

May 24, 2022

Marriott Syracuse

Downtown

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

Don't forget to
visit the website:
BigINy.org/GoBig

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EXHIBITOR INFORMATION

NEW! Social Hour & Industry Marketplace Preview

May 23, 2022 | 6:00pm - 7:00pm

Exhibitors can network with the Big I NY Board of Directors and members. Enjoy a relaxed and intimate environment with food and drink.

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 \$75 extra. Outlets must be requested when you register.

WiFi

Wireless internet is complimentary to exhibitors.

Exhibit Setup

Exhibitors may setup **AFTER 4:00pm on May 23rd**. No exhibit assembly will be allowed before this time or during the Social Hour & Industry Marketplace Sneak Preview (May 23, 6:00pm - 7:00pm). All exhibits **must be ready by 8:00am on May 24th** 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 5/24/22
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. The hotel has a limited number of carts. If you're self-loading, please consider bringing your own cart.

Booth Assignment

The Industry Marketplace floor plan with all booth assignments will be at the registration area after 4:00pm on May 23rd.

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

May 23rd

6:00pm - 7:00pm - Social Hour & Industry Marketplace Sneak Preview

May 24th

8:00am - 9:00am - Registration & Industry Marketplace

9:00am - 10:15am - Speaker: David Carothers

10:15am - 11:00am - Networking Break in Industry Marketplace

11:00am - 12:00pm - Breakout Sessions

12:00pm - 1:00pm - Networking Break in Industry Marketplace

1:00pm - 2:30pm - Luncheon with Speaker Joan Woodward

2:30pm - 4:30pm - Bonus Session

(There is a total of 3 hours and 45 minutes dedicated exhibitor time.)

Lunch

All exhibitors are invited to stay for lunch to mingle with the attendees. Please select luncheon when you register.

Attendee List

A pre-event attendee list will be emailed to exhibitors approximately 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).

If you have any questions, please contact:

Allison Just
Meeting & Governance Manager
Big I New York

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