

GO BIG

May 19, 2020

Marriott Syracuse

Downtown

100 E Onondaga St
Syracuse, NY 13202
315-474-2424

Don't forget to
visit the website:

BigINY.org/GoBig

EXHIBITOR INFORMATION

If you have any questions, please contact:

Allison Just

Meeting & Governance Manager
Big I New York

Cell: 315-657-5841

Phone: 315-432-4249 or 800-962-7950 EXT. 249

Email: ajust@biginy.org

5784 Widewaters Pkwy, 1st Floor
DeWitt, NY 13214

Exhibit Booth

Booth (8' wide x 8' deep), exhibitor sign, 6' table with cover, side rails and backdrop. You're welcome to bring your own signs, backdrops, etc. as long as all items fit within the confines of your booth.

Electrical Hookup

If an electrical outlet is required, the cost is \$50 extra. Outlets must be requested on the exhibitor's registration form.

WiFi

Wireless internet is complimentary to exhibitors.

Exhibit Setup

Exhibitors may setup AFTER 7:00am on May 19th. No exhibit assembly will be allowed prior to this time. All exhibits must be ready by 8:00am when registration begins.

Shipping Booth Contents

If booth contents need to be shipped, they must be shipped no earlier than 3 days prior to the convention date. Contents will be delivered to your booth location in the Industry Marketplace. **The package(s) must have the following:**

Marriott Syracuse Downtown
Big I NY Convention on 5/19/20
c/o Name of Person to Receive Package
100 East Onondaga Street
Syracuse, NY 13202

Load-in and Load Out

Exhibitors doing their own load-in and load-out need to go to the security entrance located just past Shaughnessy's Irish Pub on Harrison Street and request access to the freight elevator. There is no loading dock.

Booth Assignment

The Industry Marketplace floor plan with all booth assignments will be at the registration area the morning of the event. No assignments are provided prior to the event date.

Name Badges & Instructions

Exhibitor name badges will be at the registration desk. Please check in at the registration desk for your badge and booth assignment.

Event Hours

8:00am - Registration Opens

8:00am - 1:00pm - Industry Marketplace

9:00am - 10:00am - Speaker: Manny Barbosa

10:00am - 10:30am - Networking Break in Industry Marketplace

10:30am - 11:30am - Carrier Panel

11:30am - 12:30pm - Networking Break in Industry Marketplace

12:30pm - 2:00pm - Installation Luncheon

2:15pm - 3:45pm - Workshops

3:45pm - 4:30pm - Social Reception

(There is a total of 2 hours and 30 minutes dedicated exhibitor time.)

Lunch & Social Reception

All exhibitors are invited to stay for lunch and social reception to mingle with the attendees.

Attendee List

A pre-event attendee list will be emailed to exhibitors 2 weeks prior to the event. Exhibitors are encouraged to reach out to attendees and invite them to visit their booth.

Agent/Broker Attendance

We encourage you to ask for agents' business cards or to offer your own door prize. Exhibitors are responsible for managing their own door prize(s).