



NORTHEASTERN NEW YORK CHAPTER

April 9, 2018

To: 2018 FPA of NENY Symposium Partners & Sponsors
From: Walt Klisiwecz, Interim Partner Chair
Stephanie Cogan, Executive Director
Subject: May 17, 2018 Symposium

Thank you for being our Chapter's Partner or Symposium Sponsor this year. We appreciate your support! We are writing to confirm details to assist you in your planning.

The Essentials:

1. Our Symposium is on Thursday May 17, 2018 at the Hilton Garden Inn-Troy, 235 Hoosick Street, Troy, NY 12180. <http://hiltongardeninn3.hilton.com/en/hotels/new-york/hilton-garden-inn-troy-ALBTYGI/index.html>
2. We have access to the venue as early as 6:00AM on 5/17/18. Attendees begin to arrive at 7:15am. We ask that you be ready by that time. The last break ends at 2:55pm. PLEASE have your booth staffed until that time.
3. Each Symposium Sponsor and Partner will have one assigned six-foot by 30 inch UN-skirted table, please feel free to bring your logo table cover. Wireless internet is available.
4. Each Partner may have two representatives. Symposium-only Sponsors have one representative.
5. We will be employing the Raffle stamp card system again this year to ensure that as many of our attendees visit your booths as possible. Stephanie will have the supplies for that when you check in with her on May 17.

The Good to Knows:

1. If you need a hotel the night of May 16, 2018, please either call 877/STAY HGI, or go online at the address above to make reservations.
2. If you need to ship anything (do NOT ship prior to 5.11.18, please) to the venue prior to your arrival, please mark the package with this information:

First & Last Name
Hold for May 17, 2018 FPA of NENY 18 meeting
c/o Hilton Garden Inn Troy
235 Hoosick Street
Troy, NY 12180

What Stephanie needs from you as soon as possible:

1. **What is your intended raffle item?** Raffle items may include gift cards (to restaurants, movies, bookstore), company logo items, electronics, wine, business books, etc. Average raffle item value is \$50. If logo wear is your raffle item, please remember clothing for women as well as the men.
2. **Name of the person or persons tending the booth** Partners may have two reps attend, Sponsors are allowed one attendee. Additional attendees beyond this are \$50 per person to cover our fixed costs, please let Stephanie know. Breakfast and lunch is provided and reps are welcome to attend the educational sessions.
3. **If you wish to have your company's material inserted in attendee bags**, please ship enough for 125 to: Stephanie Cogan, 34 Kennedy Drive, Albany, NY 12205 by May 11. The week of the event, you'll receive a roster of registrants and a few days after the May 17th event, you will receive the roster of member attendees.

Questions? Just call or e-mail! THANK YOU!