, 206-669-5706

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Conference Agenda

Note the highlighted schedule times as follows:

When you need to be at your booth.

Programming in the expo. We ask that you leave the expo (you're welcome to attend the programming) or remain silent in your booth. The noise, even whispering, travels and is very distracting to attendees.

October 3, 2022 | Manchester, NH

Note: there is no attendee expo on Monday, only on Tuesday.

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| Noon - 6:00pm | Exhibitor Set-Up |
| 1:00pm - 1:30pm | Welcome |
| 1:30pm - 2:30pm | Keynote Speaker: Jessica Rector |
| 2:30pm - 2:45pm | Stretch Break |
| 2:45pm - 5:00pm | Legal Update & Advocacy with our Senators |
| 5:30pm - 7:00pm | Bonfire Reception with Keynote Amy Beaulieu <i>(separate ticket required, includes appetizers and (1) drink ticket)</i> |

October 4, 2022 | Manchester, NH

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|-------------------|---|
| 7:30am - 8:15am | Early Bird Session: Carol Phillips |
| 7:30am - 8:45am | Breakfast & Expo |
| 9:00am - 10:45am | Keynote Speaker: Amy Beaulieu |
| 10:45am - 11:00am | HR Hero Award |
| 11:00am - 11:30am | Expo/Break |
| 11:30am - 12:45pm | Breakout Session #1 |
| 12:30pm | Lunch Buffet Opens to Exhibitors |
| 12:45pm - 1:45pm | Lunch Buffet Opens to Attendees |
| 1:45pm - 3:00pm | Breakout Session #2 |
| 3:00pm - 3:30pm | Expo/Break |
| 3:30pm - 4:00pm | Exhibitors draw prize winner and submit at registration |
| 3:30pm - 4:30pm | Keynote Speaker: Pamela J. Green |
| 4:30pm - 5:30pm | Reception and Prizes |
| 5:30pm - 7:30pm | Exhibitor Break-Down |

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