# EXHIBITOR MANUAL

## THURSDAY, FEBRUARY 7, 2019

SAAGNY WINTER SHOWCASE

Thank you for exhibiting at the 2019 SAAGNY Winter Showcase being held at the Crowne Plaza Suffern-Mahwah, Suffern, NY, on Thursday, February 7, 2019.

We believe the 2019 show will be our best one yet. We are once again offering complimentary professional head shots to our members.

There are several important dates to bear in mind:

- Friday, January 4: Deadline to indicate exhibiting preferences and names for badges
- Wednesday, January 9: Deadline to reserve hotel rooms in our room block
- Wednesday, February 6: Set-up begins - exhibitors may begin to set up at 6:00 - 10:00 p.m.
- Wednesday, February 6: Meet N' Greet 8:30 p.m. Koi Lounge, Crowne Plaza Suffern-Mahwah
- Thursday, February 7: Set-up begins - exhibitors may begin to set up at 7:00 - 10:00 a.m.

In this Exhibitor Manual, we have included information about:

- Show Hours, Set-up and Breakdown
- Exhibit Space
- Shipping Instructions and Costs
- Hotel Reservations
- Exhibitor Name Badges/Table Placement
- Professional Headshots
- Meet 'N Greet at the Koi Lounge on Wednesday, February 6

*Need More Information?*

info@saagny.org

914-848-7369

SAAGNY WINTER SHOWCASE

## SHOW HOURS

Set up is from 6:00-10:00 p.m. on Wednesday, February 6, and from 7:00-10:00 a.m. on Thursday, February 7. ***THESE ARE FIRM TIMES*** - you are not permitted in the exhibit room prior to 6:00 p.m. on Wednesday or 7:00 a.m. on Thursday. All exhibits must be set-up by 10:15 a.m. - we reserve the right to reassign the space of any exhibitor who has not arrived by 10:15 a.m. The show opens to distributors at 10:30 a.m. and closes at 2:30 p.m. You are not permitted to break down prior to 2:30 p.m. - please plan your travel arrangements and flights accordingly.

## LOAD-IN and LOAD-OUT

Load-in and load-out at the Crowne Plaza is extremely easy. When you arrive at the hotel, drive to the right side of the building and unload your vehicle curbside. We will have a limited number of luggage and flatbed carts for your use (remember that these are shared carts - please unload them immediately!). Once your vehicle is unloaded, please park your car in a designated space immediately to make room for the next car.

## EXHIBITOR NAME BADGES AND TABLE PLACEMENT

Please register your exhibitor personnel in advance so your name badges will be waiting for you when you arrive. It is the fastest way to check-in! Register for name badges by completing the Placement form in this package. Please note any table placement preferences as well. ***PLEASE NOTE THAT NO ONE IS AUTOMATICALLY REGISTERED FOR THE SHOW.*** Even if your name is listed on the show contract, you need to register for name badges.

## ELECTRICITY

Electricity is available at an additional fee of $100 per 20 amp outlet. You may request and pay for electricity on the Exhibitor Registration Page. If you reserved and paid for electricity when submitting your contract, please do not reserve it again! *Please note that if you require electricity, you will likely be placed along the perimeter of the show floor.*

## EXHIBITOR REGISTRATION PAGE

**www.saagny.org/wintershow**

SAAGNY WINTER SHOWCASE

# *EXHIBIT SPACE*

**The SAAGNY Winter Showcase is a table-top show. A 6' by 30" table with tablecloth will be provided for you. *Your exhibit space is strictly limited to the size of your table*. Your exhibit may NOT exceed the space you have reserved. That means that you cannot use anything bigger than 6' wide and/or 30" deep. If you have a pop-up display that will fit in that space, you may remove your table and just use the empty space (advanced notice is GREATLY appreciated).**

