

May 21, 2019

**DoubleTree by Hilton
Hotel Tarrytown**
455 South Broadway
Tarrytown, NY 10591
Phone: 914-631-5700
Fax: 914-631-4125

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

Direct: 315-432-4249
Phone: 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. Connect to HHonors and open your web browser. You will see the "StayConnected" welcome page. Click on "I have a coupon code/promotional code," and accept the terms. Click next and enter code: **GOBIG2019**.

Exhibit Setup

Exhibitors may setup AFTER 7:00am on May 21st. 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 one week prior to the convention date. You may pick up your package(s) at the front desk. **The package(s) must have the following:**

Your Name
Big I Convention
The Doubletree Hilton Tarrytown
455 S. Broadway
Tarrytown NY, 10591
C/O Julie Curi

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 are placed in each individual booth prior to exhibitors arriving. Additional instructions for the day are also left at the booth.

Event Hours

8:00am - Registration Opens
8:00am - 1:00pm - Industry Marketplace
8:30am - 9:15am - Annual Business Meeting
8:30am - 9:15am - Cybersecurity War Stories
9:30am - 10:30am - Go Big & Grow Your Agency Value
11:00am - 12:00pm - Carrier Panel
12:00pm - 1:00pm - Industry Marketplace & Cash Bar
1:00pm - 2:15pm - Installation Luncheon
(There is a total of 2 hours and 15 minutes dedicated exhibitor time.)

Agent/Broker Attendance

To encourage our agents to connect with you in the Industry Marketplace, there will be two \$150 cash door prizes. Drawings are at 9:15am and 10:45am. We encourage you to ask for agents' business cards or to offer your own door prize.

Lunch

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

Attendee List

A pre-event attendee list will be emailed to exhibitors on May 10th. Exhibitors are encouraged to reach out to attendees and invite them to visit their booth. Exhibitors are not included on this list.