

New York Association for Continuing/Community Education, Inc.

c/o Kathy Duffy @ Magellan Foundation
8 Airport Park Blvd, Albany Airport Park, Latham, NY 12110
Phone: 518•782-0600 FAX: 518-782-9552

NYACCE Conference Vendor Information

Dates: May 7 – 9, 2006
Location: Albany Marriott, Wolf Road, Albany, NY
Anticipated attendance: 300+
Vendor Contacts: On site vendor liaison – Paul Burke
On site conference coordinator – Kathy Duffy
Conference chair – Laurie Bargstedt (nyacce@yahoo.com)

Vendor location: Vendors will be located in the foyers that lead conference participants between conference workshops and meals. This location ensures a high traffic pattern to insure vendor visibility and access.

Anticipated schedule: The registration desk opens Sunday, May 7 at 3:00 PM. There will be an opening session late that afternoon prior to the President's Welcome and Vendor Appreciation Reception. It is suggested that vendors be prepared to have representation at their exhibits from 3:30 PM until the reception begins at approximately 6:00 PM. You are welcome to begin setting up at 2:00 PM that day.

Exhibits should be open from 7:30 AM – 4:00 PM on Monday, May 7. This will allow you to interact with those attending breakfast and early workshops, as well as those arriving for the Teacher's Day activities. We hope you will join us for Monday evening's reception, dinner and festivities.

On Tuesday the activity starts once again at 7:30 AM with breakfast. Workshops will begin a bit later to allow attendees to visit exhibitors after they enjoy their breakfast. Vendors should have materials available until afternoon workshops begin this day at approximately 2:00 PM. Conference 2006 concludes approximately 4:30 PM on Tuesday, May 9. You must have your area cleared no later than 5:30 PM that day.

All times mentioned are anticipated and are subject to change.

NYACCE will schedule periods of time exclusively intended for vendor interaction. The program will be posted on our website, www.nyacce.org, prior to the conference to aid your scheduling.

Shipping Materials Prior to Conference: I understand that I may have boxes delivered to the hotel no more than three (3) days prior to the start of the event. All boxes should be addressed to **The Albany Marriott, 189 Wolf Road, Albany, NY 12205**. Boxes must contain event & receipt information in the lower left corner similar to: "NYACCE, May 7-9; to be retrieved by MaryJean Sale-Queen, Best Book Company".

Promotional Items: Vendors are encouraged to provide promotional items to conference attendees. Vendors who opt to sponsor an event may have one promotional item place in each attendee's conference bags at no additional cost. If you would like an opportunity to have branded notebooks, pens or other items included in attendee's bag please contact Laurie Bargstedt at 518-762-4633, ext. 158 or at nyacce@yahoo.com. Items should be mailed to the Marriott for arrival May 3-6. Boxes should be labeled: "NYACCE conference, May 7-9; attention: Paul Burke; promotional items for bags".

Raffles: Vendors are invited to provide an item of high interest for raffles & door prizes. Please notify Laurie Bargstedt at nyacce@yahoo.com if you intend to donate an item. These items can be collected at the registration table on Sunday, May 7. Items may also be shipped as described in the "shipping" section for delivery May 3-6. Boxes should be labeled: "NYACCE conference, May 7-9; attention: Regina Cieslak; raffle item".

Absentee Marketing Opportunities: Vendors who are unable to attend the conference may have catalogs and promotional materials displayed for a fee of \$100. Items should be mailed as describes in the "shipping" section for arrival May 3-6. Boxes should be labeled: "NYACCE conference, May 7-9; attention: Paul Burke; catalogs".

Friends of NYACCE Advertisement: Vendors are encouraged to place an advertisement in the conference program. This allows conference attendees a resource to reference when they want to reach you after the conference.

Cancellation Policy: Cancellations must be submitted in writing to Kathy Duffy at the address noted in the letterhead. Cancellation charges apply only to the actual exhibit.

<u>Cancellation Period</u>	<u>Amount Forfeited</u>
February 1 – March 31, 2006	\$125
March 1 – April 1, 2006	\$175
On or after April 2, 2006	100% of fees

Vendors who find it necessary to cancel may have catalogs available to attendees.

Internet Access: High speed Internet access is available at the Marriott. There is a fee involved. That fee is incurred and paid by the vendor. For more information contact Debra McDermott, Marriott Special Events Manager at 518-458-8444.

Responsibility for Loss or Damage: Vendors are reminded that the exhibit area is unsecured, therefore, it is advised that items of value not be left unattended at any time. Exhibitors will not hold the hotel, NYACCE or any associated parties responsible for any loss by theft or damage. Exhibitors assume all responsibility for damage caused by the exhibit to the persons, property or rights of other parties, including injury to floors, walls, decorations, or equipment of the hotel.

Fire Codes: All vendors agree to comply with local fire codes, including keeping all walkways clear in case there is a need for emergency evacuation.