

# Exhibitor Quick Reference / Fall 2022

## The Council Contact Information:

Ph: 518.449.1063  
Fax: 518.426.2229  
7 Elk Street / Albany, NY  
[www.nyscoss.org](http://www.nyscoss.org)

## Questions Regarding the Exhibit Hall:

Deidre G. Hungerford  
Associate Director  
of Business Development  
[deidre@nyscoss.org](mailto:deidre@nyscoss.org)  
Direct Telephone Line: 518.694.4885

## Questions Regarding Registration? Contact:

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

## Booth Installation:

Sunday, September 18, 2022  
9 a.m. – 3 p.m.

All exhibits must be set up by 3 p.m. or you must wait until Monday, September 19. 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](mailto:csr@greatlakeevents.com)

## Shipping Information:

Materials may be shipped to:

Great Lakes Events  
100 Bickford Street  
Rochester, NY 14606  
585.458.2200

Label should indicate:  
NYSCOSS's Fall Leadership Summit  
Box # of #

**DO NOT ship materials to the Saratoga Springs City Center.** They will be returned to sender. In order for an exhibitor to send a shipment directly to the Saratoga Springs City Center, they have to be on the premises on Sunday to receive it, or have made arrange-

ments 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 September 9, 2022. Great Lakes Events will receive freight at their Rochester warehouse up until September 14, 2022, but there will be an additional fee charged. Any shipments sent to the warehouse after September 14, 2022 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, September 18, 2022

4:30 – 6 p.m.

### Monday, September 19, 2022

7:30 a.m. – 3:30 p.m.

## Scheduled Exhibit Hours:

### Sunday, September 18, 2022

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

### Monday, September 19, 2022

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

Coffee Refresh: 10 – 10:30 a.m.

Beverage Break: 11:30 a.m. – 12 p.m.

Networking Lunch: 1 – 2 p.m.

Dessert Reception: 3 – 3:30 p.m.

Booth Breakdown Monday after 3:30 p.m. until 6 p.m.



**2022 Fall Leadership Summit  
September 18-20, 2022  
Saratoga Hilton & Saratoga  
Springs City Center  
Saratoga Springs, NY**

