

Exhibitor Quick Reference / Winter 2024

The Council Contact Information:

Ph: 518.449.1063
Fax: 518.426.2229
7 Elk Street / Albany, NY
www.nyscoss.org

Questions Regarding the Exhibit Hall:

Deidre G. Hungerford
Associate Director
of Business Development
deidre@nyscoss.org
Direct Telephone Line: 518.694.4885

Questions Regarding Registration?

Deborah N. Orsini
Associate Director for
Finance and Human Resources
deborah@nyscoss.org
Direct Telephone Line: 518.694.4882

Booth Installation:

Sunday, March 3, 2024
9 a.m. – 2 p.m.

All exhibits must be set up by 2 p.m. or you must wait until Monday, March 4. On Monday, all exhibits must be set by 7:30 a.m. prior to the Networking Breakfast.

Decorator:

Great Lakes Events
Telephone: 585.458.2200
csr@greatlakeevents.com

Shipping Information:

Materials may be shipped to:

Great Lakes Events
810 Emerson Street
Rochester, NY 14613
585.458.2200

Label should indicate:
NYSCOSS's Winter Institute
Box # of #

DO NOT ship materials to the Albany Capital Center. They will be returned to sender. In order for an exhibitor to send a shipment directly to the Albany Capital Center, they have to be on the premises on Sunday to receive it, or have made arrangements with Great Lakes Events to

accept the shipment for them. Please note many shipping companies will not deliver on Sunday.

Shipments must arrive at Great Lakes Events' warehouse no later than February 23, 2024. Great Lakes Events will receive freight at their Rochester warehouse up until February 26, 2024, but there will be an additional fee charged. Any shipments sent to the warehouse after February 26, 2024 will not be accepted.

Booth Dimensions:

All booths will be approximately 8' deep x 10' wide. Exhibitors exceeding the provided space will be asked to rearrange their booths in the space provided.

Show Hours:

Sunday, March 3, 2024

4:30 – 6 p.m.

Monday, March 4, 2024

7:30 a.m. – 4 p.m.

Scheduled Exhibit Hours:

Sunday, March 3, 2024

Opening Celebration Reception:
4:30 – 6 p.m.

Monday, March 4, 2024

Networking Breakfast: 7:30 – 8:45 a.m.

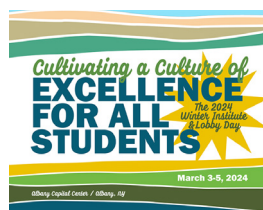
Coffee Break: 10:30 – 11 a.m.

Networking Lunch: 12 – 1 p.m.

Beverage Break: 2 – 2:30 p.m.

Dessert Reception: 3:30 – 4 p.m.

Booth Breakdown Monday after 4 p.m. until 6 p.m.



**2024 Winter Institute:
Creating a Culture of
Excellence for All Students**

March 3-4, 2024

**Albany Capital Center
Albany, NY**