***IF YOUR DISPLAY EXCEEDS THE SIZE OF YOUR TABLE, WE RESERVE THE RIGHT TO REMOVE YOUR DISPLAY FROM THE SHOW FLOOR*. Displays may not in any way obstruct the flow of traffic in any aisle or block any doors. In all cases, your back will be up against the back of another exhibitor or directly against a wall, with no space behind or on either side of your 6' table. If you have a 10' or 8' wide pop-up display, you MUST reserve two table spaces.**

**Banners cannot be hung on the walls.**

SAAGNY WINTER SHOWCASE

# *SHIPPING TO THE SAAGNY WINTER SHOW*

While we discourage you from doing so, you may ship packages to Crowne Plaza Suffern - Mahwah in advance of the show, subject to the following charges:

- For packages arriving on Monday, February 4 or later: $15 per box
- For packages arriving on Sunday, February 3 or earlier: $25 per box
- For oversized or items exceeding 50 lbs. (such as display cases): $50 per box/ case

***PLEASE PLAN ACCORDINGLY!***

We will have a list of packages received at Exhibitor Registration and the amount owed for each. Payment is requested on site the morning of the show, payable by credit card, cash or check.

The shipping address is:

SAAGNY Winter Show
c/o Crowne Plaza Hotel
3 Executive Blvd.
Suffern, NY 10901
Attn: _____
*(company or MLR name)*

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# WINTER SHOWCASE

***We have arranged for a block of rooms for your convenience for Wednesday, February 6.***

## Crowne Plaza Suffern-Mahwah

***3 Executive Blvd.***
***Suffern, NY 10901***

***The rate is $112 per night, single or double occupancy plus applicable sales taxes***

***To reserve your room, please call:***

***845-357-4800***

***Request group code GNY***

***The reservation cut-off date for the discounted rate is***

# WEDNESDAY, JANUARY 9, 2019

*After Thursday, January 10, rooms are subject to availability and at the prevailing rate in effect at the time your reservation is made.*

# EXHIBITOR

## Thursday, February 7, 2019
## Crowne Plaza Suffern-Mahwah – Suffern, NY

**Placement Preference and Name Badge Pre-Registration**
**Please return to SAAGNY office by Friday, January 4.**
**info@saagny.org**

Company:_____

Address:_____

City: _____State: _____ Zip: _____

Phone: _____Fax: _____

**Please indicate your exhibiting preferences. Do you wish to be against a wall, do you need electricity, a table removed (floor space only), close or not close to another exhibitor**?
We will try to accommodate all requests to the best of our abilities.

_____

**Exhibitor Name Badges**

Name:_____Email:_____

Name:_____Email:_____

Name:_____Email:_____

Name:_____Email:_____

Name:_____Email:_____

SAAGNY Office: 50 Tice Blvd Suite 340 Woodcliff Lake, NJ 07677
Office: 914-848-7369 Fax: 914-365-2541
info@saagny.org

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# Professional Head Shots

- **For those SAAGNY Member Companies only**
- **Available on a first-come, first-serve basis**
- **Sign up for an appointment by visiting the Washington Suite**
- **Appointments available every 7 minutes**

  *First appointment is at 9:00 am*
  *Last appointment is at 2:50 pm*

  Those without an appointment will be photographed as/if time permits
- **Following the photo shoot, all photos will be sent to you by email within approximatly 2 weeks**
- **Any additional prints or services are available by discussion and negotiation between you and the photographer**
- **Photo shoot is FREE**
- **Those nonmembers who wish to participate will be charged $100 for this service**

***This is an EXCLUSIVE benefit of your SAAGNY membership.***

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# WINTER SHOWCASE

## *JOIN US!*

**Staying at the Crowne Plaza the night before the SAAGNY Winter Showcase? Live in the area? Then plan to join us for the Meet 'N Greet The Night Before the Show.**

**We'll supply some hearty appetizers and a chance to mingle and catch up with your industry friends and colleagues.**

**Wednesday, February 6**
**8:30 p.m.**

**Koi Lounge**
**Crowne Plaza Suffern-Mahwah**
**3 Executive Blvd.**
**Suffern, NY 10901**

*Cash Bar*