

To: Exhibitors / Sponsors of the NYS GIS Conference on October 23-24

From: Maureen Wakefield
Continuing Education Coordinator, ESF Outreach

Date: January 19, 2006

Don't miss it! We invite you to exhibit at the NYS GIS conference this year in Lake Placid, NY. This year's conference will focus on emergency management by providing a tract dedicated to the topic with keynote presentations from first responders to Hurricane Katrina. We invite your sponsorship of this important, high visibility event.

The conference begins on Monday, October 23 at the Crowne Plaza in Lake, NY and we welcome your participation. This is our 22nd year and for the first time, we offer online payment with Visa or MasterCard. It's never been easier to register on the web at <http://nysgisconf.esf.edu/> or call us at (315) 470-6817 if you have any questions.

Continental breakfasts, morning and afternoon breaks and a reception will be served in the exhibit area in the Olympic Room to provide conference participants with an ideal opportunity to meet you and to visit your exhibit!

Exhibit Setup and Schedule:

Set up begins on Sunday from 6:00 PM - 9:00 PM
Set up continues on Monday from 7:00 AM - 10:00 AM.
Exhibit area opens Monday at 10:00 AM. - 6:30 PM and Tuesday at 8:00 AM - 2:00 PM.
Exhibitor Tear down is after 2:00 PM on Tuesday.

Shipping: Label packages with the following information:

From: Exhibitor's Name/Address/Contact Name
To: Crowne Plaza NYS GIS EXPO
Company Name/Booth Number
C/O Crowne Plaza Lake Placid Resort
One Olympic Drive
Lake Placid, NY 12946

Be sure to mark each box shipped: "NYS GIS Conference, October 23-24, 2006."

Exhibit Decorating Company: Clifton Park Convention Services will be our decorator (Betty Voss; phone (518) 877-7449). Clifton Park will provide booth piping and drapes, a table, two chairs, a company sign, and a wastebasket. Contact Clifton Park directly for other equipment needs, such as additional tables or drayage.

Security: Meeting rooms and exhibit rooms will be locked on Monday night from the close of the reception at about 6:30 PM until exhibits open again at 8:00 AM on Tuesday. Public areas cannot be secured.

Directions: The Crowne Plaza Resort and Golf Club is located at One Olympic Drive, Lake Placid, NY 12946. Phone: 518-523-2556. For detailed instructions, please visit the hotel web site at <http://www.lpresort.com/>. You can use the Crowne Plaza's online system to reserve your room with a low rate of \$89.

Parking: Parking at the hotel is free of charge.

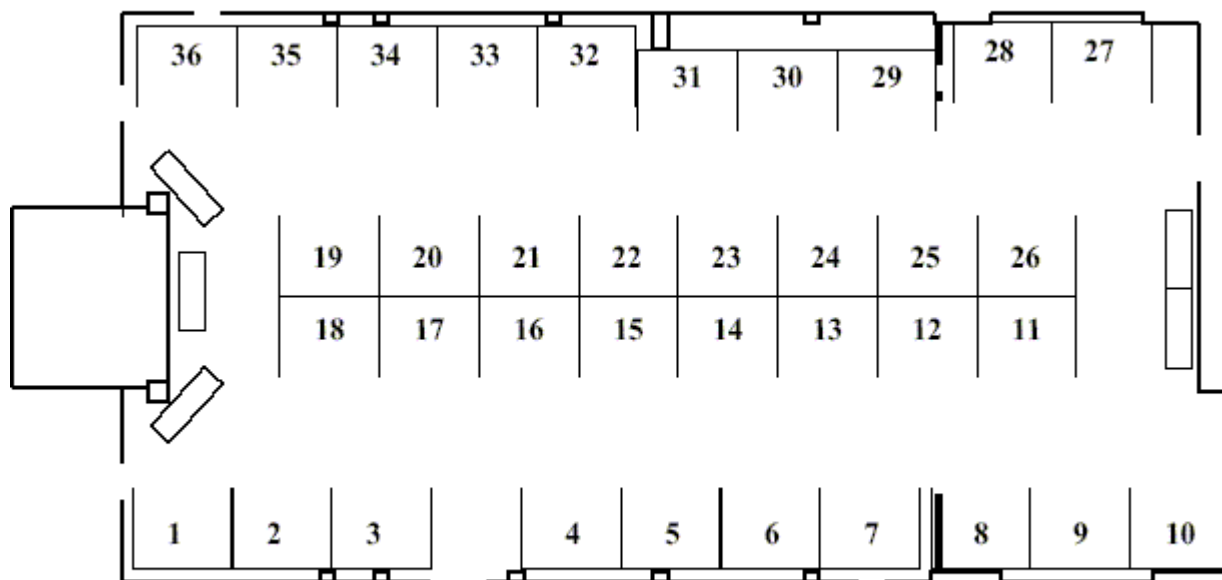
Check-In & Out Times: The standard check-in time is 4:00 PM. The standard check-out time is 11 AM. Requests for late check-out will be considered - Please ask at the front desk.

To register online, visit us at <http://nysgisconf.esf.edu/exhibitors.html> and complete 4 steps:

Steps for EXHIBITOR REGISTRATION

1. [Register for the conference and arrange lodging](#)
2. View current booth assignments [here](#) and phone Terry Sakowski, Outreach Secretary to select a booth at 315-470-6817 or by email at tsakowsk@esf.edu.

Crowne Plaza Resort and Golf Club



EAED Layout by
 Clinton Park Rental Center
 518-877-7649

3. Submit exhibitor information for the program [here](#). Please submit **new information** even if you exhibited last year.
4. Download the hotel request form for electrical service, a phone line or Internet connection [here](#).

Sincerely,
 Maureen Wakefield