



## 2018 ANNUAL CONFERENCE SPONSORSHIP EVENT LOGISTICS



### EVENT LOCATION

#### Executive Conference Centers

1601 Broadway (corner 48<sup>th</sup> St) - entrance off of 48<sup>th</sup> Street  
Eighth Floor  
New York, New York 10019

**Contact person:** Tony Adia

**Event Time:** Tuesday, March 6, 2018 8:00 am to 5:00 pm

**Networking Reception:** 5:00 pm to 7:00 pm Onsite - Immediately Following the Conference

### ADMISSION FOR COMPLIMENTARY SPONSOR ATTENDEES

Make sure you have provided us with the names of your complimentary attendees by Friday, February 23rd for free registration by submitting the name and email through our submission link at

[http://armanyc.org/form.php?form\\_id=15](http://armanyc.org/form.php?form_id=15)

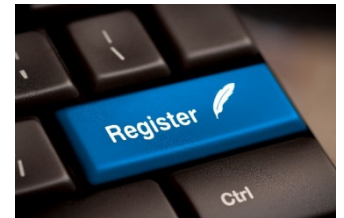


Table staff do not attend the sessions. Please register additional attendees on our website [www.armanyc.org](http://www.armanyc.org). If you would like an additional person to attend the Networking Reception ONLY, the cost is \$60.

- Broadway sponsors receive three complimentary registrations
- Wall Street and Times Square Sponsors receive two complimentary registrations.
- Grand Central Sponsors receive one complimentary registration.

### PROMOTIONAL ITEMS



To have your promotional and give-aways items included in the attendee bags, please send a quantity of 250 of each item to:

ARMA Metro NYC  
Attn.: March Spring Conference  
132 E. 43<sup>rd</sup> St #740  
New York, NY 10017

Please label the box with the notation of “Box #1 of 2”, etc. and indicate your company name and “ARMA Event Bag Promotional Items” on the box. **For items to be included in the bags, they must be received before Friday March 2nd.**

## **BOOTH MATERIALS SHIPPING**

Please make sure to ship your main booth materials so they arrive on **Friday 2<sup>nd</sup> March.**

### **Ship all booth materials labeled as follows:**

**ATTENTION:** Tony Adia  
c/o AMA Executive Conference Center  
Hold for: ARMA Metro NYC Event  
1601 Broadway @ 48<sup>th</sup> St  
New York, New York 10019  
USA

**CONTACT PERSON:** Tony Adia

**Mark all boxes** with your company name and with the box number (such as Box #1 of 3, Box #2 of 3, Box #3 of 3) so that their arrival can be confirmed. ***\*\*It is very important that this information is clearly marked on the box since we have over 30 vendors shipping materials at the same time\*\*.***

### **Table Top Set-Up**

**You must set up your display area on the evening before the event.** The ARMA Metro NYC volunteers will show you to your booth location upon your arrival for set-up. Sponsor Registration will be conducted at that time.

- **SET UP THE NIGHT BEFORE THE EVENT (3/5):** Plan on arriving no earlier than 1pm and ensure that setup is completed by 5:00 pm.
- **RETRIEVAL OF SHIPPED MATERIALS:** Storage rooms for your mailing materials are room 706.
- **DAY OF THE EVENT:** All display areas must be set up completely by 8 am. Sponsor registration and badge pick-up will be available.

**Booth Size:** The standard table is 5' X 2 display placed approximately 3 feet from the wall. If you have a display booth that you would rather use and that fits in these dimensions, you may remove the table. There will be enough room to display your company banner by your booth.

## **PRIZES**

### **RAFFLE PRIZE:**

If you would like to offer a prize to be raffled at the end of the day, please let us know what prize you are offering as soon as possible by contacting Andrew Corridore at [ajc279@gmail.com](mailto:ajc279@gmail.com) and registering the prize item via our submission link at [http://armanyc.org/form.php?form\\_id=15](http://armanyc.org/form.php?form_id=15)

### **PRIZES AT YOUR BOOTH:**

If you wish to offer a prize at your booth (*separate and apart from the event raffle*) then you would do the drawing yourself and notify the winner directly. No announcements regarding the private prize winners would be made on the event day.

### **POWER & INTERNET ACCESS**

- All booth locations have access to a wall or floor outlet for power.
- The event location has Wi-Fi Internet access. You will receive the WiFi code upon your arrival on the day of the event.

### **EVENT DAY**



The attendees will be arriving beginning at 7:00 am on March 6 for breakfast (8:00-9:00 AM). You are welcome to be there at this time. Most of your networking time will be at the breaks (11:00 AM to 11:30 AM and 2:30 PM to 3:00 PM) and during the lunch break (from 12:30 PM – 1:30 PM). The networking reception event taking place at the end of the day will also provide excellent networking opportunities.

A Raffle Card will be provided to all attendees. Stamps for the cards will be provided to each sponsor. Attendees must visit all Sponsors and get their cards stamped in order to be eligible for prizes. The prizes are raffled to paid attendees with a completed game card at 4:30 pm following the end of the last sessions and while the set-up is taking place for the Networking Reception. Sponsors are not eligible to win prizes.



### **BREAK-DOWN**

Break down must begin after the last break is over, at 3:00 pm. You must have your breakdown completed by 4:30 pm. Once the event is over, please package all of your supplies and prepare prepaid mailing labels for each container to be picked up. **FedEx and UPS pickups are scheduled, but only if the Account Number is provided. If you use another carrier, you must make arrangements to pick up all packages no later than 5pm on March 6. If your supplies are not packaged and labeled properly or if they are not picked up by the deadline, we will attempt to contact you. If they are not picked up within a reasonable period of time, they will be discarded.**

**LIST OF EVENT ATTENDEES:** A listing of Event Attendees and their email addresses will be provided two weeks after the Event conclusion, so as to include the most complete list possible.