



EXHIBITOR QUICK REFERENCE

The Council's Contacts:

The Council's Office:
7 Elk Street, Albany, NY 12207
P: (518) 449-1063
F: (518) 426-2229
www.nyscoss.org

Contracts, Exhibit Space, and Prize Drawing:

Deidre G. Hungerford
Program Associate
deidre@nyscoss.org
Direct Telephone Line:
(518) 694-4885

Registration:

Deb N. Orsini
Assistant Director for
Finance and Human Resources
deborah@nyscoss.org
(518) 449-1063

Hotel Requests:

Caitlin Flint
Hotel Registration Specialist
(866) 374-6338
caitlin@sitesolutionsworldwide.com

Booth Installation:

Sunday, March 4 / 11 – 3:15 p.m.
All exhibits must be set up by 3:15 p.m. or you must wait until Monday March 5. On Monday, all exhibits must be set by 7:30 a.m. prior to the Networking Breakfast.

Decorator:

Isaacs Nationwide Expo Services
Telephone: (845) 561-0832

Shipping Information:

Materials may be shipped to:
Isaacs Nationwide Expo Services, Inc.
214 MacArthur Avenue, Unit B
New Windsor, NY 12553
(845) 561-0832

Label should indicate:

The Council's Winter Institute
Box # of Booth #

DO NOT ship materials to the Desmond Hotel. They will be returned to sender. In order for an exhibitor to send a shipment directly to the Desmond, they have to be on the premises on Sunday to receive it, or have made arrangements with Isaacs Nationwide to accept the shipment for them. Please note many shipping companies will not deliver on Sundays.

All shipments must arrive at Isaacs Nationwide's warehouse no later than February 29, 2012. Isaacs will receive freight at their New Windsor warehouse right up until February 29, 2012, but there will be an additional fee charged after the February 29 deadline.

Booth Dimensions:

All booths will be approximately 8' deep x 7' wide, 8' deep x 8' wide, 9' deep x 9' wide or table tops. Exhibitors exceeding the provided space will be asked to rearrange their booths in the space provided.

Show Hours:

Sunday, March 4, 2012
3:30 – 6:30 p.m.

Monday, March 5, 2012
7:30 a.m. – 3:00 p.m.

Scheduled Exhibit Hours:

Sunday, March 4

Beverage Break 3:30-4:00 p.m.
(1 half hour)

During Opening/Reception.....5:00 – 6:30 p.m.
(1 1/2 hour)

Monday, March 5

Networking Breakfast..... 7:30 – 9:00 a.m.
(1 1/2 hour)

Coffee Break..... 10:30 – 11:15 a.m.
(45 minutes)

Networking Lunch.....12:15 – 1:30 p.m.
(1 hour 15 minutes)

Dessert Reception/
Final Prize Drawing2:30 – 3:00 p.m.
(1/2 hour)

Booth Breakdown:

Monday after 3:15 p.m. until 7 p.m.