



# NYSAAA

New York State Athletic Administrators Association

The 2023 New York State Athletic Administrators Association's 40<sup>th</sup> Anniversary Conference will be held March 13-17, 2023 at the Saratoga Hilton Hotel and Conference Center, Saratoga Springs, New York. The Exhibit area will be open March Wednesday, March 15<sup>th</sup> & Thursday, March 16<sup>th</sup>.

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 three hours of exhibit time on Thursday morning, 9 a.m. to 12 p.m. with nothing else scheduled. As we did last year, we've shortened the exhibit area time and reduced activity that competes with the exhibit area to create 5 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 remain the same as last 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 **\$65** each. **All Exhibitors will need to have a badge 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 15<sup>th</sup>.

You may set up your booth: March 15<sup>th</sup> @ 2:00 – 5:00pm (not before)

**Show time is from 5:30 p.m. to 7:30 p.m. on Wednesday, March 15<sup>th</sup>, and 9:00 a.m. to 12:00 p.m.. on Thursday, March 16<sup>th</sup>.** There will be five 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 3 hours on Thursday morning with coffee at 9:00am and a brunch at 10:30 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.