

EXHIBITOR INFORMATION AND MANUAL



PRESENTED BY



DESIGNERS LIGHTING FORUM OF NEW ENGLAND

at the

Westin Boston Waterfront Hotel
Boston, MA

Commonwealth Ballroom

SHOW INFORMATION

Show name: Boston Lights

Show Presenter: Designers Lighting Forum of New England

Date and time: Wednesday, October 27, 2010, 12 noon- 8 PM

DLF-NE Show Contacts: Mariam Andrews, Co-Chair
508-246-3715
blexpo@df-ne.org

Susan Arnold, Co-Chair
781-290-6365
blexpo@df-ne.org

Show Location: The Westin Boston Waterfront, Commonwealth Ballroom
425 Summer St.
Boston, MA 02210

Westin Contact: Nicole MacIver
(T) 617-532-4600
(F) 617-532-4889
(T) 617-532-4874 (direct)
Nicole.maciver@westin.com
Westin.com/bostonwaterfront

Hotel Accomodations: Please see page 8 for complete details

SHOW SCHEDULE

8:00 AM	All event volunteers arrive
8:30 AM	Exhibit setup begins; please see 4-5 for your scheduled arrival time and table assignment
12:00 PM	Show opens
12:30 PM	Light buffet
1:00 PM	Seminar #1: Tillotson Design Associates
2:30 PM	Snack service
3:00 PM	Seminar #2: Lutron Controls
5:00-7:30 PM	Cash bar and light buffet
6:00 PM	Seminar #3: William Rawn Associates
8:00 PM	Show closes
9:30 PM	Everyone must be out of ballroom

EXHIBITOR ARRIVAL SCHEDULE AND INFORMATION

The following schedule has been set up to ease congestion and to help make everyone's setup go smoothly. **Please arrive at your scheduled time.** If your scheduled time does not work for you, please contact Mariam Andrews or Susan Arnold to request a change of time. **Setup must be complete at 11:30 AM.**

You may enter through the loading dock or you may park temporarily on D Street to unload your vehicle if space is available. D Street is immediately adjacent to the exhibit hall. Please feed the meter while parked here, or you will likely be ticketed!

UPDATED INFORMATION IS IN RED

8:30 AM

34, 35	Acuity Brands
48	Altman Lighting
20	Apogee Translite
9	Architectural Star Lighting
36	Axis Lighting
19	B-K Lighting
37	Bartco Lighting
56	Beta-Calco
57	BetaLED
1	Birchwood Lighting
16	Cole Lighting
39	Con-Tech Lighting
80	Custom Metalcraft
40	Electrix
5	Eureka
38	Philips Color Kinetics

9:00 AM

63	Brilliant Lighting
49	Bruck Lighting
75	Eastern Illuminations
4	Edge Lighting
50	Erco
46	Eye Lighting International
62	Hunza
21, 58	GE Lighting
82	Ilex Architectural Lighting
33	Intense Lighting
54	IO
55	LightWild
60	LiteTouch
18	OCL Architectural Lighting
51	Neoray, Corelite, Ametrix
6	Shaper, Iris, Portfolio, RSA Lighting
61	Vision3 Lighting

