

23rd ANNUAL

**AGC Construction
Industry Conference**

CONSTRUCTION EXPO



DECEMBER 9, 2009

THE SARATOGA HILTON HOTEL

SARATOGA SPRINGS, NY

GENERAL INFORMATION

EXHIBIT SPACE RENTAL

Standard size table or booth rental will be for an 8' table in a 10' wide booth. Booth rental fee is \$795 for reservations and if payment is received by November 16, 2009. For reservations received after that date the fee is \$995. Your booth will include a skirted table with 2 chairs. A booth sign will be provided. Please be sure to indicate if you require electrical access. You must bring an extension cord if you require access to outlets. No cords will be available at the Expo.

The price includes lunch and dinner on Wednesday and breakfast on Thursday for one person. Additional meals may be purchased for \$18 for lunch and \$40 for dinner per person. Please notify us if you require additional meals. Meal tickets are required for all attendees.

SPACE ASSIGNMENT

There is limited amount of booth space is available. Maximum number of booths is 50. They are on a first come first served basis. Payment is necessary to guarantee space.

MODIFIED SCHEDULE

Tuesday, December 8, 2009 - *The room will be available from 12:00 Noon to 5:00 PM for set-up only.*

Wednesday, December 9, 2009 - **We will utilize the same floor plan as last year. It does require that all booths be silent during the lunch program. The floor will be open to the lunch area and it is imperative that no one be setting up during the lunch as there will be speeches taking place.**

The room will be available at 7:00 AM for set-up. All booths should be set up for display by 11 a.m. and will need to be silent from 11:30 to 1:30 during the lunch program. No booth may be broken down until the show closes.

The cocktail reception will be combined with food stations this year and held in the room that will be open to the dining area this year.

Thursday, December 10, 2009

Dismantling will take place beginning at 7:00 A.M. and must be completed by 12:00 Noon.

Display personnel will not have access to the seminars running at the Conference. If you would like to attend any seminars please contact the office for a registration form for the Conference.

PLEASE NOTE: The City Center will be under construction. You will need to utilize the loading dock for move in/out. Information will be provided to all vendors.

DIRECTIONS TO THE The Saratoga Hilton Hotel

From the South and from the West. Take NYS Thruway to Exit 24. Take your second exit onto Route 87 North (Northway). Go to Exit 15 of the Northway and take a left onto Route 50. Go approximately 2 miles and take a left onto Broadway. The Hotel is on the left.

From the Albany area take Route 87 North (Northway). Go to Exit 15 of the Northway and take a left onto Route 50. Go approximately 2 miles and take a left onto Broadway. The Hotel is on the left.

Rooms are available at the rate of \$145 single/double. Be sure to indicate you are with the AGC Construction Industry Conference. The hotel phone is 518-584-4000.

Booth rental is \$795 for reservations received prior to November 16, 2009. Reservations received after that date will be charged at a rate of \$995. There is room for only 50 booths so be sure to register immediately if you want to secure space. Only one booth per firm. If you require an electrical hook up be sure to indicate so on this form. *You must supply your own extension cords.*

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

We require electrical hook-up _____ YES _____ NO

Our name should appear on booth registry and booth signage as:

We will exhibit the following products:

We request that our space not be adjacent to or opposite the following exhibitors:

Main Booth Personnel (meals included for this person only) _____

Additional Booth Personnel -

Name: _____ Lunch(\$18) _____ Dinner (\$40) Total _____

Name: _____ Lunch(\$18) _____ Dinner (\$40) Total _____

Name: _____ Lunch(\$18) _____ Dinner (\$40) Total _____

Name: _____ Lunch(\$18) _____ Dinner (\$40) Total _____

TOTAL CHARGES (BOOTH, OUTSIDE SPACE & ADDITIONAL MEALS): _____

To pay by credit card (Master Card, Visa, American Express) please complete the following section

Card Number : _____ Expiration Date : _____

Security code on back of card _____ Zip Code for billing address _____

Cardholder Name: _____ / _____

SIGNATURE

PRINT NAME

Rules and Regulations

PLEASE NOTE: This year we are having an open floor plan with the lunch/dining room. It is necessary that all booths be in place by 11:00 a.m. on Wednesday, December 9, 2009. **It is required that there will be no noise in the trade show area during the lunch program.** The dinner program will be held in conjunction with the cocktail reception. No booth may break down until the show is over at 7:15 p.m. If you have any questions on this please contact Cathy at the AGC office.

Exhibit booths must be staffed at all times throughout the show by qualified representatives of the exhibitor. Exhibitors are expected to keep the booth attractive and clean throughout the course of the show.

All charges must be paid in full prior to the show.

All exhibitors must conform to the size and location of their space and not be of such character or arrangement as to obstruct the view, or interfere with, the exhibits of others. If your booth or display is of such a size and/or arrangement that may obstruct the view of other vendors please notify us so we may place you in the proper location. You must remain in the space assigned to you. If you need adjustments made please see staff on the show floor prior to rearranging or moving your location.

Advertising material, or signs of firms other than those who have engaged space are prohibited. Canvassing, solicitation or any business in the interest of any firms other than those exhibiting, is prohibited. Distribution of material is to be at the booth location only. The show management will appreciate being informed of any infraction of this rule. **No alcoholic beverages are to be distributed from your booth.**

Subletting of space: The exhibitor shall not assign, sublet or share space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of the show management.

Please make check payable to AGC NYS, LLC
and mail completed form to:

AGC, NYS, LLC
10 Airline Drive, Suite 203
Albany, NY 12205-1025
Forms may be faxed to 518-456-1198