



New York State Athletic Administrators Association

www.nysaaa.org

e-mail: lgillooley@nycap.rr.com

TO: ALL EXHIBITORS
FROM: LARRY GILLOOLEY, EXHIBIT CHAIRPERSON
RE: 2008 NYSAAA CONFERENCE

The New York State Athletic Administrators Association Conference will be held March 12-15, 2008 at the Saratoga Hotel and Conference Center, Saratoga Springs, New York. The Exhibit area will be open March 13 & 14.

Please direct all correspondence to me at:

LARRY GILLOOLEY
1826 NOTT STREET
NISKAYUNA, N.Y. 12309
(518)-382-2511x4361 (w) (518)-346-1485 (h)
FAX: 518-382-1964
E-MAIL: lgillooley@nycap.rr.com OR lgillooley@niskyschools.org

As per last year there will be six dedicated hours of exhibit time with no other activity scheduled. On Thursday there will be an Exhibitors lunch buffet 12:15pm-1:45pm and at 4:45-5:45pm the Exhibitors hospitality will be held in the Exhibit Hall.

Booth Information—The first booth will cost \$350.00 and \$300.00 for each additional booth purchased.

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 3:00pm. Wednesday, March 12.

You may set up your booth: March 12TH @ 3:00 - 4:30pm or March -13TH @ 7:00am.

Show time is from 9:00 a.m. to 5:45 p.m. on Thursday, March 13th, and 8:00 a.m. to 11:15 a.m. on Friday, March 14th.

The Conference Committee has arranged security in the Exhibit Area when the area is closed.

You will be provided with the following at the conference:

- List of exhibitors
- List of registrants
- Conference overview



New York State
Athletic Administrators Association

www.nysaaa.org

e-mail: lgillooley@nycap.rr.com

RE: 2008 BOOTH INVOICE

ONE 8' X 10' BOOTH WITH DRAPERY \$ **350.00**

Note: \$ 300.00 for each additional booth

BOOTH SIGN – 7"x 44"

ONE 8' SKIRTED TABLE, TWO CHAIRS

ELECTRICITY PROVIDED, IF NEEDED, WILL BE – **ONE 110 LINE, WITH 2 OUTLETS-**

ANYTHING MORE THAN THIS MUST BE ARRANGED WITH THE DRAPERY COMPANY AT THE VENDORS EXPENSE

CLIFTON PARK RENTAL CENTER WILL PROVIDE THE DRAPERY SERVICES. THEY WILL SEND OUT NFORMATION PRIOR TO THE CONFERENCE FOR ADDITIONAL NEEDS AND SHIPPING INFORMATION CONTACT THEM AT: 518-877-7449 OR FAX 518-877-6356.

PLEASE MAKE CHECKS PAYABLE TO NYSAAA AND **REMIT CHECK AND ENCLOSED FORM TO:**

**LARRY GILLOOLEY
1826 NOTT STREET
NISKAYUNA, NY 12309**

THANK YOU