9:30 AM

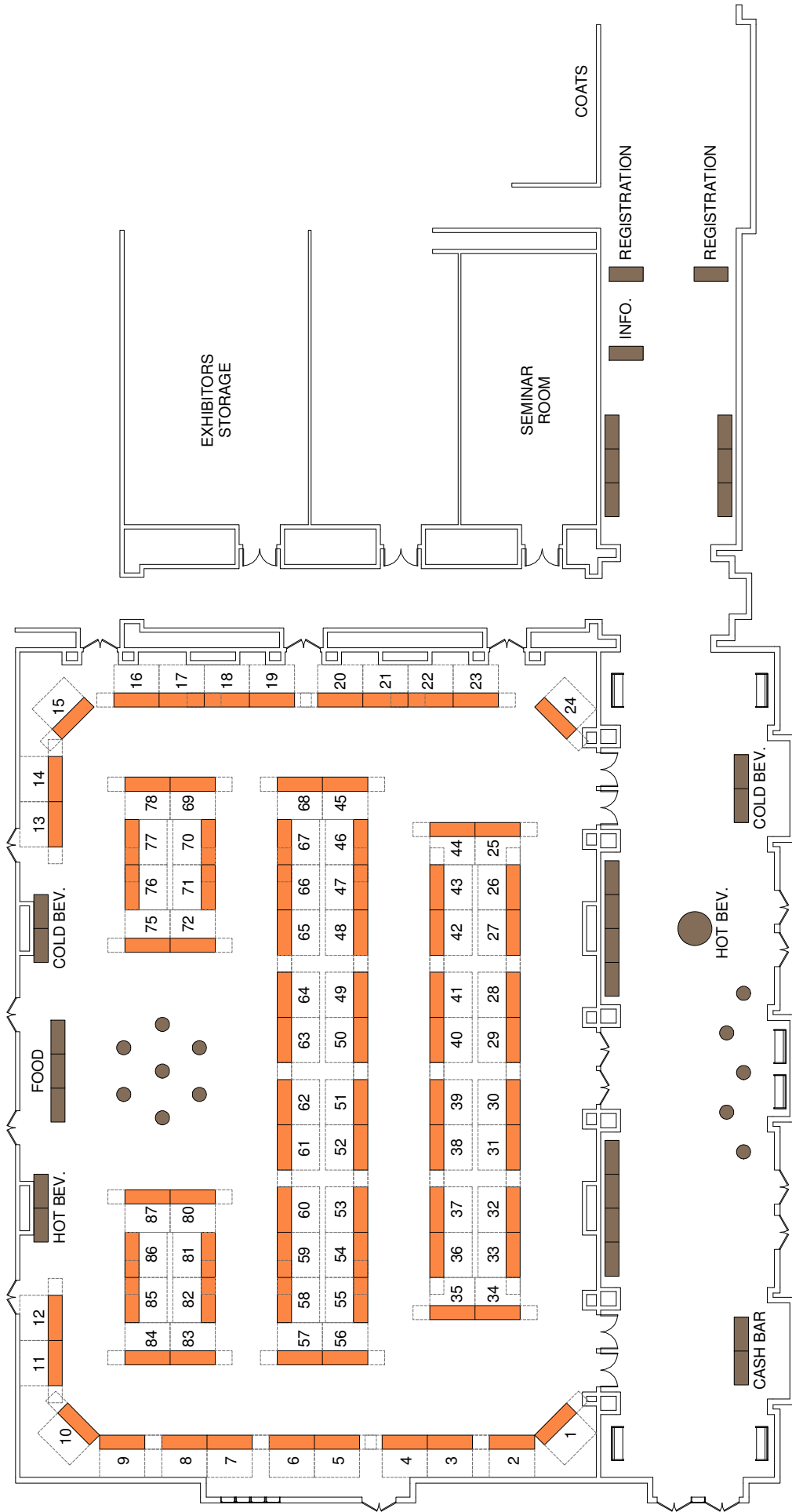
84	Finelite
41	Focal Point
42, 43	Gotham
23	Hammerton
45	Hubbell Outdoor
78	Kim Lighting
69	Columbia Lighting
68	Architectural Area Lighting
44	Prescolite
52	iLight Technologies
53	Interlux
28	Kenall
32	Kurt Versen
3	Ledalite
24	Luceplan USA, Inc.
14	Lutron
71	Osram Sylvania

10:00 AM

13	American Fluorescent
25	Jesco Lighting Group
70	Juno/Langlais Group, Inc.
59	LDI
72	Light New England, Inc.
27	The Lighting Quotient (Elliptipar)
86	Lightolier
31	Litecontrol
11, 12	Lucia Lighting and Design
83	MP Lighting
2	Pinnacle Architectural Lighting
81	Prolume
85	Solais Lighting
66	Spot on Lighting
7	Tech Lighting
26	Visa Lighting

10:30 AM

47	Amerlux
64	North East Lighting
87	Nulux
17	Pathway Lighting
65	Spectrum Lighting
30	USAI
67	Vantage/Langlais Group Inc.
22	Visual Lighting Technologies
10	W2 Architectural Lighting
77	Walker Enterprises
8	Watt Stopper
29	Winona Lighting
15	Wolfers Lighting
76	Zoom Lighting



EXHIBITOR INFORMATION

IMPORTANT NOTE: TO INSURE THAT WE ORDER AN ADEQUATE AMOUNT OF FOOD, EACH EXHIBITOR IS ASKED TO PLEASE EMAIL BLEXPO@DLF-NE.ORG WITH THE NUMBER OF PEOPLE THAT WILL BE ATTENDING.

