



NYSAAA

New York State Athletic Administrators Association

The 2022 New York State Athletic Administrators Association Conference will be held March 15-18, 2022 at the Saratoga Hilton Hotel and Conference Center, Saratoga Springs, New York. The Exhibit area will be open March Wednesday, March 16th & Thursday, March 17th.

Please direct all correspondence to me at:

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This year the *Exhibit Hall Festival* will take place on Wednesday evening, **5:30pm to 7:30pm (2 hours open food & refreshments)** with no other activity scheduled. There will also be four hours of exhibit time on Thursday morning with nothing else scheduled. As requested by many exhibitors, we've shortened the exhibit area time and reduced activity that competes with the exhibit area to create 6 hours of available contact time for exhibitors and attendees. The Exhibitor area will close at 12:00 pm with the last major drawing 11:30 am.

Booth Information— Prices for booths will be increased this year. The first booth will cost \$525.00, and then \$475.00 for each additional booth purchased. With each booth purchased, you are entitled to one badge. Each additional person will need their own badge, which will cost an additional \$50 each. **All Exhibitors will need to have a badge in order to enter the exhibit hall area and take part in the festival.**

Booths will be provided with the following:

- 8' x 10' booth with drapery, booth sign 7"x44", one 8' table and two chairs
- Electricity will be provided if needed-one 110 line with two outlets

Drapery will be erected some time prior to 2:00pm. Wednesday, March 16th.

You may set up your booth: March 16th @ 2:00 – 5:00pm (not before)

Show time is from 5:30 p.m. to 7:30 p.m. on Wednesday, March 16th, and 8:00 a.m. to 12:00 p.m.. on Thursday, March 17th. There will be six hours of AD contact time, total, without meetings or workshops, and will feature a two hour festival on Wednesday with wine, beer and food, along with an uninterrupted 4 hours on Thursday morning with coffee at 8:00am and a brunch at 10:15 to 11:30 a.m. The exhibit hall will close this year at 12 noon on Thursday. A final drawing will be held at 11:30 am. Exhibitors will not begin to break down until 12:00 pm on Thursday and are expected to be out of the hall by 12:30 to 1:00 pm.

Any exhibitors who choose to leave prior to 12:00 pm on Thursday, will not be invited back the following year!!!!!! We have changed the time schedules to accommodate our exhibitors and attendees, therefore we need to enforce this for all.

The Conference Committee has arranged for security in the Exhibit Area when the area is closed.