



Date: 10-04-23

TO: Exhibitors / Sponsors

From: John A. Gaetano
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Thank you for registering to exhibit at the 8th Annual NYS Healthcare Facilities Conference to be held October 15th -17th, at the Turning Stone Casino in Verona, NY.

Below please find some helpful information and topics of interest for exhibitors:

Mask Requirement:

Please be advised we will not be requiring masks be worn while exhibiting and attending education sessions at this time unless the CDC guidance changes and NYSDOH requirements change. If you prefer to wear mask please feel free to do so.

Registration: Early registration will start Sunday from 1:00 PM – 6:00 PM. At that time you may register and pick up your ID Badge needed for meals and conference events. Registration will continue throughout the Monday and Tuesday. Your badge is needed and has to be worn during the Sunday Welcoming Event.

Exhibiting Booth: Attached you will find the exhibiting floor plan showing the exhibiting booth numbers. The booth assignments were obtained by sponsorship level, then by date registered. As in years past there is a selection advantage to high sponsorship level and early registration. The listing in the spreadsheet shows booth number assignment.

Exhibiting Booths: Booths will consist of a carpeted area (gray in color), and an 8-foot-high back drape. The booth size will be 10 x 10, and will contain a 6 foot table and two chairs. Each booth will have one electrical outlet.

Booth Setup: Exhibitors may begin setup on Sunday from 12:00 PM-9 PM, and may resume set up Monday prior to breakfast which starts in the exhibit hall at 7:00 AM. The Event Center will be locked after (Pm and reopen in the morning. Break down of booths will be after 2 PM on Tuesday, October 17th.

Conference Kick Off: All exhibitors are encouraged to stop exhibiting and attend the kickoff and keynote address starting promptly at 8:30 AM in the Cypress Room across from the exhibiting area. John O’Leary our keynote will be amazing. Please come in on time not to disrupt the activities that will be happening during the kickoff and keynote. Also please be present for the Opening Ceremonies, Facility Hero Awards, & Exhibitor recognition.

Breakfast / Lunch: You will not need the tickets for breakfast and lunch. Please note that the lunch time for exhibitors will be 1 Hour prior to all other attendees in education classes. This will give you time to eat and get back to your booth while attendees finish their education and head to the event center for lunch and exhibiting.

Cocktail Reception on Monday Evening: All vendors, attendees, sponsors and speakers are invited. This event will include cocktails (tickets will be provided for 2 free drinks per person which includes Beer, Wine, Soda, & Water) from 5:00 PM – 7:00 PM. There will be heavy appetizers provided. The bars will accept cash for additional beverages and mixed alcoholic drinks after the cards have been used.

Monday Dinner: There will be **no** Dinner planned after the cocktail reception ends this year. But we will have heavy appetizers provided.

Shipping Materials to Turning Stone: Materials may be shipped to the Turning Stone at the below address:

Turning Stone Resort Casino
5218 Patrick Road
Verona, New York 13478
Attn; NYS Healthcare Facilities Conference-October 16-19th (Event Center)

If there are any questions regarding shipping materials, please call Morghan Hall at 315.335.6853 (cell) or email at Morghan.Hall@turningstone.com and reference the NYS Healthcare Facilities Conference.

TSRC has limited space for storage and or materials shipped prior to the event. Exhibitors assume all responsibility and liability for loss, theft, or damage to any goods, merchandise or equipment shipped to the TSRC. It is incumbent to the exhibitor to provide their own insurance for pre-event shipping and receiving of the same. Any prevent shipment and storage of equipment and materials shall be subject to the prior approval of TSRC. Exhibitors agree to pay TSRC for labor and storage charges incurred upon request as outlined below: Please contact

Morghan for fee schedule. Also make sure that your packages are properly marked on the outside with **your company name and exhibiting booth number.**

- Envelopes/boxes (25 lbs. or less) - \$5.00 handling fee for each
- Boxes/Cartons (26 lbs. but less than 70 lbs.) - \$10.00 handling fee for each;
- Pallets - \$50.00 handling fee for each.

Door Prizes:

During the Sunday Event (half-time football game the conference committee will be raffling off items that include an official Josh Allen Signed Football Helmet, Dammar Hamlin signed Jersey, and also two tickets to a November Monday Night Buffalo Bills game!

If you would like to bring a Buffalo Bills or NY Giants themed door prize / basket we will announce your company's name during the raffle. Winners have to be present to win !!!!! All attendees will be eligible to participate. Tickets will be sold by committee for the above items and drawings will continue until all prizes or baskets have been awarded. Please bring your door prize with you to the event or Registration table on Sunday October 15, 2023.

Attendee List: As a special consideration for exhibiting this year you will receive an attendance list (I will get that out Wednesday October 4, 2023 later in the afternoon). That will give at minimum a week plus before the conference to email attendees. The list will include both healthcare and non-healthcare attendees with the exception of all exhibitor attendees. Also we have received several requests for this list from non-exhibiting businesses attending the conference and they have been denied. They will get an attendance list in their packet and it will not include the email addresses. There again another advantage of being an exhibitor. *Please note we will have a QR code and the conference program will be able to be downloaded to your phone or ipad.*

At this time all commitments are final and refunds for exhibiting booths will not be allowed.

All other questions can be emailed to my attention. I have tried to get back as quick as I can to many of you and appreciate your kindness knowing that I have work responsibilities to my health organizations while trying to coordinate this event with the conference committee. Suggestions are welcomed on how we can make this event even better.

I cannot say it enough.....without you this event would not be possible!

Thank You and we are looking forward to seeing everyone next week!