PAYMENT

Must be made in full by **October 8. Reservations not paid for by this date will be cancelled.**

CANCELLATIONS: There are no refunds.

INCLUDED SERVICES

1. Each table will have access to one receptacle (5 amps, 600 watts maximum)
2. Tables are 8 feet long x 30 inches wide.
3. Your floor space (including table) is 6 feet by 8 feet.
4. Tables will have a brown tablecloth.
5. Maximum height of displays is 12'-0".

WIRELESS INTERNET

If desired, wireless internet is available at \$50.00 per code (1 computer per code). Please contact Nicole MacIver (Nicole.maciver@westin.com; (T) 617-532-4874 (direct); (F) 617-532-4889) at the Westin to request a credit card authorization link. **Internet service orders must be placed at least 5 days in advance (no later than Oct. 22, 2010).**

SHIPPING (IN AND OUT)

All information and pricing for inbound and outbound shipping services can be found at <http://www.westinwaterfrontshipping.com/>.

LOADING DOCK INFORMATION

- Use the main loading dock.
- Access is via D Street
- Loading dock door dimensions: 83" high x 71" wide
- Loading dock is on the same level as the ballroom.
- Access to ballroom is through double doors.

TABLE NUMBERS

See pages 4-5 for your table assignment. The exhibit hall map is on page 6.

EXHIBITOR INFO TABLE

Located in lobby. The desk will be staffed by DLF-NE volunteers.

QUESTIONS, PROBLEMS, ETC.

Before the exhibit opens: please see any volunteer wearing an orange T-shirt.

During the show: Please go to the Exhibitor Info table.

LABOR

The hotel does not provide any labor to assist with setup. Exhibitors are responsible to bring in, set up, take down, and remove their displays.

DECORATIONS, BANNERS, SIGNS, ETC.

No items may be attached to walls or other surfaces without the express permission of the Westin. If you have such items, please go the Exhibitor Info table for assistance when you arrive.

Blue painter's tape may be used on the perimeter walls only. This tape will not adhere well to the fabric-covered airwalls. **No tacks, nails, etc., or anything else that may cause damage.**

SEMINAR REGISTRATION

If you (and/or your guests) wish to attend any seminars, you must register for them by sending an email to blexpo@dlf-ne.org prior to the day of the exposition. **Please include name, company name, address, phone, email, industry affiliation (if any), and for which seminars you wish to register.** Registration is free, but seating in the seminar room is limited and there is no guarantee that any seats will be available the day of the show.

PHOTOGRAPHY

NO PERSONAL CAMERAS, PLEASE. The DLF-NE has hired professional photographer Lisa Arnold to photograph the event. Manufacturers may purchase photographs from Lisa through her website (see below). There will be a sign-up sheet at the Exhibitor Info table if you would like to schedule an appointment for Lisa to photograph your table.

Lisa's contact information:

Luminessence Studio
24 Water Street
Holliston, MA 01746
401-749-5144
www.luminessencestudio.com

HOTEL ACCOMODATIONS

The DLF has reserved a block of rooms for exhibitors at the Westin Waterfront at the group rate of \$299.00 per night.

- **Cut-off date for group rate: October 8**
- **If you wish to reserve a room prior to October 8, please call 888-627-7115 and reference the discount for Designers Lighting Forum or DLF.**
- **Rooms available on a first come-first served basis.** After October 8, or when the block of rooms is sold out (whichever comes first), no more reservations at the group rate will be accepted.
- Reservations made after this date will be subject to availability, and rates will vary. The Westin expects to sell out on the 27th and 28th.

PARKING

The hotel has valet and self-parking available. Valet parking for 3-24 hours is \$42.00. Self-parking for 3-24 hours is \$32.00. Both parking options are available from the hotel's front drive.

THANK YOU FOR PARTICIPATING IN BOSTON LIGHTS!

Keep an eye out for a post-Boston Lights survey- help us make it even better next time!