

Exhibitor Quick Reference / Fall 2021

The Council Contact Information:

Ph: 518.449.1063
Fax: 518.426.2229
7 Elk Street / Albany, NY
www.nyscoss.org

Questions Regarding the Exhibit Hall:

Deidre G. Hungerford
Associate Director
of Business Development
deidre@nyscoss.org
Direct Telephone Line: 518.694.4885

Questions Regarding Registration? Contact:

Deborah N. Orsini
Associate Director for
Finance and Human Resources
deborah@nyscoss.org
Direct Telephone Line: 518.694.4882

Booth Installation:

Sunday, September 26, 2021
9 a.m. – 3 p.m.

All exhibits must be set up by 3 p.m. or you must wait until Monday, September 27. On Monday, all exhibits must be set by 7:30 a.m. prior to the Networking Breakfast.

Decorator:

Great Lakes Events
Telephone: 585.485.2200
csr@greatlakeevents.com

Shipping Information:

Materials may be shipped to:

Great Lakes Events
100 Bickford Street
Rochester, NY 14606
585.485.2200

Label should indicate:
NYSCOSS's Fall Leadership Summit
Box # of #

DO NOT ship materials to the Saratoga Springs City Center. They will be returned to sender. In order for an exhibitor to send a shipment directly to the Saratoga Springs City Center, they have to be on the premises on Sunday to receive it, or have made arrange-

ments with Great Lakes Events to accept the shipment for them. Please note many shipping companies will not deliver on Sunday.

Shipments must arrive at Great Lakes Events' warehouse no later than September 17, 2021. Great Lakes Events will receive freight at their Rochester warehouse up until September 22, 2021, but there will be an additional fee charged. Any shipments sent to the warehouse after September 22, 2021 will not be accepted.

Booth Dimensions:

All booths will be approximately 8' deep x 10' wide. Exhibitors exceeding the provided space will be asked to rearrange their booths in the space provided.

Show Hours:

Sunday, September 26, 2021
4 – 6 p.m.

Monday, September 27, 2021
7:30 a.m. – 3 p.m.

Scheduled Exhibit Hours:

Sunday, September 26, 2021
Opening Celebration Reception:
4:30 – 6 p.m.

Monday, September 27, 2021
Networking Breakfast: 7:30 – 8:45 a.m.
Coffee Refresh: 9:45 – 10 a.m.
Beverage Break: 11 – 11:30 a.m.
Networking Lunch: 12:30 – 1:30 p.m.
Dessert Reception: 2:30 – 3 p.m.
Booth Breakdown Monday after 3 p.m. until 6 p.m.



**2021 Fall Leadership Summit:
The Ride of a Lifetime
September 26 - 28, 2021
Saratoga Hilton & Saratoga
Springs City Center
Saratoga Springs, NY**

