Frequently Asked Questions

CEN Member Conference: Sponsorship

- Can I register as an Attendee?
    - No, sponsor partners participate in the event through a group sponsorship registration
- Can I partner with another company?
    - Yes, but you must be a Gold Sponsor or above for a “shared sponsorship"
- Do I need to know all of my colleagues who will be attending now?
    - No; while it’s helpful to add names early, you can sign in to the registration site at any time to add booth staff
- Will sponsors receive a list of attendees?
    - Yes, sponsors will receive an attendee list approximately one week before the event and again a few days after the event. The list will include names, titles, and organizations. Please note that personal contact information (such as email addresses) will *not* be included. We recommend using Cvent’s Lead Capture to collect contact details onsite; additional information is available in the sponsorship package.
- How large is the exhibit space?
    - Each sponsor will be provided with a 6-foot table. Diamond sponsors receive a 12-foot table
- What am I allowed to bring?
    - We recommend a tablecloth, fun swag, and handouts/resources or business cards
    - Any promotional materials must fit within a 6’ x 5’ footprint. The Convention Center is strictly enforcing walkway clearance, so please do not bring items that cannot fit on or directly behind your table. Overhead banners are okay; traditional backdrops are not recommended, as they tend to block sightlines for attendees.
- Will electricity and Wi-Fi be provided?
    - Yes
- Can I ship materials to the Convention Center?
    - We strongly recommend bringing materials with you whenever possible. CEN is not responsible for lost packages and does not manage shipments.
    - If you do need to ship materials, please ensure they arrive 2–3 days prior to the event and address them as follows: Connecticut Convention Center | ATTN: Suzanne Beaumont, CEN 5.5 – 5.6 |100 Columbus Blvd. | Hartford, CT 06103
- What hotel should I stay in?
    - We will have a discounted room block at the Hartford Marriott Downtown. Check back soon for more details!