



**31st ANNUAL  
AGC NYS  
Construction  
Industry Conference**

**CONSTRUCTION  
EXPO**

***TECHNOLOGY SHOWCASE AREA***



**DECEMBER 6, 2017  
THE SARATOGA HILTON HOTEL  
SARATOGA SPRINGS, NY**

# GENERAL INFORMATION

## 2017 TECHNOLOGY SHOWCASE

We will have a special section for firms who would like to introduce their technology to the industry. This area will feature firms who display software, BIM, GPS, tablets, equipment or other technology that will enhance the construction industry. Please be sure to indicate that you would like to be placed in this area and what product you will be displaying.

## 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 AGC NYS Members and \$995 for Non-Members for reservations and if payment is received by November 17, 2017. For reservations received after that date there will be an additional \$200 charge per booth.

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 reception dinner on Wednesday and breakfast on Thursday for one person.** Additional meals may be purchased for \$30 for lunch and \$60 for dinner per person. Please notify us if you require additional meals. Meal tickets are required for all attendees.

## SPACE ASSIGNMENT

Due to the competition on the floor, all booth space will be assigned by AGC. Booths are on a first come first served basis. **Payment is necessary to guarantee space.**

## SCHEDULE

**Tuesday, December 5, 2017** - *The room will be available from 12:00 Noon to 5:00 PM for set-up only.*

**Wednesday, December 6, 2017** - The room will be available at 7:00 a.m. for set-up. All booths should be set up for display by 10 a.m. No booth may be broken down until the show closes.

The conference schedule allows for people to visit your booths earlier and more frequently throughout the day.

The cocktail reception will include food stations and will be held in the Trade Show area. Most booth traffic will be later in the day.

### **Thursday, December 7, 2017**

*Dismantling will take place beginning at 7:00 a.m. and must be completed by 12:00 Noon.*

*PLEASE NOTE: The City Center now has two areas to unload your booth materials Broadway Entrance or their loading dock on Maple Avenue.*

***Display personnel will not have access to the seminars or workshops presented at the Conference.***

***If you would like to attend any seminars or workshops please contact the office for a registration form for the Conference.***

Booth rental is \$795 for AGC NYS Members or \$995 for Non-Members for reservations received prior to November 17, 2017. Reservations received after that date will be charged an additional \$200. If you require an electrical hook up be sure to indicate so on this form. *You must supply your own extension cords.*

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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 would like to be placed in the Technology Showcase area: \_\_\_\_\_ YES \_\_\_\_\_ NO

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(\$30) \_\_\_\_\_ Dinner (\$60) Total \_\_\_\_\_

Name: \_\_\_\_\_ Lunch(\$30) \_\_\_\_\_ Dinner (\$60) Total \_\_\_\_\_

Name: \_\_\_\_\_ Lunch(\$30) \_\_\_\_\_ Dinner (\$60) 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 : \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Security code: \_\_\_\_\_

Credit Card billing address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

# Rules and Regulations

**As of 2017 you will not be allowed into the Trade Show unless you are a registered attendee of the Conference.**

The schedule of the event will offer more opportunity for vendor display. 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. Please be courteous to your fellow vendors. Security is provided in the room at night but it is recommended that you remove any and all electronic equipment for your own protection.

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 assigned space 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 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  
or sent via email to [Bryanna@agcnys.org](mailto:Bryanna@agcnys.org)